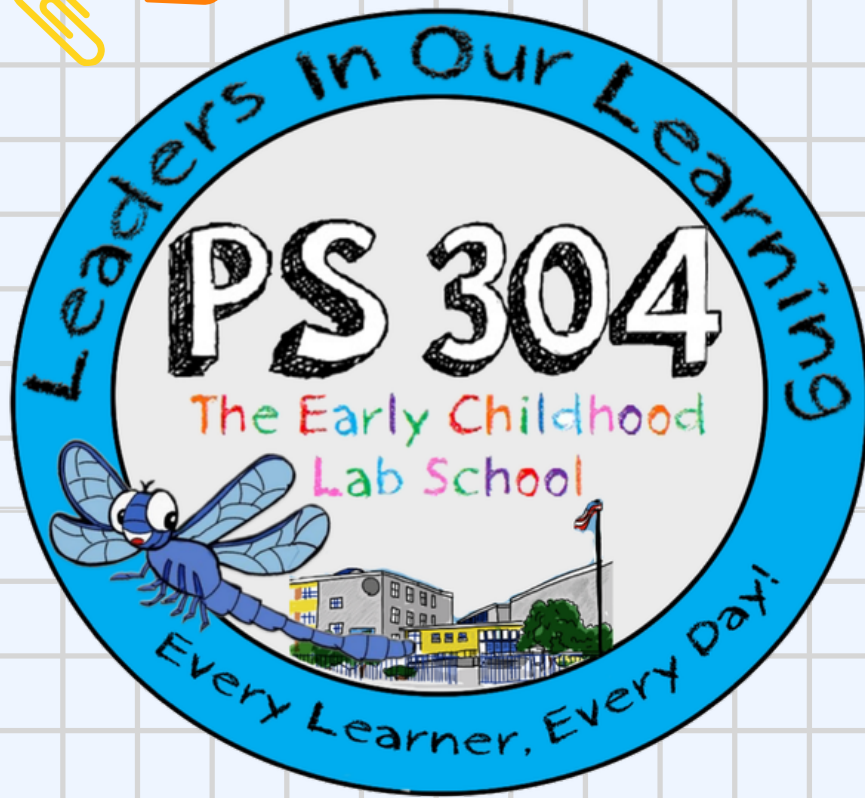




PARENT HANDBOOK 2026-2027

Hello Parents,

This handbook gives you a small overview of some of the procedures for the day to day operations of the school in regards to your child their safety and the daily happenings of the school.

Each section should be read thoroughly for a clear understanding how to help us in ensuring your child has a wonderful day each and everyday at P.S 304. Please use this guide as a reference. Please note that this handbook is subject to change and can be updated as the year progresses.

We hope you find this handbook useful!



Walter Nino Filippa Galiano Jr,

Principal

WGaliano@schools.nyc.gov

Maryelle Mirvil,

Assistant Principal

mmirvil@schools.nyc.gov

Please ensure that you have an active email address and phone number.

For assistance, please contact our Parent Coordinator Daisy Garcia at

[@dgarcia76@schools.nyc.gov](mailto:dgarcia76@schools.nyc.gov) or our school office (718) 822-5307.

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VISION & MISSION

Our Belief:

At P.S. 304, The Early Childhood Lab School, we welcome and embrace children from a myriad of cultural, social, and religious backgrounds. Our primary goal is to open and educate young minds and instill a lifelong love of learning. Our school environment nurtures tolerance, acceptance of others, and acceptance of oneself. We work hard to build a well-rounded educational foundation. At the cornerstone are effective, committed, talented driven teachers who inspire students to improve academically and to push their own creative, physical, and intellectual boundaries.

The social and emotional development of every child is as much concern to our school community as academics. All members of the school community (administration, teachers and parents) are single minded in the goal of providing optimal learning for students to ensure that they reach their full potential.

Our Vision: *As a school community, we seek to inspire a passion for learning.*

Mission: *To create, develop and facilitate learning experiences for students, so they will be leaders in their own learning.*



School Year Calendar 2026–2027

This is the 2026–27 school year calendar for NYCPS schools from 3-K through grade 12. If your child attends a private, parochial, charter school, NYC Early Education Center (NYCEEC), or Family Childcare Program, please contact your child’s school for information about their calendar. Please note the following:

- On days when school buildings are closed due to inclement weather or other emergencies, NYCPS may be in session remotely.
- Individual schools’ Parent-Teacher Conference dates might be different from the dates below. Your child’s teacher will work with you to schedule your conference.
- On this schedule, **elementary schools** are defined as programs that serve kindergarten (K) through grade 8, including schools with 3-K and Pre-K programs, as well as those that end in grade 5 or grade 6. **Middle schools** are defined as programs that serve grades 6–8, and **high schools** are defined as programs that serve grades 9–12. **6–12 schools** are defined as programs that serve just grades 6–12 in a single school.

Date	Weekday	Event
September 10	Thursday	First day of school
September 21	Monday	Yom Kippur, schools closed
September 23	Wednesday	Evening Parent-Teacher Conferences for middle schools and D75 schools
September 24	Thursday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
September 30	Wednesday	Evening Parent-Teacher Conferences for elementary schools and Pre-K Centers
October 12	Monday	Italian Heritage/Indigenous Peoples' Day, schools closed
November 3	Tuesday	Election Day, school will be in session remotely for all students
November 5	Thursday	Afternoon and Evening Parent-Teacher Conferences for elementary schools and Pre-K Centers; students in these schools dismissed three hours early
November 11	Wednesday	Veterans Day, schools closed
November 12	Thursday	Afternoon and Evening Parent-Teacher Conferences for middle schools and D75; students in these schools dismissed three hours early
November 19	Thursday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
November 20	Friday	Afternoon Parent-Teacher Conferences for high schools, K–12, and 6–12 schools; students in these schools dismissed three hours early
November 26–27	Thursday–Friday	Thanksgiving Recess, schools closed
December 24–January 1	Thursday–Friday	Winter Recess, schools closed

January 18	Monday	Rev. Dr. Martin Luther King Jr. Day, schools closed
January 26-29	Tuesday–Friday	Regents Administration
February 1	Monday	Professional Development Day; students that attend high schools and schools that serve only grades 6-12 are not in attendance. All other students attend school.
February 2	Tuesday	Spring Semester begins
February 15–19	Monday–Friday	Midwinter Recess, schools closed
March 3	Wednesday	Afternoon and Evening Parent-Teacher Conferences for elementary schools and Pre-K Centers; students in these schools dismissed three hours early
March 4	Thursday	Afternoon and Evening Parent-Teacher Conferences for middle schools and D75 schools; students in these schools dismissed three hours early
March 9	Tuesday	Eid al-Fitr, schools closed
March 18	Thursday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
March 19	Friday	Afternoon Parent-Teacher Conferences for high schools, K–12, and 6–12 schools; students in these schools are dismissed three hours early
March 26	Friday	Good Friday, schools closed
April 22-30	Thursday–Friday	Spring Recess, schools closed
May 12	Wednesday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
May 13	Thursday	Evening Parent-Teacher Conferences for middle schools and D75 schools
May 17	Monday	Eid al-Adha, schools closed
May 26	Wednesday	Evening Parent-Teacher Conferences for elementary schools and Pre-K Centers
May 31	Monday	Memorial Day, schools closed
June 8	Tuesday	Clerical Day; no classes for students attending 3-K, Pre-K, elementary schools, middle schools, K–12 schools, and standalone D75 programs
June 10	Thursday	Anniversary Day/Chancellor's Conference Day for staff development; students do not attend school
June 15–18; 21–25	Tuesday–Friday; Monday–Friday	Regents Administration
June 28	Monday	Last day of school for students

SCHOOL COMMUNICATION

Teacher Communication- You can use Class Dojo or email to communicate with teachers for class events or concerns. Please note that communications are documented and thus everyone should utilize professional language at all times.

To contact the Parent Coordinator you can email Daisy Garcia @
dgarcia76@schools.nyc.gov

To contact our Social Worker Ms. A, our our School Guidance Counselor, Ms. Estrella, you can call the school and leave a message after 2:30 pm. (718) 822-5307.

To contact admin please email us in order to set up a meeting if needed.

Mr. Galiano- wgaliano@schools.nyc.gov

Ms. Mirvil- mmirvil@schools.nyc.gov

It is difficult to come in and demand to speak with us as we are in meetings or in classrooms. Emailing with us to set up a meeting time is the easiest. We thank you in advance for your understanding as we work to create leaders in their learning.

P.S 304 WEBSITE CALENDAR

Scan the QR code below to take you directly to our online school calendar to stay in the know of events at our school and our district!



BUSSING PROTOCOLS

In order to be eligible for bussing:

Bussing is based on student eligibility and is determined by grade level and distance from the school. If you want your child to participate in bussing please contact the following people:

Pete Perez- EPerez83@schools.nyc.gov

IMMUNIZATION PROTOCOLS

2026-2027

Scan the QR code below to be directed to the NYCDOE documentation on required immunizations!



<https://www.schools.nyc.gov/school-life/health-and-wellness/immunizations>

ARRIVAL AND DISMISSAL PROCEDURES

- **3K & PRE-K SCHOOL DAY BEGINS AT:**

8:00 AM- 2:20 PM

- **STUDENTS IN K-5 BEGIN THEIR SCHOOL AT:**

8:10 AM- 2:20 PM (K)

8:10-2:30 PM (1-5)

- **IF YOU HAVE STUDENTS IN VARIED GRADES WE ARE SORRY BUT PLEASE ADHERE TO THE SAME TIMES. WE CANNOT TAKE CHILDREN INTO THE OFFICE FOR EARLY DROP OFF OR LATE PICK UP AS WE DO NOT HAVE THE STAFF TO WATCH THEM.**

- **3K,PRE-K, ENTER USING EXIT C/D AND PROCEED DIRECTLY TO THEIR CLASSROOMS AT 8:00 AM.**

- **K AND GRADE 1 ENTER THROUGH EXIT C/D AT 7:45 AM AND GO DOWN TO THE CAFETERIA**

- **GRADES 2-5 ENTER USING EXIT A/B AND PROCEED DIRECTLY INTO THE CAFETERIA AT 7:45 AM.**

- **BREAKFAST IS SERVED FROM 7:45- 8:05 AM**

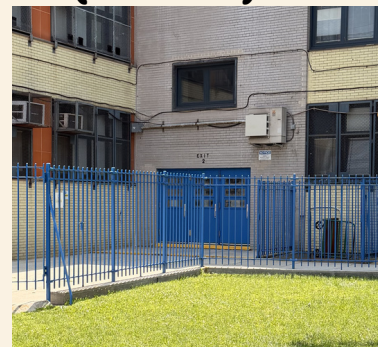
TEACHER WILL PICK UP THEIR STUDENTS PROMPTLY AS INSTRUCTION BEGINS AT 8:10 AM.

ATTENTION

As written above, 3K through K dismiss at 2:20 while Grades 1-5 dismiss at 2:30pm. We understand traffic and weather issues that can cause a late pick up occasionally. If your child is frequently late or picked up late they will not be included in our after school program activities. Please respect our time as we respect yours. We don't want our dragonflies to miss out!

**STUDENTS SHOULD
ARRIVE IN UNIFORM
EACH DAY!**

**3K/Pre-K , K,1 entrance
and exit for dismissal
(Exit C/D)**



**Grades 2-5
entrance and exit for
dismissal (Exit A/B)**



**Please avoid double
parking in front of the
school campus blocking
buses from coming and
going. Our local precinct
will be ticketing and
towing vehicles.**

DAILY SCHEDULE



- Breakfast will be served from 7:40 am - 8:05 am
- 3K and Pre-K begin at 8:00 am
- Students K-5 begin their school day at 8:10 am meaning they are in class beginning instruction and their morning routines.
- Students in 3K-Pre-K eat lunch at 11:30 am in their classrooms.
- Students in Kindergarten eat at 12:20 pm.
- Students in grades 1-5 eat at 12:55-1:45 pm. Teachers lunch is also at this time.
- We **STRONGLY** encourage you to sign your children at appointment times **PRIOR** to the 12:55 lunch as students are frequently on their way to lunch, or in recess and it is very chaotic. We use different entrances and exits to get to lunch/recess. Please be mindful when scheduling appointments. Inform teacher via dojo if you will be signing your child early.
- Our dismissal for 3K, Pre-K, and K is 2:20 pm.
- As 1-5 dismissal is at 2:30, we highly recommend signing students out prior to the 12:55 lunch period and appreciate your help and support in keeping the afternoon chaos down **unless it is an emergency**, of course.



CLASS BIRTHDAY PARTY SYSTEMS

Each of our teachers have their own birthday party policy. Please inquire with them as they must ensure equity amongst students in their class. Consult with your child's teacher to find out what their individual policy is.

Prior to the date of the party, confirm with the teacher the date, time, and what you plan on bringing to the classroom. This allows you to accommodate for any potential allergies, or individual preferences in the class. Additionally, it allows the teacher to ensure there will be limited distraction to instruction and classroom routines.

We recommend sending in cupcakes and juice, or pizza and juice. **NOT BOTH!**

These parties occur last period, (unless the teacher has agreed to another time). Please remember that at the end of the day students have packing up routines that they must complete to wrap up the day. Please note siblings of the school in order grades are not able to attend.

We thank you so much for your understanding in this matter.



SCHOOL PROGRAMS AT PS 304!

We offer varied after school programs in order to expose our students to so much! Please note that all after school programs except for after school test prep must be applied for on the corresponding google form. We follow a first come and first serve system. We will reach out to you if your child gets into multiple programs and ask you to choose so that ALL students get a chance. We will advertise the release date of the forms, by email and social media.

Some programs include:

Karate- Here students learn the rules and regulations of different sports, while building on their collaborative and sportsmanship skills playing games like , basketball, soccer, football, and more! This will be available for grades 2-3 on one day and 4-5 on the other in two different cycles. (15 kids max per session)

Remix Your Threads- Here students learn the importance of creativity, sustainability, and upcycling. In their work with these fashion industry specialists, they take their own clothes and repurpose them giving them a remix and bringing them back to life! They do this while learning various techniques such as last, stoning, airbrush and more!

Tik Tok Trends- Here select students in grades 4-5 will take on new tik tok dance trends in this after school program. They will learn choreography and showcase their work on our P.S 304 tik tok! (20 kids max)

3D Printing- Here students will learn the basics of 3D printing and get to create a product that they can sell and raise profits in order to donate to a charity of their choice! (15 students)

Cultural Dance Crew- Here selected students in grades 1-3 choose a country together learn about it and create an extra spectacular performance to perform at our District 8 annual Multicultural Fair.

After School Test Prep- Here our students in grades 3-5 have the opportunity to have extra practice on test taking strategies to help them tackle the state exam. Test prep after school students are selected by the teacher based on current academic performance. (12 week program teacher decide on mandated students)

P.S 304 School Productions- Grades 3-5 go through auditions. Play practice takes place after school with our P.S 304 Theatre team. It is important that once chosen students commit as there are numerous practices leading up to the big show!

Filmmaking and Computer Animation- Students learn about film creation and create their own films and in the computer animation program learn to create their own animations and express their creativity! (20 students max each)

Games Around the World- In this program students learn about various cultures through the excitement of game play (20 kids max)

Debate Team- Grade 5 students try out to represent our school in the District debate team. (More info will be shared by grade 5 teachers).

P.S 304 Choir- Offered to grades 3-5 Wednesdays 2:35-4:00pm. (First 20-25 students will be selected) in room B21B

Programs available during the school day (funding permitted):

With our partnership with Marquis Studios, we offer hip hop, animation, African dancing and percussion classes. With Theatremoves, we offer improv classes, and NYHS we offer anthropological studies as students become junior historians of New York. These all take place during the school day.

TENTATIVE Assembly Dates 2026-2027

Though specific details will follow, here are the leaders in learning and other assembly dates for this school year!

September 10th	Cafeteria Norms Assembly	Times to be determined
October 16th	Introduction to PBIS Rewards System Assembly	3-5 9:05-9:50am K-2 10:35-11:20am
December 18th	Holiday Jubilee 2026! Rehearsal by grade in Auditorium 12/16 Dress rehearsal 12/17	3-5 9:05-9:50am K-2 10:35-11:20am
January 8th	Winter Concert with ETM	3-5 9:05-9:50am K-2 10:35-11:20am
January 22nd	Winter Wonderland	3:30--7:00
February 5th*	Race Across America**(Tentative)	3:30-7:00pm *
February 26th	Leaders in Learning Assembly Awards and Performances Dec-Feb	3-5 9:05-9:50am K-2 10:35-11:20am
March 4th	304 Day IN SCHOOL EVENT Teachers and STUDENTS ONLY	TIME TBD
May 14th	Spring Concert with ETM	3-5 9:05-9:50am K-2 10:35-11:20am
May 21st	Multiculchella FESTIVAL!	3-5 9:05-9:50am K-2 10:35-11:20am
May 28th	Field Day 2026 * Tentative	9:30-12:30 at MARITIME
June 2nd and June 3rd	P.S 304 SCHOOL PLAY	6:00 pm
June 4th	Leaders in Learning Ceremony Awards and Performances Feb through June	3-5 9:05-9:50am K-2 10:35-11:20am
June	Senior WEEK May 25 th - May 28 th Senior Trip Tentative May 27th * Tentative Fifth Grade Graduation June 11th Tentative 3K & Pre-K Celebration June 14th (9:30am)* Tentative Kindergarten Celebration June 14th (10:10 am)* *- Means Date and times are tentative	



P.S 304 THE EARLY CHILDHOOD LAB SCHOOL

HALF-DAY LUNCH/DISMISSAL SCHEDULE

LUNCH

GRADES 3K& PRE-K 10:20 IN YOUR ROOMS

GRADES K-2 10:00-10:20

GRADES 3-5 10:20-10:40



PROMPT DISMISSAL



3K, PRE-K, K @ 11:20 AM

GRADES 1-5 11:30 AM

What is our PBIS system?

PBIS stands for Positive Behavioral Interventions and Supports. It is a schoolwide behavior initiative where we reward students for being great citizens in different parts of the school from the classroom, the halls, the cafeteria, and restroom. We have high expectations for them to do the right thing at all times. Students receive a dragonfly ticket which enable them to earn various prizes of their choice or to earn experiences!

School-wide Expectations		Classroom	Hallways	School Wide	Cafeteria	BATHROOM
R espect	TREAT OTHERS HOW YOU WANT TO BE TREATED.	☒ Helping others ☒ Use kind words ☒ Respect personal space ☒ Use technology appropriately	☒ Listen quietly ☒ Keep hands/feet to yourself ☒ Always walk ☒ Hold doors for others	☒ Making others want to be here ☒ Embrace differences ☒ Creating a welcoming environment	☒ Use appropriate voice ☒ Listen to adults ☒ Stay in line and wait your turn ☒ Keep your area clean	☒ Keep distance for privacy ☒ Use appropriate voices
		☒ Be a problem solver ☒ Be honest ☒ Take responsibility for your actions.	☒ Keep personal space ☒ Don't litter	☒ Be kind ☒ Be a role model	☒ Ask before you take ☒ Be honest ☒ Be kind ☒ Include others	☒ Use the bathroom and return to class ☒ Clean-up after yourself/ Put paper towels in the garbage cans
S afety	Honor Boundaries	☒ Follow building/classroom procedures ☒ Listen to adults ☒ Clean-up after yourself	☒ Go through appropriate doors ☒ Use correct staircase ☒ Remember fire drill rules ☒ Be silent	☒ Ensure a safe learning environment	☒ Follow rules ☒ Report spills/garbage on the floor ☒ Remain in your seat in the cafeteria ☒ Line up when you hear the whistle	☒ Report spills/items on the floor ☒ If you see something say something
		☒ Set and keep track of goals ☒ Celebrate accomplishments ☒ Solve problems in a productive way	☒ Use kind words to resolve problems ☒ Walk to your destination responsibly	☒ Be a leader ☒ Be proud of accomplishments ☒ Wear school uniform or colors	☒ My area is excellent ☒ I am an excellent friend ☒ My behavior is excellent	☒ Complete your task in a timely manner ☒ Use toilet and paper towels correctly
E xcellence	GROWTH Mindset					

**Please sign the tear off below to symbolize
your receipt of this parent handbook. By
returning this tear off signed your child will
earn 1 golden dragonfly ticket which is worth
5 tickets!**

Date: _____

**I acknowledge that I have received the 2026-
2027 P.S 304 Parent Handbook. I have read
all of its contents.**

My Child's Name _____

My Child's Class _____

Parent name _____

Parent Signature _____



**Send this completed form back so that your
child can earn 1 golden dragonfly ticket worth
5 tickets!**