THE DOUGLASTON SCHOOL
2016 National Blue Ribbon School
P. S. 98Q
40-20 235th Street
Douglaston, NY 11363
Phone 718.423.8535 Fax 718.423.8550
Kristy Chan, Ed.D. | Principal

November 23, 2026

Dear P. S. 98 Families,

I am writing to share an important update regarding our dismissal procedures for Grades 1–5. To ensure our dismissal process remains as safe as possible for every student, we are introducing a new system for Grades 1-5 children dismissed in the track and field yard that will **take effect on Monday, November 30th.**

How the New Dismissal Procedure Works:

- **Name Cards:** At dismissal, teachers will hand each student a personalized index card with their name on it.
- **Returning the Card:** Once a student sees the adult picking them up, they must hand the card back to their teacher and point out who is taking them home. The teacher will make visual contact with and acknowledge the adult before releasing the child.
- **Parent/Guardian Reminder:** If your child walks up to you while still holding their index card, it means they have not yet communicated their dismissal with their teacher. If this happens, please walk back over with your child so they can return the card and the teacher can confirm their release.

Helpful Reminders for a Smooth Dismissal:

- **Advance Notice for Changes:** Please continue to notify your child's teacher in advance regarding any changes to their regular dismissal routine.
- **Last-Minute Emergencies:** If an unexpected emergency requires a short-notice change, please email Parent Coordinator Mrs. Holle at cholle@schools.nyc.gov, and/or call School Secretary Mrs. Mercado in the main office at 718-423-8535, so we can ensure your message is received in time.
- **Emergency Blue Cards:** Please make sure that your children's Emergency Blue Card is up to date and lists all adults authorized to pick them up.

Class Dismissal Order on the Track and Field Turf									
1-108	**1-109**	**2-206**	**2-207**	**3-208**	**3-209**	**4-201**	**4-203**	**5-205**	**5-202**

Please keep the turf and track clear so classes can easily go to their assigned spots. If you need to speak with a teacher, please kindly wait until all students from the class are dismissed before approaching the teacher.

The teachers will explain these new procedures with their classes. It would also be helpful if you spoke with your children about it at home as well. Thank you so much for your partnership, patience, and continued support in keeping all our students safe.

Warm regards,
Kristy Chan, Ed.D.
Principal