

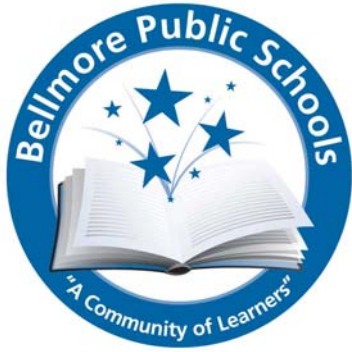
C.A. Reinhard Early Childhood Center Handbook

WELCOME



C.A. Reinhard Early Childhood Center
2750 So. St. Marks Avenue
Bellmore, NY 11710
679-2930

E-Mail: reinhard@bellmoreschools.org
Clifford Molinelli, Jr., Principal



Charles A. Reinhard Early Childhood Center

2750 So. St. Marks Avenue, Bellmore, NY 11710

(516) 679-2930 • Fax (516) 679-2936 • www.bellmoreschools.org

Mr. Clifford Molinelli, Jr., Principal

July 2011

Dear Parents,

This handbook was developed by the C.A. Reinhard Early Childhood Center's Site Based Team. The Site Based Team is comprised of parents, teachers, non-instructional staff and the school principal. This collaborative team developed this handbook to provide information about the procedures and instructional experiences at the Early Childhood Center.

It is our hope that this handbook will provide you with valuable information about Reinhard and will become a reference which you can use throughout the school year. You can also access this handbook on the district web page (www.bellmoreschools.org).

Sincerely,

Clifford Molinelli Jr.
Principal

CM:dk

BELLMORE UNION FREE SCHOOL DISTRICT

Bellmore, New York

www.bellmoreschools.org

ADMINISTRATION

Joseph Famularo, Ed.D	Superintendent of Schools	679-2911
Joanne Dacek	Assistant to the Superintendent for Instructional Services	679-2913
Deirdre K. Gambino	Assistant Superintendent for Business & Technology Services	679-2903
Joseph Hendrickson	Director of Facilities/Transportation	679-2907

BOARD OF EDUCATION

Marion Blane, President

Brian Desmond, Vice President

Maryann Kelly, Trustee

Janet Goller, Trustee

Jay L.T. Breakstone, Trustee

REINHARD MISSION STATEMENT

The mission of the C.A. Reinhard Early Childhood Center is to provide an atmosphere where school, parents, and community work together for children's success. Together we will create a school that affords students the opportunity to flourish in a safe, cooperative environment that encourages risk-taking, flexibility, exploration, social/emotional and academic growth. We will assure that all students develop a passion for learning, an awareness of individuality, respect for themselves, others, and the environment. Students will develop work habits that will produce quality work in school and at home.

We are dedicated to helping children grow into confident, responsible, caring, enthusiastic lifelong learners.

CORE VALUES



The Bellmore Elementary Schools' Character Education Program is designed around five core values. These core values are as follows:

Respect	"Treat others as you want to be treated"	September/October
Dedication	"Give it your all"	November/December
Integrity	"Do the right thing, even when no one is looking"	January/February
Trust	"Count on me"	March/April
Teamwork	"Together we make a difference"	May/June

A new core value is introduced every two months and highlighted throughout that time period through literature, lessons in the classrooms, and "Home Sweet Homeworks". Through these core values the Early Childhood staff attempts to stress the importance of citizenship and making right choices.

Through the school's "Catch A Rising Star" program, students are recognized who demonstrate one of our core values. Their names are announced during the morning announcements and their pictures are placed on the school's "Constellations of Rising Stars".

C.A. Reinhard Early Childhood Center

School Faculty and Staff

(emails can be accessed via the "Schools" link on the district's website – www.bellmoreschools.org)

Clifford Molinelli Jr.	Principal	679-2930
	Assistant to the Principal	679-2930
Diane Kalish	School Secretary	679-2930
Cecelia Christoff	Clerk-Typist	679-2930
Helen Lambe	School Nurse	679-2934

PRESCHOOL

Mrs. Cavolo
Mrs. Parks

KINDERGARTEN

Mrs. Argento
Ms. Burke/Mrs. MacVicar
Mrs. Epstein
Mrs. Magliano
Mrs. Murano
Mrs. Regan
Mrs. Wuchte/Mrs. MacVicar

SPECIAL EDUCATION

Mrs. O'Bier

READING/LEARNING SPECIALISTS

Miss Boklan
Mrs. Eagle
Mrs. Finkelstein
Mrs. Sebbesse

SPECIAL AREA TEACHERS

Mrs. Andersen	Music
Mrs. Davis	Music
Mrs. Hertzberg	Art
Mrs. Bella	ESL
Mrs. Filippelli	ESL
Mr. DeBlasio	PE
Mrs. Fay	PE
Mr. Bisk	PE
Mrs. Ventimiglia	Librarian
Mrs. Falabella	Librarian

SCHOOL PSYCHOLOGISTS

Mrs. Downey
Dr. Lange
Ms. Martingale
Ms. Zangari

FIRST GRADE

Mrs. Bauer
Mrs. Giordano
Ms. Caratzola
Mrs. Coogan/Mrs. Solensky
Ms. Raniolo
Mr. Reilly
Mrs. Schriver

SECOND GRADE

Mrs. Consiglio
Mrs. DeMarzo
Mrs. Eisenhardt
Mrs. Miller/Mrs. Sicoli
Mrs. McCabe/Mrs. Sicoli
Ms. Reilly/Mrs. Solensky
Mrs. Siniski/Mr. Kopetic

SPEECH/LANGUAGE PATHOLOGISTS

Mrs. Corrao
Ms. McDaniel
Mrs. Perry
Ms. Verbanac

OTHER SUPPORTIVE STAFF

Mrs. Gagliano	OT
Mrs. Griffith	OT
Mrs. Obergh	PT
Mrs. Osborn	TA
Ms. Birkel	TA
Mrs. Brugge	TA
Mrs. Cochikas	Teacher Aide
Mrs. Coulman	TA
Mrs. Dank	TA
Mrs. Ferguson	TA
Mrs. Gutlaizer	TA
Mrs. Hill	Teacher Aide
Ms. Johnston	TA
Ms. Lome	TA
Ms. Metelitz	TA
Mrs. Musgnug	TA
Ms. Pollack	TA
Mr. Sztabnik	Teacher Aide
Ms. Wehle	TA
Mrs. Wolpin	TA

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SCHOOL HOURS 9:00 A.M. – 3:30 P.M.

ABSENCES AND LATENESSES

Parents are requested to advise the school (679-2930) of a child's absence or lateness by telephoning the school that morning between 8:00 a.m. and 9:00 a.m.

New York State law requires a written note from the parent/guardian when a child is absent or late. The phone call on the morning of the absence does not take the place of a note when your child returns to school.

Vacationing during school is not permitted. Absences due to family vacations will be recorded as unexcused absences on your child's attendance record. District policy states that school work will not be sent home for students on vacation during days of school attendance since these absences are unexcused.

All students entering after 9:10 a.m. are considered late. Lateness is strongly discouraged. Routines that ensure your child is on time should be established at an early age. Promptness is a quality that should be encouraged. Students arriving late for school must report to the Entrance Booth before going to their classrooms. Please be aware that lateness is indicated on students' attendance and progress reports.

ARRIVAL PROCEDURES

Students are not permitted in the building before 8:30 a.m. because there is no one assigned to supervisory responsibilities prior to this time. Students begin entering classes at 9:00 a.m. The official start of the school day is 9:10 a.m. If you are dropping your child off at school, please do so at the walker's door, located at the circle in the rear of the building. Cars must stay in a single file during drop-off time. If you want to walk your child to the walker's door, please park your car and do so.

Traffic moves in one direction in the parking field as indicated by arrows on the lanes. Please abide by this traffic pattern.

Upon arrival, kindergarten students remain in the cafeteria and first and second graders remain in the auditorium until 9:00 a.m., when they proceed to their classrooms.

ART

Students attend art class once a week. During art class they have the opportunity to explore a variety of art media as they create projects to share with classmates and parents. They are also exposed to art history, learning about different artists and their works, as they create and develop their fine motor skills.

BIRTHDAYS

Birthdays are very special celebrations for young children. If your child plans to celebrate their birthday in school by sharing a snack, please contact your child's classroom teacher. Cupcakes or

BIRTHDAYS (continued)

another snack are usually appropriate, but because some students have food allergies, some snacks are not allowed in certain classrooms. Your child’s classroom teacher will share these possible restrictions with you. “Goody bags” should **not** be sent along with a birthday snack. Birthday celebrations in school should **not** be viewed as “mini-parties”.

BUSES

Bus transportation has been arranged for eligible students. Parents are encouraged to utilize this service and avoid driving their children to school. Riding the bus is a privilege, and good behavior is mandatory. Bus rules must be followed. Students are encouraged to wear seat belts while riding school buses. They are also required to remain seated until the bus comes to a complete stop. Students who do not follow the bus rules will be referred to the principal. Bus privileges may be taken away if students do not follow the rules.

Students may only ride their assigned bus. No student will be permitted to take a different bus at dismissal. Students may only get off at a stop other than their assigned stop if a request in writing is sent to the school and it is approved by the principal and Director of Transportation.

Any concerns about student behavior on the bus should be directed to the Principal.

CAFETERIA

Reinhard has a “no sharing” policy in the cafeteria. Students may not share food or money with each other. Students sit with their classes in the cafeteria. There is an allergy-free table for those students who need a nut-free zone in which to eat. Students sitting at this table may not have nuts, peanut butter, or items with nuts in their lunches.

PTA organizes a hot lunch program for our students. Students who order hot lunch may not make changes in what they purchased. Parent volunteers who serve these lunches may only provide students with what is indicated on the lunch card.

Parent volunteers are needed in order to ensure the success of our lunch program. Please contact your class parents if you are interested in volunteering. Your assistance is very much appreciated; however, there are some guidelines parents must know:

- Younger siblings are not permitted in the cafeteria. If you have a younger child for whom you cannot arrange childcare, please do not volunteer to serve lunch.
- It is not your responsibility to supervise students. This is the responsibility of the school monitors.
- This is not a time to socialize with your child. Please stay at the counter. Your child may visit with you there. Do not sit with your child or wander around the cafeteria.

In addition to buying lunch, students may purchase drinks and snacks each day. The prices of these items are listed below:

Milk	\$.40	Juice	\$.75
Snacks	\$.65	Water	\$.65
Ice Cream	\$.60		

CAFETERIA (continued)

Students are encouraged to neatly eat their lunches and to clean up after themselves. They will be reminded to pick up paper and wrappers that they may have dropped. They will not be asked to pick up any dropped food. Parents are not permitted to take their children out of school during lunch and recess. This is disruptive to the students' school day.

CLASS TRIPS

Throughout the school year, classes will plan walking trips and field trips as extensions of the classroom curriculum. Of course, all students must have signed parent permission to attend these trips. Many times, parents are asked to accompany classes as chaperones. On the day of the trip:

- Chaperones should report to the entrance booth.
- Chaperones are not permitted to bring siblings on trips and must adhere to all established procedures.
- Chaperones are not permitted to smoke on trips, buy souvenirs or treats, or to use cell phones for private or business calls not related to the field trip.

Once each year, first and second grade classes will plan an extended day field trip, requiring students to either arrive at school earlier than 8:30 a.m. or to be dismissed later than 3:30 p.m. Parents will be required to provide transportation either to or from school for these extended day field trips.

CLASSROOM VISITATIONS

No parent is permitted to walk to a classroom without first stopping at the Entrance Booth and getting a visitor's pass. Parents visiting classrooms unannounced cause a potential safety problem and disruption to the educational process.

COMPUTERS

All classrooms have SMARTboards and computers, which students use throughout the school day. Technology is used to enhance the curriculum. Students explore different websites and software, selected by their classroom teachers. The technology lab has enough computers for every student in a class to work on their own PC. The lab also has video conferencing capabilities. At teacher discretion, they sign up for their students to use the lab.

CURRICULUM

Grade level curriculum guides are distributed at Back to School Night. These guides outline the curriculum which will be taught throughout the year. If you have any questions, please do not hesitate to contact the school.

CUSTODY

By law, students may be released to either of their parents upon request, unless the school is in possession of court orders stating otherwise. If your child is not to be released to a non-custodial parent during school hours, you must provide the Principal with specific documentation stating such.

DISCIPLINE PROCEDURES

If a student breaks a school rule, this is viewed as a teaching opportunity. Students will be reminded of the rule and will be encouraged to consider other ways they could have handled the situation without breaking the rule.

Appropriate consequences will be given to students breaking school rules and parents will be contacted.

Each year you will receive the district's Code of Contact. The school district does maintain a zero tolerance approach toward students threatening another student or threatening the school in some way. If a student threatens to harm another student or a teacher, (s)he may be suspended from school.

DISMISSAL PROCEDURES

School dismissal is at 3:30 p.m. Teaching and learning continue until the end of the school day. Parents are strongly discouraged from picking up students before the official end of the school day. By doing so, the educational process is disrupted, and children are given the message that outside activities are more important than school work.

If your child is not going home on the bus, please send in a note stating such. If you plan to pick up your child on specific days every week for the entire year, one note indicating this will suffice. However, any changes in your child's regular dismissal procedure must also be stated in a written note to the teacher.

Parents picking up students from school at the end of the day are not to come to the office. They should wait at the walkers' door. This is the set of doors on the south side of the building and is accessed via the traffic circle in the rear of the building. You must park your car in a parking space or on a side street and walk to the door. Please do not park in the aisles of the parking lot.

DRESS CODE

Students are encouraged to dress casually in clothes that are appropriate to the weather. On warmer days, shorts and tee shirts are appropriate; however short shorts and tops which do not reach the waistline are not considered appropriate dress for school. On cooler days, dressing in layers allows students to be comfortable regardless of the temperature of various learning environments. Students should wear heavy jackets, hats, gloves, and scarves during colder weather to be able to dress appropriately for outdoor recess. Sneakers are appropriate footwear for school. Backless shoes and sandals are not permitted.

EXTRA HELP

Teachers provide extra help on Tuesdays and Thursdays from 8:30 - 9:00 a.m. In the event that extra help is canceled because the teacher is absent, students will be supervised in the auditorium until the start of the school day. Teachers send letters home to parents indicating when students are invited to these sessions. Parents must provide transportation. It is imperative that students arrive on time to benefit from these sessions.

FLES (Foreign Language for Elementary Students)

Students in first and second grade receive FLES instruction twice a week within their classrooms. Spanish is the foreign language taught. Students are exposed to basic vocabulary and conversational speech. The foundational skills students establish in the Early Childhood Center are built upon as they continue FLES instruction through the remainder of their elementary school experience.

HEALTH OFFICE

Helen Lambe is our school nurse. Her phone number is 679-2934. Each year, she administers vision and hearing screenings. A health monitor assists the nurse in the afternoon. Mrs. Lambe contacts parents when health issues arise in school and keeps teachers informed of students' special medical needs.

State Education Law requires that each child entering school for the first time, as well as those entering kindergarten, second and fourth grades have a physical examination within a year of the first day of school. Physical forms are due within the first 30 days of the school year. It is also mandatory that

students have had all of their required immunizations. No student is permitted to start school without these required immunizations.

Emergency contact cards with current information are of utmost importance. If a student becomes ill at school, the parent or other authorized individual will be called to arrange to take the student out of school. Please be sure to submit two or more names in addition to parent names on this card, and be sure that at least one name is someone local who can be reached if the school is not able to contact the parents.

It is also important that the school have cell phone numbers, work numbers, and beeper numbers in addition to your home numbers. Changes in these numbers must be promptly reported to the school so as to maintain the ability to contact you in case of an emergency.

If your child has a prescribed medication to be taken at school, please drop off the prescription medicine and instructions to the school nurse. Under no circumstances should students carry medicines to school. The nurse will also need a copy of the doctor's prescription. This is necessary even for nonprescription medications.

If a student in your child's class has a contagious condition, a letter will be sent home from the health office informing you of this fact and providing pertinent information.

If your child is returning to school after a long illness, it is requested that you bring your child to the health office on the morning that s(he) returns to school.

HOMEWORK

Homework is a natural extension of the daily classroom learning process. It provides opportunities for practice and reinforcement of lessons taught. Homework is given regularly, 20 - 30 minutes per night. In addition, reading at home should take place daily. Parents are encouraged to provide students with a quiet place and time to complete homework. They should also offer appropriate support and guidance to their children in completing home assignments. Remember, you want to use homework to foster independence and responsibility in your child. If your child is having difficulty with his or her homework, you should report this to your child's classroom teacher.

Each year the district, along with local clergy, establishes Days of Religious Observance (DRO's). Homework may be assigned on these days. If your religious observance of this day prevents your child from being able to complete their homework, send a note to the school, and your child will be excused from homework responsibilities.

INSTRUCTIONAL SUPPORT TEAM (IST)

The Early Childhood Center's Instructional Support Team meets regularly to discuss student progress and make recommendations on how to improve students' academic and/or social development. Students are discussed based on the classroom teacher's referral. The Instructional Support Team is comprised of the student's classroom teacher, at least one additional classroom teacher, and the school psychologist, reading/learning specialist, speech/language pathologist, and/or other staff members, as needed.

LIBRARY

Students receive library instruction with the librarian every week. During this time, they may select books to take home. Students are encouraged to choose books that interest them. If these books are not on their independent reading level, they are good books for parents to read to their child. Periodically, the library sends home a notice regarding overdue books.

If books are lost or damaged, parents are responsible for paying for a replacement. If a lost book which was paid for is found, the parent will be reimbursed. Parents are encouraged to reinforce proper care of library books. The fact that these are borrowed and must be handled with care so others may also enjoy them is an important lesson for all children to learn.

LOST AND FOUND

An area in the cafeteria has been set aside for lost clothing and other items. If your child is missing something, s(he) should look first in the classroom and then check the lost and found area. **Please label your child's belongings.** This will make it easier to locate lost items.

MUSIC

Students attend music class once a week. Many concepts are taught using movement, musical instruments, and song. Students also participate in musical performances over the course of the school year. Second graders are introduced to string instruments through an 8 week course, during which they learn to hold and pluck violins. Second graders are also invited to join chorus. Chorus members attend rehearsals during recess once or twice a week and perform before the entire school community several times over the course of the school year.

NOTICES, FLYERS, ETC.

Parent information is often sent home with students. Please check your child's backpack and folders each night. You may want to set up an agreed upon location at home for your child to place flyers each day.

PHONE NUMBERS

It is very important that the office have up-to-date information regarding your family phone numbers. If you have provided the office with beeper numbers or cell numbers and these change, please inform the office. If you have provided the office with your work numbers, and you change your place of employment, or your work numbers change, please inform the office immediately. This will ensure home-school communication.

PHYSICAL EDUCATION

All classes are scheduled for physical education twice a week. Students do not change for gym class. They must wear appropriate clothes and sneakers on these days. Platform sneakers and backless sneakers are not appropriate. If unprepared, they will not be permitted to participate in physical education class and will be observers that day.

Be aware that students may not be excused from physical education classes without a note from your physician. Also be aware that if your doctor orders that your child be excused from physical education, your child will also not be permitted to participate in outdoor recess activities.

In order to ensure the safety and well being of students, jewelry such as rings, watches, bracelets, necklaces, and earrings should not be worn during scheduled physical education classes. Students who wear jewelry to school on the days of their scheduled physical education classes shall be personally responsible for its removal before class. Students who do not adhere to this jewelry policy or who are unprepared for class will be excluded from participation in scheduled physical education classes. Lack of adherence to this policy may also be reflected on a student's progress report.

In addition to regular physical education classes, students engage in "deskercise" daily for approximately 10 minutes per day in their classrooms. This physical education is lead by the classroom teachers under the supervision of our physical education teachers.

PTA (PARENT-TEACHER ASSOCIATION)

Bellmore School District has a very involved PTA. All families are encouraged to become active members of this organization. PTA events are listed in the district calendar. PTA functions are open to all members of the school community. Additionally, SEPTA (Special Education Parent-Teacher Association) is open to all parents and staff. Throughout the school year SEPTA sponsors speakers on topics of interest to all.

C.A. Reinhard Early Childhood Center's Executive Vice Presidents are: Karen Grimes and Renni Siegel. The entire PTA slate is available on the district website: www.bellmoreschools.org Select the "Bellmore Elementary PTA" link under the "Parents" tab and choose Committees.

RECESS

Outdoor recess will be scheduled whenever possible. Students should, therefore, dress accordingly. Sneakers are appropriate footwear for recess. Dress shoes, sandals, and backless shoes present safety hazards. In the winter months, heavy coats, gloves, scarves, and heavy clothing should be worn. At the change of season, students should be sent to school with light jackets or sweaters in case they are needed. Students dressed inappropriately may be excluded from recess activities.

Students are assigned each day to specific playgrounds and/or outside activities by class on a rotating basis, providing students with opportunities to play in all outside playground areas over the course of the school year.

In addition to outdoor activities, the following lunch options are available to a limited number of students from each classroom, on a rotating basis, on assigned days:

Art Club	Chorus (Second Grade)	Music Club
Library Club	Gym Club (on inclement weather days)	Game Board Club
Computer Club	Chess Club	

During inclement weather days, students either watch a movie in the auditorium or play organized games in the gymnasium.

SAFETY PROCEDURES

The doors to the Early Childhood Center are locked after arrival and remain locked for the entire school day. Anyone wishing to enter the building must ring the intercom by the front door and be buzzed in by entrance support staff. A security camera provides the office with knowledge of who is entering the building. When entering the building, it is **mandatory** that you go directly to the Entrance Booth. **No parent or visitor is to go to any other destination in the building without first reporting to the Visitors' Desk.** You must sign your name in the visitor's log, leave your driver's license, and receive a badge before going to any other location in the building. Adults without badges will be stopped by staff members and directed to the office. Upon leaving, you must return to the entrance booth, sign out, and return your badge, at which time, your license will be returned to you.

SCHOOL CLOSINGS

In the event that the school should be closed due to inclement weather or other emergency conditions, announcements are broadcast on the following television and radio stations:

News 12 Long Island – Cable TV	WHLI (1100 AM)
WINS (1010 AM)	WKJY (98.3 FM)
WALK (97.5 AM)	WBAB (102.3 FM)
WCBS (880 AM)	

Via the district's Connect-Ed program, you will also receive a phone call in cases of school closure. School closings are also posted on the district website: www.bellmoreschools.org.

SITE-BASED TEAM

Site-Based Team is a school-based committee of teachers, administrators, non-instructional staff, parents, and community members. The committee meets monthly to discuss issues related to school improvement. This guide was just one of the many outgrowths of this team. The PTA selects parent representatives. If you are interested in becoming a member of this team, let the PTA know.

SNACK

Students are encouraged to bring healthy snacks to school each day which will be eaten in the morning or afternoon dependent upon each individual classroom's daily schedule. Fruit and raw vegetables are always good choices. **The school's "no sharing" policy refers to classroom snack time, as well as lunchtime.** The only drink allowed in classrooms during snack time is **water**.

STUDENT ADVISORY COUNCIL (SAC)

SAC is Reinhard's version of Student Council. This is our representative form of government. Two representatives are elected from each first and second grade class. Students are selected through classroom lotteries. Students who accept positions as SAC classroom representatives meet monthly before school. Parents are responsible for providing transportation to these meetings. Students whose parents cannot provide transportation will be discouraged from accepting these positions.

SUPPORTIVE SERVICES

Students in need of supportive services in addition to regular classroom instruction are identified through screenings and formal assessments.

- Students in kindergarten may be recommended for the Integrated Program, in which they will develop school readiness skills in a class with a smaller student/teacher ratio. This class is comprised of six kindergartners and six preschoolers and taught by a special education teacher and a teaching assistant.
- Early literacy support groups are available for kindergarten students in need of additional instruction in the development of reading and writing skills.
- Students in first grade may receive small group literacy support to foster improved reading and writing skills.
- Reading Recovery is an intensive literacy support, during which first grade students work 1:1 with a reading specialist for up to 20 weeks. The goal of this service is to accelerate reading and writing development.
- Leveled Literacy Instruction is a reading/writing support in which groups of three students receive intensive literacy support to accelerate their reading/writing development.
- Students in second grade may receive reading/writing support in a small group.
- Students in all grades in need of special education and related services (speech-language therapy, occupational therapy, physical therapy, school counseling) may receive these services if they are mandated by the Committee on Special Education.
- English Language Learners may qualify for ESL services.