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"Building our future, one child at a time."

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Dr. Rebecca M. Raymond

August 2017

Dear Parents and Students,

We would like to welcome you to Brookhaven Elementary for the 2017-2018 school year. Our school provides several programs that create unique learning environments for our students. We have a half day Pre-K program that encompasses three classes for district residents. Please note that there is no transportation for our Pre-K students. We also have a district wide inclusion program with inclusion classes at each grade level. The inclusion model provides an educational setting in which students with special needs are integrated into general education classrooms to learn alongside their peers. There are two teachers, a general education and special education, in the classroom all day working together. Curricular adaptations and modifications can be made for children who need additional support or enrichment. The philosophy is that all students can contribute and enrich the environment in the classroom! Please know that we are fortunate to have received additional teaching assistants to support student learning. The teaching assistants will continue to support students in the kindergarten – third grade settings.

This year we look forward to the Dual Language Enrichment Program expanding into second grade where instruction is conducted in both English and Spanish. We welcome Mr. Dávila to Brookhaven as the teacher for our second grade class! Dual Language classes are comprised of students who are English dominant and the other half are Spanish dominant students. All Dual Language students learn the New York State curricula through their native language and through the new language and are prepared to meet the NYS Common Core Standards beginning in Kindergarten.

We look forward to opening our doors and meeting our students and families as we begin a new school year! Here at Brookhaven we work toward creating school wide behavioral expectations for all students. Our students learn about what it means to behave in a safe, respectful and responsible manner! Our students are aware of these expectations and receive positive reinforcement and Beaver Bucks in acknowledgement of their behavior. Our students are able to shop in The Brookhaven Treasure Chest, our school store, to purchase small items with their Beaver Bucks.

The contents of this mailing include a great deal of important information. Please review each item carefully as there are some forms that require you to provide information and return it to school during the first week. The overview provided in this letter will assist you and your child (ren) as you prepare for the **first day of school**, which is **Tuesday, September 5th, for all students, Pre-K through Grade Three**. (Orientation for Pre-K is Thursday, August 31st and parents were notified in a previous letter.)

SCHOOL HOURS for Brookhaven Elementary School

Morning Pre-K: 8:30am-11:00am - doors open for entry at 8:30am
Afternoon Pre-K: 12:10pm-2:40pm - doors open for entry at 12:10pm
K-3, Regular & Special Classes: 9:20am-3:20pm

(It is important for your child(ren) to arrive to school on time to foster good work habits as well as a smooth transition into their school day.)

CELL PHONES

Cell phones have become part of our daily lives; however, when used in school they can be disruptive. Cell phones are not to be on or visible in school unless permission is given by the school principal. Students seen with, or using their cell phones, will be disciplined according to the Code of Conduct. In emergency situations, please call the main office of the school.

CAFETERIA SERVICE FOR GRADES K-3

The lunch program will be available for all students beginning the first day of school, Tuesday, September 5, 2017. A lunch menu for the month of September is included in this mailing. The **cost of lunch is \$2.05, milk is \$0.50, and breakfast is \$0.95**. Milk and snacks may be purchased separately. Free/reduced lunch applications are being mailed separately. For qualifying students, **the cost of reduced breakfast/lunch is \$0.25**. Benefits from last year are only valid through September, so please re-apply as soon as possible so free and reduced meal services are not interrupted. On October 1st, breakfast and lunch costs will revert to full pay and balances will accrue if an application or proper documentation has not been submitted and verified.

We have a computerized Point-of-Sale System in our cafeteria known as NUTRIKIDS® POS for our lunch and breakfast programs. Students will continue to use their current ID number (PIN number) they have been assigned thus far. This ID number will stay with the student until he/she graduates. If your child qualifies for free or reduced meal prices, this information will be noted in the system, and the meal will be processed just as it is for all other students, without any special indication to the students. If you have not yet filled out a new Free & Reduced Meal Application, please do so as soon as the application becomes available and return as soon as possible! Please know that you can request a note on your child's account that would prevent them from charging snacks and/or meals without your permission.

We are also excited to offer **MySchoolBucks®!** This secure, online payment service provides a quick and easy way to add money to your student's meal account using a credit/debit card or electronic check. This service allows you to deposit money directly into your child's school meal account and view balance/purchase information for the past ninety days. By having money in each child's account prior to entering the cafeteria, the lunch lines will move along much faster, which gives your child more time to eat and be with friends. You can also view recent purchases, check balances, and set-up low balance alerts for **FREE! The MySchoolBucks Online Payment Service will be available starting in mid-August**. Students may still use cash, however, we request that you provide your child with an envelope/ziplock bag with their name written on it for money to purchase lunch or snack.

MySchoolBucks provides:

- **Convenience** - Available **24/7 on the web** or through our **mobile app** for your smartphone
- **Efficiency** - Make payments for all your students, even if they attend different schools within the district. Eliminates the need for your students to take money to school.
- **Control** - Set low balance alerts, view account activity, recurring/automatic payments & more!
- **Flexibility** - Make payments using credit/debit cards and electronic checks.
- **Security** – MySchoolBucks adheres to the highest security standards, including PCI and CISP.

Enrollment is easy!

1. Go to www.MySchoolBucks.com and register for a free account.
2. Add your students using their school name and student ID.
3. Make a payment to your students' accounts with your credit/debit card or electronic check.

A program fee may apply. You will have the opportunity to review any fees and cancel if you choose, before you are charged.

BREAKFAST PROGRAM

The breakfast program will start on the first day of school. All children are eligible to participate in our breakfast program. As noted above, the cost of breakfast is **\$0.95**. For students eligible for reduced breakfast, the cost is **\$0.25**. In order to get our breakfast program off to a smooth start, **we thank you in advance for reviewing the following procedures with your child(ren):**

- *Breakfast is available beginning at 9:00am each day.*
- *Students should go directly to the cafeteria after departing from the bus. Cafeteria personnel will be on hand to assist with students while in the cafeteria.*
- *When students finish, they should go directly to their classrooms.*

TRANSPORTATION

You will receive a separate mailing from the **East End Bus Lines, Inc.**, which will include bus stop location, pick-up time, and a bus tag for all Pre-K through Grade 2 students. Please check the bus schedule carefully and review this information with your child. **It is important for your child to know the bus number he/she will be taking to and from school.** On the first day or two of school children should be at the bus stop a few minutes early. At no time during the year are students permitted to take a different bus home without a note from a parent/guardian. It is recommended that students go home on their regular bus on a routine basis to foster a smooth departure from school and a safe arrival home.

In addition, it is important to note that **kindergarten and special needs students will NOT be let off the bus at their afternoon stop unless a parent or guardian is present at the bus stop.** If you will not be available to meet your child's bus on a particular day, please send a note to your child's teacher that morning indicating who has permission to meet your child. **If you are questioning a change in bus stop or pick-up time, we kindly ask that you contact East End Bus Lines directly at 631-345-9600.** For all other safety concerns regarding your child riding the bus, feel free to contact us at 631-730-1700.

If you will be dropping your child(ren) off at school, please adhere to the following guidelines:

- *Students may be dropped off beginning at 9:00am each day. They will be permitted to proceed to their classrooms at 9:05am.*
- *All walkers and those children being dropped off by parents are to enter through the main entrance of the school.*
- *Any student who arrives at school **after 9:20am will be marked tardy** and must report to the Main Office. Parents should escort children into the school upon arrival. Do not drop your children off in the parking lot.*

With your cooperation, we can have orderly and safe student arrivals and dismissals. Please do not hesitate to call if you have any questions.

STUDENT ATTENDANCE

Attendance is an important part of your child's school routine. Our program involves hands on learning activities. These experiences cannot always be made up at home. It is expected that students will attend school consistently, unless they are ill. The N.Y.S. Education Department requires that a written note explaining the reason for the absence and signed by the child(ren)'s parent or guardian be sent to the classroom teacher when the child(ren) return(s) to school. Please note that you will receive an automated message if your child is absent. It is the district's policy to send attendance letters to parents whose children have been absent 10% or more of the days that school has been in session. We understand how difficult it is to schedule doctor and dentist appointments for children; however, we ask that you try to schedule these appointments around the instructional day. In order to minimize interruptions into our classrooms, I ask that you write a note if you intend to pick up your child early. **When picking up your child, you will need to bring in proper identification, such as driver's license.** If at all possible, we ask that you have your child released with the walkers at 3:10pm. This enables us to use our walker sign out procedure and avoids classroom interruptions.

HEALTH/SAFETY INFORMATION

Please complete the Emergency Contact Form included in this mailing and return it to the classroom teacher on the first day of school. It is important for you to contact the school if the information in the Emergency Contact Form changes – especially the emergency phone numbers.

Throughout the school year, **we hold fire drills, lockdown drills and evacuation drills.** During the fire drills, we teach the students how to exit the building quietly. During lockdown drills, we explain that this is another drill used to keep them safe; students are taught to "remain quiet and calm". Evacuation drills are considered "fire drills without bells." Through all of these drills, students become familiar with the term *evacuation* and learn to exit the building safely and efficiently.

We all work hard to foster a sense of pride in our district, our schools and ourselves. With that spirit, students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Thank you in advance for supporting your child(ren) as they develop a sense of responsibility for their personal hygiene and an understanding of acceptable school dress and appearance.

Please **label all student belongings with your child's first and last name.** This includes lunch bags, seasonal clothing, and any other items that students can misplace.

SECURITY PROCEDURE

The main doors of the school are locked at all times. Upon arrival at the school, visitors will be greeted by a Responder and asked to state the purpose of their visit to the school. Visitors will then be asked to sign in and will be provided a visitor's badge. **Parents or their designee are required to have photo id when they are picking up a child(ren) from school.**

PTA MEMBERSHIP

The Brookhaven Elementary PTA is enormously helpful throughout the year and are a wonderful asset to our school. Please check your district calendar for a variety of activities planned for you and your family to enjoy. Your contributions to your child's education at home and at school are sincerely welcomed, valued and appreciated and we look forward to your PTA participation throughout the year. For more information on getting involved in the PTA will be sent home shortly.

CODE OF CONDUCT

Please review the ***District Code of Conduct*** included in this mailing with your child and **return the parent signature page to school.** The classroom teachers will also review these expectations the first week of school.

HEALTH SCREENINGS

We provide several health screenings as mandated by the State of New York throughout the year. **Vision** – acuity for new students and students in Kindergarten, First, Second and Third Grades. Near vision acuity and color perception screening for all students. **Hearing** – screening for new students and students in Kindergarten, First and Third Grade. **Health Appraisals** – a physical exam including Body Mass Index and Weight Status Category Information are required for new students and students in Kindergarten and Second Grade.

MEET THE TEACHER NIGHTS

Please make every effort to attend your child's *Meet the Teacher Night*. It is a wonderful opportunity to meet your child's teacher and get information about learning expectations for the year. The teachers, staff and administration are present each evening and look forward to meeting you. Our *Meet the Teacher* orientation evenings are as follows:

<i>Grade Level</i>	<i>Date</i>	<i>Location</i>	<i>Time</i>
AM Pre-K & Kindergarten	Monday, September 18	Gymnasium	7:00pm
PM Pre-K & Grade 1	Monday, September 18	Gymnasium	7:45pm
Grade 2	Tuesday, September 19	Gymnasium	7:00pm
Grade 3	Tuesday, September 19	Gymnasium	7:45pm

CLASS PLACEMENT

Please know that great care was taken to place your child appropriately for this school year. We collaborated with the teachers to ensure the most appropriate placement for the children. Your child's placement is noted at the end of this letter.

In closing, we would like to emphasize that we value your support and participation in school activities. As you get ready for school, please save any gently used books that your child(ren) have outgrown! We plan on having a Book Drive to coincide with our Meet the Teacher Nights! We hope to meet you at our upcoming events! Until then, enjoy the remaining days of summer!

Sincerely,

Dr. Kathleen P. Munisteri
Principal

Dr. Rebecca M. Raymond
Assistant Principal

KPM:vm