**INDIAN HOLLOW PRIMARY SCHOOL**

**INDIAN HOLLOW POSTAL SERVICE**

OUR IN-HOUSE POSTAL SERVICE 2023-2024

Dear Parents and Guardians,

We are pleased to announce that the Indian Hollow Postal Service (IHPS) will be starting again. The IHPS is an in-school postal service to help improve the reading and writing skills of our children. The IHPS encourages parents and teachers to incorporate letter writing into their daily activities.

The program will be introduced within each classroom starting in January . The children will be encouraged to write letters at home to someone at Indian Hollow. The letters can be written to anyone in our school including teachers, children, special area teachers, nurses, custodians, aides and of course, the Principal! Parents can also write to their children and can mail their letters in the school.

There is a mailbox located in the main lobby. The children can place their letters in the mailbox upon arrival at school. Each classroom has been assigned a street name. On the outside envelope, the children must fill out the correct address for the mail to be delivered. If the address is not correct, the mail will be sent back!! (Just like a real post office)

Every other week, one second grade class will have the opportunity to work in the post office with some adult assistance. Each second grade student will have a specific position assigned to them on a rotating basis. Jobs include sorting, checking and delivering mail. This year, mail will be picked up from the mailbox on Fridays and delivered according to the following schedule:

**January 5, 2024**

**January 19, 2024**

**February 2, 2024**

**February 16, 2024**

**March 1, 2024**

**March 15, 2024**

**April 5, 2024**

**April 19, 2024**

Attached is the list of addresses for our school. Please keep this in a safe place so your child will be able to write and address their mail. If you lose the list, it can also be found on the PTA website. A letter template that your child may use is also attached.

**Here is an example:**

If a child in Mrs. Tacca’s class wanted to send a letter to someone in Mrs. Wider’s class, the envelope would look like this:

| John Doe21 Responsibility RoadCommack, NY 11725Jane Doe13 Courtesy StreetCommack, NY 11725 |
| --- |
|

You may create your own stamp or use your own labels.

If your child does not know the teacher of the student that they wish to write to, or if you have any other questions, please contact any of the committee members and we will be glad to assist you.

Warm Regards,

The IH PTA and Postal Service Committee

**IHPS DIRECTORY 2023-2024**

**PERSON ADDRESS CITY STATE ZIP**

**Respect Boulevard**

Kindergarten Teachers

Mrs. Coppola 1 Respect Boulevard Commack NY 11725

Mrs. Frankenberger 2 Respect Boulevard Commack NY 11725

Ms. Grottola 3 Respect Boulevard Commack NY 11725

Mrs. Steketee 4 Respect Boulevard Commack NY 11725

Mrs. Busch 5 Respect Boulevard Commack NY 11725

**Courtesy Street**

Mrs. Kennedy - Science 6 Courtesy Street Commack NY 11725

Mrs. Kuhlow - Speech 8 Courtesy Street Commack NY 11725

First Grade Teachers

Mrs. Grant 7 Courtesy Street Commack NY 11725

Mrs. Fox 9 Courtesy Street Commack NY 11725

Mrs. Waldman 11 Courtesy Street Commack NY 11725

Mrs. Wider 13 Courtesy Street Commack NY 11725

Movement in the Arts

Mr. Mayrick 15 Courtesy Street Commack NY 11725

Mr. Kunz 15 Courtesy Street Commack NY 11725

Ms. DelliSanti 15 Courtesy Street Commack NY 11725

**Responsibility Road**

Mr. Scheiner - Music 17 Responsibility Road Commack NY 11725

Mrs. Tuohy - Art 19 Responsibility Road Commack NY 11725

Second Grade Teachers

Mrs. Cristello 20 Responsibility Road Commack NY 11725

Mrs. Tacca 21 Responsibility Road Commack NY 11725

Mrs. Polizzi 22 Responsibility Road Commack NY 11725

Mrs. Powers 23 Responsibility Road Commack NY 11725

Ms. Jamie - SCOPE 24 Responsibility Road Commack NY 11725

PTA 25 Responsibility Road Commack NY 11725

**Honesty Avenue**

Mr. Simpson - Principal 1 Honesty Avenue Commack NY 11725

Mrs. Gembs - Nurse 2 Honesty Avenue Commack NY 11725

Ms. Brooks - Nurse 2 Honesty Avenue Commack NY 11725

Mrs. Lessing - Learning Cntr. 14 Honesty Avenue Commack NY 11725

Mrs. Riggs - Reading 16 Honesty Avenue Commack NY 11725

**Endurance Drive**

Mr. New - Physical Education 1 Endurance Drive Commack NY 11725

Mrs. Valenti - Reading 3 Endurance Drive Commack NY 11725

**Pride Path**

Ms. Manoff - Library 1 Pride Path Commack NY 11725

Ms. Conrad - Computers 2 Pride Path Commack NY 11725

Mrs. Mejia - Cafeteria 3 Pride Path Commack NY 11725

**Pride Path**

Ms. Comeau - Lunch Aide 3 Pride Path Commack NY 11725

Mrs. Gerena - Lunch Aide 3 Pride Path Commack NY 11725

Mrs. Justich - Lunch Aide 3 Pride Path Commack NY 11725

Mrs. Marine - Lunch Aide 3 Pride Path Commack NY 11725

Mrs. Martin - Lunch Aide 3 Pride Path Commack NY 11725

Mrs. Sosa - Lunch Aide 3 Pride Path Commack NY 11725

Mrs. Reese - Lunch Aide 3 Pride Path Commack NY 11725

Mr. Reed - Custodian 4 Pride Path Commack NY 11725

**Tolerance Lane**

Ms. Sonsire - Social Worker 1 Tolerance Lane Commack NY 11725

Dr. London - Psychologist 2 Tolerance Lane Commack NY 11725

**Character Court**

Mrs. Larosa - Main Office 1 Character Court Commack NY 11725

Mrs. Argila - Main Office 1 Character Court Commack NY 11725

Mrs. Sosa - Main Office 1 Character Court Commack NY 11725

Mrs. Gerena - Instr. Aide 1 Character Court Commack NY 11725

Mrs. Galietti - Instr. Aide 1 Character Court Commack NY 11725

Mrs. Holtmeyer - Instr. Aide 1 Character Court Commack NY 11725

Mrs. Chirico - Instr. Aide 1 Character Court Commack NY 11725

Ms. Capua - Reception Aide 2 Character Court Commack NY 11725

Mr. Michaels - Security 2 Character Court Commack NY 11725



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Commack, NY 11725

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