

August 26, 2024

Dear 3K Families,

We are so excited to welcome you into our school community! We wanted to share some important information about the upcoming school year.

**Registration:**

**List of Documents**

Here are the documents needed. Please email directly to [team116@ps116.org](mailto:team116@ps116.org), **no later than Thursday, August 29th.**

1. Proof of child's age - please send a scanned copy of your child's birth certificate, passport, or record of baptism.
2. Immunization records - please send a scanned copy of these records. As of the current school year, [the required immunizations are listed here.](#)
3. Two (2) proofs of address. Please refer to the list above for options of the 2 acceptable documents you choose to scan.
4. [Emergency Contact Card](#)
5. [Housing Questionnaire](#)
6. [Parent-Guardian-Student Ethnic and Race Identification - PSE](#)
7. [Student Registration Form](#)
8. IESP- if applicable (Early Childhood IEP)

**Translated versions of documents numbered 4-8 may be found on the DOE website.**

***To fill out items 4-7, download each one and save it to your computer. Fill out the form digitally, sign, and save the form -- when saving the file, please rename it to include your child's full name. Then email it to [team116@ps116.org](mailto:team116@ps116.org) with your child's name/3K in the subject line.***

**Meet your 3K Teachers:**

On **Wednesday, September 4th**, we are welcoming all families to meet and greet with their child's teachers. **3K** and Pre-K will be invited to the school from 2:00-2:30pm. You will meet your child's teacher in the big yard (**entrance on 32nd Street**) and will have an opportunity to see the classrooms.

**Arrival Information:**

**Thursday, September 5th**, is the first day of school. Your child will be able to attend for a full day of school. We will stagger the arrival time for 3K and Pre-K students for the first two days of school and ask you to bring them in at **8:45am**. Your child should be picked up no later than 2:40pm, and for the first two days of school, if you prefer your child to only attend for a half day, you can pick them up mid-day. More details about the specifics will be forthcoming, including how you can let us know what time your child will be picked up on September 5th and 6th. The normal school hours are 8:20am-2:40pm, and this will begin officially for all 3K students on Monday, September 9th.

**Materials Needed:**

All school supplies will be supplied by the school this year, but 3K students will have some special items that we ask you to bring at the beginning of the school year.

- Small (cot size) sheet for sleeping cot and pillow
- Stuffed animal that is special to your child
- Picture of your child; Picture of the grown up caregivers in your child’s life; Picture of the front of your residence / building
- Extra change of clothes, season-appropriate
- Any specific toileting materials (i.e. whatever your child uses already)
- *There will be more specifics shared at a later date, if needed*

We know that having a strong school-home connection is essential in every school and to that end, Naomi Berkowitz, the Assistant Principal, and I will also be holding a school-wide informational meeting during the last week of August. We hope to see many of you there!

**P.S. 116 Town Hall - Thursday, August 29th:** 10:30am [Zoom link](#)

Again, we welcome you to the P.S. 116 community and are so excited to meet all of the families and caregivers associated with our school in September! We hope you find P.S.116 to be a nurturing school environment, where your children will thrive, and you quickly become a part of our family community. As a parent myself in the P.S. 116 community for seven years as my daughter moved through each grade from Pre-K to Grade 5, I know how special the school is. We had a wonderful P.S. 116 experience, and it is an honor to now serve in the capacity of leader for this vibrant community.

Warmly,

Maggie Moon

Interim Acting Principal

Naomi Berkowitz

P.S. 116 Assistant Principal

\*\*\*\*\*

**P.S. 116 Town Hall**

**Thursday, August 29, 2024 10:30 AM**

Join Zoom Meeting

<https://zoom.us/j/95654027413?pwd=Yq48cG0hkM0lyMbWbHrKyUDWfUEX97.1>

Meeting ID: 956 5402 7413

Passcode: 198492

**Team 116**