



east village community school

Family Handbook

Welcome...
to the East Village
Community School!

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We hope you find this handbook helpful in answering questions about EVCS, the academic year, opportunities for your child and, of course, ways you can help in our continued success.

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History and Philosophy

The East Village Community School is the oldest alternative public school in the East Village. It opened its doors under its first name, the Lower East Side School, as a result of grassroots efforts of neighborhood parents who sought an alternative public school for their children. It was the first alternative, district-wide school to use an open education methodology and to have parents involved in decision-making. Since its inception, EVCS has committed itself to three essential elements:

- ★ a child-centered, activity oriented curriculum that develops children’s essential skills through critical thinking and problem solving.
- ★ a Commitment to reflecting the racial, ethnic and socioeconomic diversity of the community and fostering understanding and cooperation among all groups.
- ★ a democratic education that is run collaboratively between staff and parents.

In 2001, the school moved from its original Avenue D location to 610 East 12th Street, sharing space with the Children’s Workshop School and P94M. Parents and teachers also elected to change the school’s name to East Village Community School.

The Staff

Bradley Goodman	Principal	Jacqueline Guadal	Occupational Therapist
James Bromberg	Parent Coordinator	Jethro Reyes	Physical Therapist
Linda Olivieri	Secretary	Sarit Spindler	Speech Therapist
Gloria Ramnarine	School Aide - Attendance	Aurora Fields	Guidance Counselor
Evelyn Rubio	Teacher - Pre-Kindergarten	Sylvia Vidal	Teacher - ESL Program
Georga Accola	Teacher - Pre-Kindergarten	Dorothy Cantwell	Librarian
Clara Lin	Teacher - Kindergarten	Elizabeth McGrath	Psychologist
David Smoke	Teacher - Kindergarten	Brian Scott	Speech Therapist
Roberta Valentine	Teacher - Kindergarten	Sonia	Family Worker
Mae (Armatha) Jordan	Teacher - First Grade	Angie Gonzalez	Paraprofessional
Stefanie Henze	Teacher - First Grade	Fify Deef	Paraprofessional
James Preimesberger	Teacher - First Grade	Kofi Murray	Paraprofessional
Caroline Rozdeba	Teacher - Second Grade	Melissa Gonzalez	Paraprofessional
Kathleen Erickson	Teacher - Second Grade	Nellie Perez	Paraprofessional
Louise Thornhill	Teacher - Second Grade	Yolanda Ferra	Paraprofessional
Christine LaPlume	Teacher - Third Grade	Agent Baptiste	Security Officer
Noelle Mapes	Teacher - Third Grade	Agent Das	Security Officer
Yadir Quintana	Teacher - Third Grade	Mavis Acqueue	Nurse
Yvette Ho	Teacher - Fourth Grade	Paul Delusme	Building Manager
Elana Bakst	Teacher - Fourth Grade	Ron St. Hilaire	Fireman
Maia Richard-Easton	Teacher - Fourth Grade		
Rebecca Green	Teacher - Fifth Grade		
Lauren Grillo	Teacher - Fifth Grade		
Liz (Elizabeth) Wanttaja	Coach/Curriculum Specialist		
Stephanie Nantell	Teacher - Music		
Reina Potaznik	Teacher - Dance		
Maggie Monaco	Teacher - Art		

Curriculum Goals

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The curriculum goals of the East Village Community School are:

- ✪ To foster the learning of essential skills in a supportive and developmentally appropriate setting; to foster independent learning and critical thinking in a cooperative environment.
- ✪ To develop a child-centered school environment that meets children’s needs and learning styles; respects and celebrates cultural diversity; affirms pride in ourselves, our families, and our community.
- ✪ To implement social studies themes which promote and extend literacy, mathematical concepts, scientific research, creative expression and a project approach to learning.
- ✪ To provide a safe, secure, and supportive learning environment for children and adults.
- ✪ To empower families, staff, and children to function in a democratic and collaborative manner.

Absences/Attendance

If your child is sick and will not be in school, please contact Gloria Ramnarine, the school Attendance Aide at (212) 982-0682/x4053 or email her at GRamnarine@schools.nyc.gov. Children who are absent from school should bring a note of explanation to their teacher. A doctor's note should be presented for an absence of three or more days.

Under the Department of Education's policy concerning absence, continuous absence could result in being held back the following year. (this includes sickness covered by a doctor's note).

Lunch

All children who do not bring lunch from home are served lunch, five days a week, in the school cafeteria. All families must complete a free-lunch eligibility survey from the Department of Education. If a family is eligible for free lunches, they will be provided at no cost. All other lunches cost \$1.75. Lunch bills are sent home weekly for those students. Thanks to our PA, a healthy fresh salad-bar is always available in addition to the DOE menu options. Menus are also available online at <http://www.schoolfoodnyc.org> and posted on our school web site monthly. **Breakfast** begins at 8:00am in the cafeteria. It will continue to be offered at no charge to all NYC public school students.

Lost and Found

Parents, please clearly label all belongings, including lunch boxes, backpacks, hats, gloves, jackets and boots. A lost and found is located in the main lobby.

Arrival

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EVCS uses the yard for entrance during arrival and dismissal.

All students should enter the cafeteria through the yard beginning at 8:00am. James and/or Bradley are in the yard overseeing the morning arrival. If the weather conditions do not allow us to be in the yard, students will wait in the cafeteria. The bell rings at 8:30: all students line up in the yard with their respective teachers and they are escorted to their classrooms. During indoor arrival students wait in the cafeteria until 8:30. PreK parents may bring their children to the class on indoor arrival days.

Late students will be given a late pass at the security desk in the main lobby.

Dismissal

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No one will use the main lobby during dismissal.

Students who are not picked up will be brought to room 210. Parents will then have to sign in at the security desk in the main lobby to pick up their child and will be sent to room 210.

Dismissal Guidelines:

- Parents must have up-to-date information on students' blue cards. and with their teachers.

If your child regularly rides the school bus or attends an after school program it is the parents' responsibility to make sure the classroom teachers have this information.

- All changes to a child's regular dismissal routine must be put in writing at least 24 hours in advance. Please communicate in writing if your child will be going home with another student or if their dismissal routine is changing in any way. This includes a change in afterschool attendance, school bus riding and play-dates.

- All advance communication about changes to a child's dismissal routine should be made between the parents and the child's teacher. **Please do not communicate the change with Bradley, James, the office, or other school staff.** The teachers are responsible for their class of students at dismissal time. By communicating directly with the teacher through either an email or a note sent in the day before with your child, we can decrease the number of instances of missed-messages or incorrect communication.
- Children will not be dismissed to an adult who we do not have written permission to dismiss to. **Again, please do not set up a play-date or a late pick-up plan with another family without first giving written notice to your child's teacher the day before.**
- Once your child has been marked as "picked up" at 2:50, we ask that they leave the schoolyard with their guardian. Please do not remain in the schoolyard after your child has been dismissed. Once you pick up your child we ask that you leave the schoolyard promptly so that we can easily see which children are still waiting for their guardians. We understand that parents and children alike want to socialize after the school day. Considering meeting at Sauer or Tompkins Square Park for that purpose.
- Please try NOT to engage the teachers in deep conversations about your child at dismissal. Because we are now asking our teachers to be even more vigilant during dismissal time, we are asking that conversations about your child take place on a more mutually agreed-upon time. Your child is too important to discuss while completing other important tasks. Setting aside a dedicated time to meet will ensure that our teachers can safely dismiss all of their students while giving you the attention you and your child deserve.

We do understand that things come up, emergencies may arise and that there will occasionally be a need to make exceptions and deviate from these norms. However, if our families and staff adhere to the above policies every day, we can properly ensure the safety of all of our children. Consistency is the most critical variable. Thank you in advance for your support and cooperation.

During indoor dismissal, all parents and caregivers pick-up students directly from the classrooms.

Transportation

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Public transportation passes are available to all eligible students. The Department of Education also provides free transportation by school bus to eligible students. Please refer to the chart below and contact the office if you feel your child is eligible.

Distance Between Grade School and Pupil's Home Generally Eligible For:

Grades K - 2 Eligible for free Metro-Card transportation if they reside 1/2 mile or more from their school.

Eligible for half fare Metro-Card transportation if they reside less than 1/2 mile from their school.

Grades 3 - 6 Eligible for free Metro-Card transportation if they reside one mile or more from their school.

Eligible for half fare bus only Metro-Card transportation if they reside one half mile and less than one mile from their school.

For more accurate information see this page: <http://schools.nyc.gov/Offices/Transportation/ServicesAndEligibility/BusTransportation/default.htm>

Arrangements for free student Metro passes must be made with the Purchasing and Payroll Secretary by calling (212) 982- 0682 / x4057 or by emailing the Parent Coordinator so that we can follow-up with information.

Emergencies

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The East Village Community School follows the NYC Department of Education policy for closing during snowstorms and emergencies. AM radio WCBS (880) and WINS (1010) announce all closings. You may also call 311 to hear all announcements related to school closings due to weather or visit the **New York City Department of Education Website: schools.nyc.gov**.

In the event of an emergency where the school must be evacuated, EVCS leaders will be directed by the district and regional offices of the Department of Education to take our students to a nearby education site, depending on the nature and location of the emergency. Teachers must have up-to-date family contact information in order to alert families. Principals will have school information, cell phones and school radios. Parents will pick up their children at the designated site. *If any contact information changes, please be sure to visit the main office Room 405B, located on the fourth floor, to update your blue card.*

If you live or work outside of Manhattan, please have an alternative route home or designate a Manhattan address where your child may stay in case bridges and tunnels are closed.

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Re: EMERGENCY CONTACT CARDS

We MUST have more than one WORKING telephone number. EMERGENCY INFORMATION MUST BE UPDATED REGULARLY TO REFLECT YOUR CURRENT STATUS (e.g. PLEASE NOTIFY THE SCHOOL OF ANY CHANGE IN YOUR HOME ADDRESS, WORK NUMBER, EMERGENCY CONTACT PERSONS, ETC.). PLEASE REMEMBER THAT THE SCHOOL WILL RELEASE A CHILD ONLY TO THOSE PERSONS LISTED ON THE CHILD'S EMERGENCY CARD.

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Visitors and Security

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A full-time Security Guard oversees the security of the building. All parents and visitors to the East Village Community School must register with the security guard at the entrance to 610 E.12th Street.

Birthdays and Other Holidays

Parents who wish to celebrate their child’s birthday in school should make these arrangements with the classroom teacher. Exchanging gifts in school is discouraged. For out of school parties, please mail the invitations to the guest’s home rather than pass them out in school. It is upsetting to children when they are not invited to a party. If the whole class is invited, invitations may be brought to school. Birthday celebrations do not exceed 20 minutes in time and are often are usually held at the end of the day, however timing is based on the needs.

As not all families in our school community observe Halloween, we do not allow dressing in costume during school time. You may bring a costume for trick or treating after school, or save the costume for our annual Fall Ball.

Snacks at EVCS

Snack is served in classrooms. The format of snack is at the teacher’s discretion. Snacks must be healthy in nature and free of allergens for that individual classroom. Most teachers use a class list and the help of their Class Parent to create a weekly schedule for snack. The family assigned to the week is asked to bring in both a “wet” snack and a “dry” snack.

Parent-Teacher Conferences

There are two Parent Teacher conferences scheduled each year, one in the fall and one in the spring. Your teacher will send home information with the dates and times of the conferences. A sign-up sheet will also be sent home or emailed to parents. If you wish to meet with the teacher at another time, you are encouraged to arrange this in advance at a mutually convenient time.

Reports

Formal reports are given to families three times a year. In November, parents will receive a progress report. In February, a narrative assessment of your child will be sent home prior to the spring parent teacher conferences. In June, a summative report is given to all families.

When writing reports, the teachers look at the individual child and the progress s/he has made throughout the year in social/emotional development and in skill development. This serves as a “report card” but with much more detail involved. Please read through your child’s report and bring any comments or concerns to the teacher.

Assessment also takes the form of Department of Education-mandated standardized testing. For more information on yearly testing go to the NYC DOE Website: <http://schools.nyc.gov/Accountability/resources/testing/default.htm>.

NYS Testing

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The federal No Child Left Behind Act requires states to define challenging academic standards and administer high-quality assessments so that students, teachers, parents, and administrators can measure progress against shared expectations for student achievement.

Elementary and middle school students in New York State take annual State tests in core academic subjects to assess their mastery of the Common Core Learning Standards.

For more information go to schools.nyc.gov and search for Yearly Testing.

Diversity



Questions of diversity and equity are ever-evolving and deeply complex realities that impact every area of our lives. At the East Village Community School, we believe that it is essential to build a diverse, inclusive and equitable school environment that supports the development of engaged and aware children who will be ready to face the challenges of a complex world.

We see it as our responsibility to actively address questions of diversity at all levels of the educational experience and we respect the full spectrum of identities and perspectives that students and families bring to our school. Through continually working to strengthen and open our community, we hope to stand out as a community that truly connects our learning to a greater sense of empathy, responsibility and citizenship.

Communication With Staff

It is the goal of the staff at the East Village Community School to foster strong parent, teacher and child relationships. If any parents have a concern regarding their child's educational program or social adjustment, they should make a time to meet with the classroom teacher to discuss the problem. If the parent and teacher are unable to resolve the problem, it may be brought to the attention of the principal. An attempt will be made to work collaboratively toward a solution that is acceptable to all and that is in the best interests of the child.

Parents are urged to share with the classroom teacher any out-of-school situation may cause changes in the child's behavior or attitude. Alerting a teacher to any difficulty at home helps us to offer support and understanding at a difficult time.

Your child is incredibly important. Communicating with your child's teacher should be done when full attention can be given to the questions/comments at hand. Please do not try to meet with teachers at drop off or pick up time or interrupt teachers in the classroom. Instead, if you would like to speak with your child's teacher, please leave a note in his/her mail box located in the main office room 405 on the 4th floor, send a note in your child's folder send an email, or schedule an appointment to meet in person. Many thanks in advance for being mindful of this important request.

Meeting with the Principal

The principal is available to meet with parents. You are encouraged to schedule an appointment in advance by phone or in writing to ensure uninterrupted time.

Generally, however, issues should be discussed with the classroom teachers prior to scheduling a meeting with the principal.

Parent Coordinator

The NYC Department of Education, recognizing that students whose parents take part in their education have the greatest success, has created a parent coordinator (PC) position for every school in the city to help strengthen family involvement in school life. Our PC will work with families, children, staff as well as the Parent Association to promote community and family engagement at EVCS and act as a liason between families, staff and administration in the school and the central offices of the Department of Education (DOE).

Class Parents

Each classroom will have one or more class parents. At the beginning of each school year, a Parent Association rep will share information about the responsibilities of being a class parent. You can also visit the school web site to learn more about this role. Tteacher also help in recruiting parents for this important role and work with volunteers throughout the year.

One of the initial tasks of the class parent is to organize a snack schedule for the year. If you are interested in this role, please let your teacher know.

Parent Association

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The Parent Association (PA) helps parents become involved in their children's education, share ideas, and enrich their school communities. Their responsibilities are electing parent members to serve on School Leadership Teams (SLT) and Community Education Councils (CEC), conducting outreach to get other parents involved in school life, and supporting school activities like Parent-Teacher Conferences, open houses and curriculum nights.

How do I join my school's PA ? All parents, step-parents, legally appointed guardians, foster parents and persons in parental relation are automatically members of their school's PA. For more specific information on how to get involved, ask the parent coordinator. You can find the meeting calendar on our school website at **evcsnyc.org**.

EVCS After - School

Five days per week we offer a fee based, dynamic and engaging roster of classes taught by experienced professionals. The program begins directly after school at 2:50pm until 5:00pm. An extension childcare option is available until 6:00pm. There are options each day for all age groups. Families can sign up for as many days per week as they want; there is no required minimum. Each class is focused on a specific age range and a limited number of students to ensure students a productive learning environment. In order to maintain responsible student to adult ratios, one or more assistants will be assigned to classes with high enrollment/exceeding 8 or 9 students.

If you have any questions, please email afterschool@evcsnyc.org directly.

School Community Events

In the fall, the East Village Community School holds Curriculum Night, an opportunity for parents to come to the school to meet staff, visit their child's classroom and find out what curriculum their child will be working with.

School wide morning meetings, led by staff and students, are held twice monthly (time and location will be announced in the monthly calendars). Family members are encouraged to attend whenever possible.

Throughout the school year, many other meetings and events will take place both within and outside of the school facilities. Events to look forward to include:

**The Fall Ball
(Halloween - October)**

An all-school community building event with food, games, craft and more. Many arrive in costume with a carved pumpkin!

**The Harvest Festival
(Thanksgiving - November)**

A food drive and celebration around harvest time and giving thanks.

**The Festival of Lights
(Winter Solstice in December)**

Each class performs on stage.

**The Winter Jubilee
(January - February)**

A festive evening for parents and adults to socialize and raise funds for the school.

**The Multi-Cultural Share
(March - April)**

A showcase of EVC.S community talent and potluck buffet of cultural foods!

**The EVCS Annual Spring Gala
(May)**

The largest fundraiser of the year!

**The EVCS School Picnic
(June)**

An end-of-year celebration for students in Tompkins Square Park.

**Graduation
(June)**

Classes perform at the Commencement Ceremony. Parents are welcome to attend!

Family Involvement & Family / Community Responsibilities

The East Village Community School believes that parents are a child's first and most important teachers. For children to succeed at school, parents and teachers must work in partnership. As partners, parents are urged to spend time each day reading, listening to, and talking with their child.

Parent involvement at school takes place both informally and formally. Informally, parents are invited to join in class trips and attend students performances; to help organize and to attend parent workshops on educational and parenting issues; and to participate in fundraising and social events.

At minimum, you may be asked to bring canned food in for our soup kitchen drives, donate books for the book sales, share skills, make contributions to support-a-classroom fund that benefits the specific classroom your child is in and contribute to the class snack (see your teacher for a sign-up) or pick up an extra box of tissues or wipes for your class. There are many ways to contribute.

Commitments from Families

- ✦ Students are more successful with family support;
- ✦ Schools are more effective when families are active partners;
- ✦ The behavior of the child is the family's responsibility;
- ✦ Being part of EVCS necessitates concern for the entire community, not just the individual child.

Formally, parents are invited to become active members in the decision making process by joining the Parent Association (PA) which meets monthly, and the PA Executive Committee, which meets bi-weekly. You may elect to join a committee with specific interests, such as fundraising, diversity, community action, green and wellness, building and facility, arts, sustainability, afterschool advisory, the newsletter, events, recruitment, etc. **The School Leadership Team (SLT) meets monthly and acts as a Board of Directors for the school, and involves parents, staff, and the principal.** Yearly elections are held for the SLT. In addition, each class has one or two parents who represent the class. These **Class Parents** help organize both class and school events by dissemination information to classroom parents by phone or email. **Class Parents** work closely with the teacher and parent coordinator to accomplish individual class goals. The meeting calendars can be found on the school website at evcsnyc.org.

Homework

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Homework is to be given in grades 2-5 on a weekly basis in the format of a comprehensive packet. Each packet includes only material covered previously in the classroom. It is work that students can complete independently.

Parents have the right to opt out of homework and/or limit homework. There are to be no punitive consequences for students that do not complete homework. Homework is not given during vacations/breaks as that is time meant for family.

Homework is differentiated for individual students. Weekly packets are collected and feedback is given.

Pre-Kindergarten - No homework given

Kindergarten - No written homework given

First Grade

- No written homework given
- 20 minutes of reading 5 times per week

Second Grade

- Written homework packets have a recommended maximum time limit of 10 minutes per night. They begin after Curriculum Night.
- 20 minutes of reading 5 times per week

Third Grade / Fourth Grade / Fifth Grade

- Written homework packets have a maximum time limit of 30 minutes per night
- 30 minutes of reading 5 times per week

Discipline Policy

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EVCS' discipline policy is the result of collaborative discussions between staff and parents. It is designed to create a safe and nurturing environment in which learning can occur, as well as to help children 'take responsibility for their actions and develop self-discipline.

Our rules at EVCS:

- ★ We take care of our environment.
- ★ We take care of each other.
- ★ We take care of ourselves.

Lice Policy (All Schools)

**LICE AND RINGWORM
ARE EXTREMELY CONTAGIOUS
AND SHOULD BE TAKEN
SERIOUSLY.**

RINGWORM: If you spot a circular rash on your child’s body, see a doctor immediately and notify the school. You will not be allowed to return to school without a doctor’s note.

LICE: Head lice are very common in school and spread through head-to-head contact, and by sharing hats, combs, etc. If you find that your child is itching excessively, look for nits (small, white eggs that adhere to the hair, usually around the ears and neck). If you are in doubt, see a doctor and contact your teacher immediately. Head Lice Policy (All schools)

There is now a “no head lice” policy for all NYC public schools, but no longer a “no nit” policy. Students found to have live head lice will be excluded from school and not allowed to return until they are lice-free. Students will be reexamined in 14 days to confirm that they have remained lice-free. Students with nits and no evidence of live head lice will not be excluded from school.

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If your child has lice, you must apply a de-lousing treatment (a store-bought chemical or herbal treatment, mayonnaise and shower cap overnight treatment, etc.) and comb out ALL nits. You should also wash all bedding and toys. Regular shampooing is ineffective—lice are more attracted to clean hair.

For additional information, contact Dr. Cheryl Lawrence at CLawrence3@schools.nyc.gov or (347) 396-4715. For questions on policy implementation, please contact your CFN Health Liaison or regional nursing director.

Important Dates

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School begins for all students on **Wednesday, September 9, 2015**

PRE-K NON-ATTENDANCE DAYS

The following days are non-attendance days for all Pre-K programs.

★ October 22, 2015

★ December 3, 2015

★ January 28, 2016

★ April 21, 2016

Parent Teacher Conferences: Half Days for all students:

★ Thursday, November 5, Dismissal will be at 11:30 am.

★ Thursday, March 3, Dismissal will be at 11:30 am.

★ Tuesday, June 28, Dismissal will be at 11:30 am.

There may be additional half-days added to the calendar.

We will do our best to keep you informed of all changes and updates.

Student Holidays & non-attendance days

September 7	Labor Day
September 14 - 15	Rosh Hashanah
September 23	Yom Kippur
September 24	Eid al-Adha
October 12	Columbus Day
November 3	Election Day
November 11	Veteran's Day
November 26 - 27	Thanksgiving Recess
December 24 - January 1	Winter Recess
January 18	Martin Luther King Jr. Day
February 15 - 19	Mid-Winter Recess (President's Day & Lincoln's Birthday)
March 25	Good Friday
April 25 - 29	Spring Recess (including Good Friday, Easter and Passover)
May 30	Memorial Day
June 9	Anniversary Day (no students in attendance)

Contact Us

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Telephone: (212) 982-0682 Fax: (212) 260-4012
Emergency Numbers: (718) 564-9307 (917) 344-9116
Nurse's Office: (212) 982-0682, Ext. 2133
Parent Coordinator (212) 982-0682, Ext. 2102 jmowrey@schools.nyc.gov
Attendance Coordinator (212) 982-0682, Ext. 4053 GRamnarine@schools.nyc.gov
Principal, Bradley Goodman bgoodma4@schools.nyc.gov
Our School Website: evcsnyc.org
Parent Association: parents@evcsnyc.org
EVCS Afterschool: afterschool@evcsnyc.org

General School Information

Our Address: 610 East 12th Street, New York, NY 10009
School Number: 01M315
District: 1
Borough: Manhattan
DOE Website: schools.nyc.gov
Grade Levels: Pre-K through 5th grade

Academic Year Calendar

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You can access the NYC DOE Calendar online at:
<http://schools.nyc.gov/Calendar/2015-16+Calendars>
copy and paste the url above into a browser

Content Disclaimer

While every effort is made to provide up-to-date information, dates and descriptions, advice or representations herein this handbook may include inaccuracies or be subject to change.



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