

ADDRESS: 751 Knickerbocker Ave, Brooklyn, NY 11221
MAIN OFFICE: 347-294-2500 **FAX:** 718-417-1317
SCHOOL WEBSITE: www.bwls.ascendlearning.org
SCHOOL EMAIL: bwls_ops@ascendlearning.org

Reminders

Dear Parents and Guardians of Bushwick Ascend Scholars:

Below are reminders about BWLS procedures. These procedures help us ensure a safe and well run school environment. Please email us at bwls_ops@ascendlearning.org if you should have any questions.

SCHOOL SCHEDULE

Instructional Hours:	8:00 am – 4:10 pm (Monday – Thursday), 8:00 am – 1:10 pm (Friday)
School Doors Open:	7:30 am for breakfast, <i>Last scholar served at 7:45 am</i>
Scholars Late:	8:01 am
Early Pick-Up:	<u>Before</u> 3:15 pm (Monday – Thursday), 12:15 pm (Friday)

**** EARLY PICK-UP****
Scholars will not be pulled from instruction until they are signed out by an authorized pick-up person. Please do not call the school to request your scholar be ready at our entrance for early pick-up.

Bus Changes:	A parent or guardian must be present at their scholar’s bus to pull their scholar off the bus by 4:00 pm Mondays – Thursdays (1:00 pm on Fridays and early dismissal days) <u>*EMERGENCIES ONLY!</u>
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Regular Dismissal:	4:10 pm (Monday – Thursday) *Buses depart at 4:00 pm for scholars riding the bus 1:10 pm (Friday & Early Dismissal) *Buses depart at 1:00 pm for scholars riding the bus
Scholars Considered Late for Pick-up:	4:15 pm (Monday – Thursday) 1:15 pm (Friday)

MAIN OFFICE HOURS

Monday – Thursday:	7:30 am – 3:30 pm
Friday:	7:30 am – 12:30 pm, 1:30 – 3:30 pm

MAIN OFFICE CLOSED FOR DISMISSAL

Monday – Thursday:	3:30 – 4:30 pm
Friday:	12:30 – 1:30 pm

MAIN OFFICE CALLS

Please know that an operations team member is on duty answering phones during the hours listed above. We receive a high volume of calls and are not always able to pick-up all calls to the main office. Many of the calls we receive are about information we have repeatedly communicated. Pay special attention to the reminders noted in this document. This will help decrease the number of unnecessary calls we receive. If you are having a true emergency and are having trouble getting through to the main office you can always contact your scholar’s dean. Otherwise, you can leave a message or email. **The best way to reach us is by email** (bwls_ops@ascendlearning.org). There are at least 4 people checking and replying to emails throughout the day.

The Bushwick Ascend “Who Should I Speak To?” document is attached. Thank you for abiding by BW’s expectations & procedures. By doing this you help us dedicate more time during the day to scholar needs.

UPDATING EMAIL, ADDRESS & PHONE

Bushwick Ascend communicates with parents via a school messaging system. We often send mass voice calls, emails and texts to our parents using this automated system. It is important we have your most updated contact information. Please contact the main office with any address, phone number, and email changes. This is the information we use to send you mail and alerts to your phone.

Have additional questions? Please email us at bwls_ops@ascendlearning.org.

INDOOR DISMISSAL

In order to dismiss our scholars safely the procedures below must be followed:

Grades Kindergarten – 2 Grades Dismissed from the Gym
Grades 3rd – 4th Grades Dismissed from the Cafeteria (Basement)

- Parents must form an orderly line to facilitate entering the school building in a safe and orderly way during dismissal. We cannot allow parents to enter before our dismissal hours. We must first dismiss our bus scholars to make room for pick-up scholars to be dismissed. We also need to control the traffic in and out of the school building for occupancy limits and safety reasons. Teachers must be given the opportunity to see and greet each pick-up person in order to ensure scholars are going home with authorized adults.
- Please be respectful of the line of parents waiting for dismissal. Do not attempt to skip or cut the line. This will lead to negative parent interactions. The school will not be responsible for mediating altercations between adults. Please set a good example for Bushwick Ascend scholars.
- Families must **enter** through the Knickerbocker main entrance and must **exit** through the back exit doors of the gym going to Weirfield. Entering through the back of the building is not allowed and is not fair to those who have been standing on line and entering the correct way.
- Parents who need to pick up a scholar in 3rd-4th grade **after** picking up a scholar in Kindergarten - 2nd grade should use the staircase in the back of the gym to go down to the cafeteria.
- Please remember the main office is closed during dismissal.

“WHO SHOULD I SPEAK TO?”

Attached is a document listing the staff people to contact if you should have any questions about our program. Refer to this document for questions regarding curriculum, assessments, special education services, ESL, social services, operations, culture, specials (art, dance, and music), Spanish, and physical education. This is the best way to get your questions answered.

SETTING UP A FORMAL MEETING WITH A STAFF PERSON

- You can contact your child’s teacher, dean, and school director via e-mail or by leaving a message with the school’s main office. Staff emails are his/her first.last@ascendlearning.org. For example, John.Smith@ascendlearning.org.
- Staff are generally not available to have impromptu meetings during arrival, dismissal, nor during the school day. Request for on the spot meetings are generally declined. Staff are busy teaching, observing, or working on school day related priorities. They can generally not be pulled from their scholar duties during the day.
- To meet with a teacher, dean, or school director you will need to make an appointment. Please be sure to state in your email or call the reason for the request. (i.e., “I’d like to discuss my scholar’s homework performance, behavior, other school issue”) so the staff person can be prepared and understand the urgency for the meeting.
- Let us know when you’re available (*include daytime and after school hours*) to help coordinate a time that works for everyone involved. If you are not able to make an in-person meeting, we will try to schedule a conference call.
- Meetings typically take no more than 30 minutes for serious issues.
- School Director Meetings: Requests for an SD meeting will only be arranged after confirmation that the parent has already spoken with the teacher and dean(s) for the grade.

CLASSROOM VISITS

Parents and legal guardians are always welcome to observe their scholar’s classroom during instructional hours. Visits must be scheduled through either the school director, dean or classroom teacher. Visits will be scheduled for a time and date convenient to both the parent and the teacher. The parent observation date should be within a reasonable time frame following the initial request. A request for a specific date must be made no less than 48 hours in advance. You may be asked to select an alternate date due to testing, trips and other school events. You will also be required to read and sign a classroom visit agreement before visiting the classroom.

LOST & FOUND

Lost & Found for clothing items is located in the gym. All items of value will be kept in the main office (lost phone, keys, etc.). Scholars who have lost an item should check the Lost & Found to see if their possessions have been found. Please do not call the school for a Lost & Found check. Staff are not responsible for checking the Lost & Found. It is suggested that coats, clothing, lunch boxes, and other items are labeled in the event they are lost. Items not picked up will be donated to a charitable organization every two weeks.