



MUNSEY PARK ELEMENTARY SCHOOL

Excellence Through Effort

Dr. Chad Altman

Principal

Dr. Brian Nolan

Assistant Principal

August, 2025

Dear Munsey Park Families,

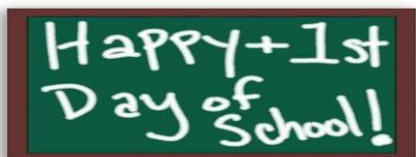
I hope this letter finds you and your family well. Our faculty and I are eager to welcome our students back for the 2025-2026 school year!



**Time for
some back
to school
shopping!**

First Day: The first day of school is Tuesday, September 2, a full day of school for grades 1-6.

Kindergarten: We look forward to seeing our kindergartners at our playdate in the school yard at 10:00am on August 26. Our kindergartners and their parents are invited to in-person orientation at a pre-scheduled time on Tuesday, September 2. You should have received a letter in the mail with the orientation time. Our Kindergarten students will begin full day on Wednesday, September 3.



**Tuesday, September 2 will be a
full day of school for grades 1-6**

**Wednesday, September 3
Kindergarten begins full day.**



Bus Transportation: You will receive your child's bus pass in the mail a few days before school begins.

School Health Office: Please ensure updated immunizations and health questions are shared with our school Nurse. Our Nurse can be reached at: 516-267-7410, and our attendance line is: 516-267-7411

Cell Phones/Smart Watches: Students will be expected to turn off cell phones and leave them in their backpacks for the duration of the school day. Smartwatches must be turned to school mode. Students that have difficulty with this will be asked to put their watch in their backpack as well.

Student Dismissal: Thank you for your partnership as we ensure a safe and orderly dismissal each day. Please complete the appropriate attached bus or walker form and return to your child's teacher on the first day of school.

- Buses will depart Munsey Park at approximately 3:40pm.
- Parents/Guardians can pick up their child(ren) beginning at approximately 3:10pm (beginning with kindergarten, followed by each grade level at staggered intervals).
- Kindergarten-2nd: Parent Pick up takes place by the Auditorium lobby doors.
- 3rd-6th Grade: Doors 4 and 5 (courtyard)
- If your child participates in MAX, arrangements will be coordinated between your child's teacher and the MAX program.

Changes to Dismissal: Any change in dismissal must include a note to the teacher and an email to: mpdismissal@manhassetsschools.org. Please do this as soon as possible, but no later than noon on the day of the dismissal change. It's best to follow up with a

call to the office to confirm the email was received if making a same day dismissal change: 516-267-7405.

Drop off begins at 8:40am: Doors open at 8:40am each morning, please refer to additional details below.

- Students can be dropped off at our entrances at 8:40am. Entrances include: Auditorium (Door 7), Courtyard (Door 4), and the entrance by the Auditorium bus circle (Door 10). After 8:55am, children must use the main office vestibule entrance.
- Students that arrive between 8:40-8:50am will be assigned to locations by grade level and then released to class.

At 8:55: the day begins. Students that arrive to class after 8:55am will be marked late.



School Lunch: Please visit our Nutrition Services Page for detailed information:
[Manhasset Nutrition Services](#)

You are welcome to contact the Food Service Director, Margaret Gonzalez at 516-267-7780 or Food_director@manhassetsschools.org with questions related to school meals.

Teacher Assignments: Teacher assignments will be posted on the parent portal, tomorrow (August 26) at 2pm: <https://parentportal.eschooldata.com/Manhasset>

If you have any questions regarding your parent portal account, please email:
mpp@manhassetsschools.org.

Open House: Our teachers will be planning an in-person open house. Please visit your child's teacher in their classroom, and our specialists in the library.

September 9: Grades K-1 (6pm: Grade K, 6:30: Grade 1)

September 16: Grades 2-4 (6pm: Grade 2, 6:30pm: Grade 3, 7:00pm: Grade 4)

September 17: Grades 5-6 (6pm: Grade 6, 6:30pm: Grade 5)

Supply List: Please see the attached list by grade level.

Dropping off forgotten items to the school/Visitor policy: Please be reminded that our school maintains a visitor policy aligned to the BOE policy linked below. Most importantly, please note that this also refers to dropping off items at school that your child may have forgotten at home. The time of item drop off remains: 9:30-11am. As per the policy, food and beverage drop-off is not permitted, please remember to send this with your child prior to the start of the school day.

[Visitor Policy](#)

[Visitor Policy FAQ](#)

A special thank you to our SCA, led by SCA President Mrs. Jenna Rizzo as we work together to provide the best for each student! Our Assistant Principal, Dr. Nolan, and our entire faculty, staff, and I look forward to welcoming our students back to school.

See you soon!!!

Dr. Chad Altman, Principal

