

# EASTPORT ELEMENTARY SCHOOL

390 Montauk Highway • Eastport, New York 11941 • (631) 801-3173 • Fax (631) 325-1066 • [www.esmonline.org](http://www.esmonline.org)

JOSEPH A. STEIMEL  
*Superintendent of Schools*



THOMAS FABIAN  
*Principal*

August 28, 2023

Dear Eastport Elementary Parents/Guardians:

Welcome back to the 2023-24 school year. We are very excited to have all of our students return to school this year and look forward to seeing everyone! As you may have noticed, our building has been undergoing many improvements and I can't wait to share more about them with you at our upcoming Open House on September 18<sup>th</sup>.

Tomorrow you will receive an email from [donotreply@esmonline.org](mailto:donotreply@esmonline.org) with your Infinite Campus Parent Portal setup activation key— these are individual to each parent/guardian and each parent/guardian should create their own account. You will need this activation key to setup your account. Once you have created your account you will have access to your child(s) teacher. Instructions to setup these accounts are attached to this email.

Please visit our school's [website](#) for some important opening day documents as well as locating a welcome letter from your teacher(s). In addition, here is some information for quick reference for you:

**School Hours:** 8:45 am – 3:15 pm

**Transportation:** Bus schedules and times will be available on our website. Our district transportation coordinator can be reached at 631.801.3009 if you need assistance.

**Morning Drop-off:** If you plan on driving your child to school do not enter campus from Montauk Highway. Please use the student drop-off loop which is located behind the gymnasium, near the playground. The drop-off loop is accessed from Tuttle Avenue.




**Dismissal:** Dismissal begins at 3:08 pm. Please ensure an adult is present at your bus stop when your child is dropped-off at the end of the school day.

If a student does not take the bus home, parents may pick them up during dismissal at the doors on the Tuttle Ave side of the school as “walkers.” You may park in the spaces behind the gym. **Please remember to have proper identification for pick-up and to notify the school in advance.**

**Early Dismissal:** If there is an emergency or if it is necessary to pickup your child before the end of the school day, please do so prior to 2:35 pm. You will need to park in the visitor spaces in the main lot, not where the buses are lined up. Please send your child to school with a note, when possible, stating that you will be picking them up at a specific time and your child will need to provide this note to their classroom teacher.

**Eastport-South Manor Central School District**

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**Releasing of Students:**

- Children will only be released to parents/guardians or emergency contacts (with prior permission)
- Photo identification is required when releasing a student from the building

**Absences/Tardiness:**

Please call 631.801.3186 prior to 10 am if your child is absent. If you don't notify the school prior to 10 am, you will receive automated calls to any numbers that we have on file.

When your child returns to school from an absence, please send a note indicating the date(s) and reason why they were absent from school.

If your child arrives late to school, they must be "signed in" to school by an adult at the main entrance.

Please view our website ([esmonline.org](http://esmonline.org)) for the most up-to-date information, including transportation information, and also review our [Student/Parent Handbook](#).

Sincerely,  
Thomas Fabian  
Principal, Eastport Elementary School

**Important Eastport Phone Numbers:**

<b>Eastport Elementary Attendance</b>	<b>631.801.3186</b>
<b>Eastport Elementary Main Office</b>	<b>631.801.3173</b>
<b>Food Services</b>	<b>631.801.3341</b>
<b>School Nurse</b>	<b>631.801.3188</b>
<b>Special Education/504</b>	<b>631.801.3040</b>
<b>Technology (Chromebooks)</b>	<b>631.801.3043</b>
<b>Transportation</b>	<b>631.801.3009</b>