

# WELCOME BACK!

## Arrival

School begins **Thursday, September 1, 2016**

School is in session everyday from **8:05AM - 3:05PM**

After the first week of school, students will be considered late if they arrive at their classroom after 8:15AM

**If a student is attending an early morning program, such as the breakfast program or music instruction, she or he is permitted in the building prior to 8:05AM**

On the first two days of school, September 1 and 2, **first grade** teachers ONLY will meet their students in the gym, beginning at 8:05AM. First grade students will line up, by class, with their teacher. First grade teachers will display a sign to identify themselves. Parents of first grade students ONLY may bring their children into the building on the first two days of school. We ask that you enter the building through the rear gym doors off the blacktop and playground. Please **DO NOT** park on Land Place in order to escort your child into the school, as it will block our valet drop off provided by PTA volunteers.

Bus students will be escorted through the main entrance of our building. Our younger students will be escorted to their classrooms.

**Beginning on Tuesday, September 6** first grade students are to go directly to their classrooms from the front or Land Place entrance. We will have staff available to assist all students to their rooms.

Students in **grades 2-6** should proceed directly to their classrooms beginning on the first day of school. *School staff will be in the hallways to assist all students.*

Students may enter school, on the first day and throughout the year, at the **front entrance (8:05AM - 4:15PM)** or the **Land Place entrance (8:05AM - 8:15AM)**. All exterior building doors are locked at all times. A staff member opens the door at Land Place during arrival and monitors dismissal. A staff member is assigned the front entrance to our school for the entire school day. Parents may not accompany their children into the building unless they are attending a scheduled appointment.

Please note that our PTA has a **SAFETY PATROL** that leads students into the building from Land Place everyday from 8:00AM - 8:15AM. We ask that you utilize this service if you are driving your child to school in the morning. We need your help - please volunteer to assist on Land Place from 8:00-8:15AM.

Students attending early morning programs (i.e., Breakfast Program, extra help, clubs, or performing music groups) should arrive at appropriate times and enter through the front entrance. Please note that you may drop your child off in front of the school until 8:00AM, for these early morning programs. **The "NO STOPPING" restriction is in effect from 8:00AM - 4:00PM.**

## Dismissal

At 3:02PM, Grades 1 and 2 will be dismissed through the *GYM*. Classroom teachers will only dismiss a student when they have seen the adult (i.e. parent or sitter) attending to pickup has arrived. Grade 1 students will go down the ramp. Grade 2 students will go down the stairs.

**Sibling Spot.** If an older sibling at School #4 is picking up a younger sibling, they must meet at the Sibling Spot. There is a sign indicating this spot in the hall connecting Land Place and the Gym. A monitor is standing at this location at dismissal and can assist any child unable to find his/her sibling. Please let your teachers know if siblings are responsible for each other at dismissal time so that they can reiterate this procedure with them.

Please notify the teacher in writing when someone else is picking up your child. We will not allow a child to go home with anyone other than the parent unless indicated in writing. A form for your use is attached to our website and included in the back to school email. If you are late picking up your child, you must come to the main office and sign him/her out at the front desk. This procedure is for your child's safety. Please be on time or call the office in case of an emergency 678-7581.

At 3:05PM, Grades 3 through 6 will be dismissed through the entrances closest to their classrooms. PLEASE DETERMINE A MEETING POINT FOR YOU AND YOUR CHILD IN GRADES 3-6. Children and parents are both very alarmed when they cannot find each other. Be specific, "I will meet you at the flag pole". All children are to come back into the school to call home if they are unable to locate their parent at pick-up.

Students attending the CARES program (at School #6) and those students using regular bus transportation will meet at an announced location and will be escorted to their buses.

## Attendance

Mrs. Randell, our school nurse, is responsible for attendance. If your child is going to be absent, please call the nurse directly at 678-7574 first thing in the morning. In the event that she does not hear from you, she will call home on the morning of your child's first day of absence. A note explaining the cause of the absence is required when your child returns to school and must be given to your child's teacher.

Your child can only progress academically and socially through regular attendance at school. Please **limit absence to illness only** and ensure that your child is dropped off by 8:05AM so that he or she can be ready to learn by our second bell at 8:15AM. The principal reviews the attendance report daily, weekly, and summaries at the end of each trimester. You will be contacted if patterns of absence or lateness develop.

## Walkers

**We are a community school and we encourage our students to walk to school together each day.**

School Crossing Guards are placed at the following corners effective September 1:

- 1.) LAND PLACE and OCEANSIDE ROAD
- 2.) SECOND STREET and WAUKENA AVENUE
- 3.) WINDSOR PARKWAY and OCEANSIDE ROAD
- 4.) WAUKENA AVENUE and OCEANSIDE ROAD

**Coverage at these locations will be from approximately 7:45AM - 8:30AM and 2:45PM - 3:30PM.**

If your child walks or bikes to school, please review their route and discuss safety rules with them. Reinforce the importance of crossing major intersections where crossing guards are stationed. If they bike to school, your child must wear a bicycle helmet for his/her safety and in compliance with New York State law.

## Parking

Due to the limited parking spots on school grounds, the parking lot in the rear of the school is to be used **exclusively** by the School #4 staff. Staff cars will both enter and exit on Oceanside Road. Under no circumstances should parents enter or park their vehicle on the driveway or in the parking lot. This added congestion is dangerous for families and faculty. Please do not make U-turns in our driveway or park in front of the school 8-4PM daily. Orange plastic safety men signs are out at arrival and dismissal as well to caution parents. Please do not ignore restrictions and signage as accidents can and will ensue.

## Parents/Visitors

All parents/visitors to School #4 must enter **ONLY** through our main front entrance. The front door is locked; however, a buzzer system is in place. After ringing the buzzer, you will be asked to state your purpose in visiting the school and hold up your identification to the camera. **All parents/visitors must sign in and leave identification** with the monitor in the lobby upon arrival. Each visitor will receive a security sticker. Upon completion of business in school, parent/visitor must sign out, **retrieve his/her identification and leave through the front door only.** **PLEASE BRING YOUR IDENTIFICATION EVERY TIME YOU COME TO OUR SCHOOL! IT WILL SAVE YOU UNNECESSARY STRESS!**

Parents signing out their child(ren) during the school day must do so at the front desk. Parents are asked to produce identification. **Unless we have been specifically directed by the parent to release child(ren) to some other designated person, children will only be released to parents/guardians or immediate family members.**

## Lunch

**Free or reduced price meals:** Children from households that meet federal income guidelines are eligible for free and reduced price meals. To apply for free or reduced price meals, **you must complete an application each year.** These applications will be distributed on the first day of school and they are also available in the main office of our school building. Completed, signed applications are to be returned to the main office.

**Prepaid lunch** is available for purchase through [Myschoolbucks.com](http://Myschoolbucks.com). It is a convenient and effective way to insure that your child participates in the school lunch program. Prepaid lunches are good until used. They are not lost due to absence. Please contact Mrs. DeSano in our main office with questions regarding your child's account.

The cost of hot lunch this year is \$2.60. The monthly menu can be found on the district website. First go to [www.oceansideschools.org](http://www.oceansideschools.org). Scroll down to the Food Services in the menu on the left and select Elementary Lunch Menu.

**Taking Your Child to Lunch.** Throughout the course of the year, parents may feel inclined to take their child out to lunch. You are encouraged to limit this practice. Students benefit from spending the lunch and recess time together. This is their opportunity to work on their social skills together with peers through play. It is an essential part of their school day. If you choose to bring your child out to lunch, please confine it to the 50 minutes lunch/recess time so that instruction is not disrupted for your child or his/her class.

## Breakfast

The Breakfast Program will begin on the first day of school. The cost is \$2.25 and breakfast will be available in the cafeteria from 7:30AM - 8:15AM. All breakfast must be prepaid. A separate notice will go home on the first day of school.

As the cafeteria will not be supervised before 7:30AM, children will not be permitted to enter prior to that time. Any child riding a bus to school may go to the cafeteria and purchase breakfast at the time of arrival.

## Delayed Opening

If there is a need for a Delayed Opening due to inclement weather or other unforeseen circumstances, the opening of school will be delayed by two hours. This enables us to provide instruction to our students for most of the day rather than closing school for the entire day. The decision to have a two-hour delayed opening will be made before 6:00AM. A telephone message will be sent via our School Messenger technology and the district website will display a message regarding the delayed opening ([www.oceansideschools.org](http://www.oceansideschools.org)).\* Additionally, it will be announced over radio and television stations. If we have a delayed opening, school will begin at 10:15AM with dismissal at the regular time (3:05PM).

Students taking the bus to school will have the first pickup on their route at 9:40AM. The afternoon bus schedule will remain unchanged.

**Radio:** FM WBLI 106.1, WBAB 102.3

**AM** WOR 710, WCBS 880, WINS 1010, WHLI 1100, WGSM 740

**Television:** Cablevision Channel 12

\*School closings will be communicated in the same manner.

*Thank you for taking the time to review this important information! Please keep it as a reference and call us with any questions you may have! 678-7581*