



Northeast Elementary School
420 Albany Avenue, Amityville, NY 11701-2584

Dra. Pauline Collins
Principal

Tel: (631) 565-6400

August 2023

On behalf of the Northeast Elementary School staff, I would like to extend a warm welcome to you and your child. We know that this is an exciting time for you and your family and an important step in your child's educational journey. Your son/daughter is currently enrolled in our **Grade 1-2 Self Contained Special Class. Wednesday, September 6, 2023**, will be the **first** day of school.

As a parent of a school-age child, I understand and know that you may be experiencing an increased level of anxiety and apprehension regarding the safety and well-being of your child and whether or not sending him/her to school is the right decision. Please know that your child's safety is my utmost priority and that our revised procedures as detailed in our building's Reopening Plan will ensure the safety of everyone. My hope is that this letter will address most of your concerns and give you the confidence needed to allow your child to participate in our rich educational program.

The following is a list of important information that will help you and your child adjust to our school.

CLASS ASSIGNMENT CARD:

Enclosed, you will find your child's class assignment card. On the front of the card will be the name of your child's teacher and room numbers. Please have your child wear his/her class assignment card for the first two weeks of school until he/she becomes familiar with the classroom and teacher. We **will not** be able to get your child to the correct class without the class assignment card.

BUS TRANSPORTATION:

Each bus will display the number in the window. Your child will board the same number bus "going to" and "coming from" school unless you indicate otherwise. Please teach your child his/her bus number as it will help in getting him/her on the correct bus at dismissal. Children should not be left alone at the bus stop. All students should be supervised by an adult until he/she boards the bus.

Please have your child wear the bus pass every day. Loading and unloading of buses is carefully supervised and the bus pass will help ensure that your child is on the right bus for the trip home. **Students will be assigned seats this year and the bus will be loaded from back to front, to facilitate proper social distancing (see transportation letter for further details).** Please contact the transportation office at (631) 565-6021 between the hours of 8:00 a.m. - 4:00 p.m., for any further questions or concerns.

ARRIVAL PROCEDURES:

- **Walkers:**

If your child is dropped off at school, he or she is considered a 'Walker'. Walker's arrival will begin at 8:55 a.m. Please enter through the side gate and walk him/her to the door. Please give your child's full name to the staff member present so that he/she can be accurately checked in for school. If you arrive with your child before that time, you will have to wait with him/her outside of the building. **No one will be allowed to enter the building during arrival, due to security reasons.**

- **Bus:**

Students who arrive by bus will be greeted by staff and will be escorted to their classrooms. Please ensure that your child is wearing his/her class assignment card, as it will help with getting students to their classes quickly.

DISMISSAL PROCEDURES:

- **Walkers:**

Students who are being picked up from school will be dismissed from the south side gym door beginning at 3:00 p.m. sharp. **No parent will be allowed in the building at this time.** Please dress appropriately for the weather, as you may have to wait in line to receive your child. For the first few weeks of school, please be prepared to show a valid New York State ID, until the staff becomes familiar with you.

Anyone picking up your child other than yourself must be placed on the "Authorization to Pick Up" form, be at least 18 years old and present the office with a valid New York State photo I.D. upon arrival. We **will not** accept last-minute changes in dismissal over the phone, except during emergency situations and the parent will need to provide permission in writing by fax or email.

Please make sure your child is picked up by 3:10 p.m. If for any unforeseen reason you are delayed in picking up your child, please contact our office at (631) 565-6400 as soon as you become aware of your situation.

- **Bus:**

Dismissal for students who travel by bus will begin at approximately 3:10 p.m. Students will exit the building by bus. If your child will not be taking the bus on any particular day, you should send a note to your child's teacher. If you forgot to send a note, please notify the office by 2:45 p.m. or as soon as you learn of your emergency.

EARLY/EMERGENCY PICKUP:

If you must pick your child up before the end of the school day, please send a note in your child's backpack to his/her teacher. If there is an emergency, please notify the school at least 30 minutes before you arrive or soon as you become aware of your situation. If your designated person is not on the authorization form, you must provide written permission. In addition, the person must be 18 years or older. Upon arrival to the building, you or the designee will need to present a valid New York State ID.

MEALS:

The New York State Education Department requires that all families complete the school lunch application form. If you did not complete one at registration, one will be sent to you. You will not be charged for meals, regardless of your family income. However, this documentation is necessary to maintain our Pre-K Grant. Breakfast and lunch will be served daily beginning Wednesday, September 14, 2022. In addition, you will be receiving monthly lunch menus from school and it will also be posted on the school's website under the 'NUTRITION' Tab.

Meals will be delivered to the classrooms. Staff and students will engage in proper handwashing before and after meals. All surfaces will be cleaned and sanitized before and after meals.

If your child is on a medically supervised diet or has food allergies, please notify the school nurse, immediately. Food allergies must be confirmed by a physician.

HEALTH AND WELLNESS:

- It is our policy to change students who wet/soil themselves in a timely fashion. This includes situations in which the children have wet or soiled themselves or soiling due to a bloody nose or spill. If your child soils himself/herself, the health office will first make an attempt to contact a parent/guardian and provide them with the option to come to school and change the student.

If we are unable to contact a Parent/Guardian, we will change your child's clothes using clean clothes and new undergarments provided by the health office. Soiled clothes will be sent home with the student in a plastic bag with a written notice from the health office.

Please wash and return the loaned clothing as soon as possible.

If your child is vomiting or having diarrhea and a fever, please **do not** send him/her to school. If these symptoms occur during the school day, you will be asked to pick up your child. **Children should be symptom-free for 24 hours or be cleared by a physician**, before returning to school. If your child has a rash, you must take him/her to the doctor and provide us with a note clearing him/her to return to school.

- **COVID-19**

The Northeast Reopening plan is available on the district's website and details all the precautions that will be put in place to reduce the spread of COVID-19 and provide a safe environment for students and staff while providing students with a rich educational experience. Our four main areas of focus will be the following:

- **Health Screening:**

Parents must screen their child daily for the following COVID-19 symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of smell or taste
- Sore Throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If your child is exhibiting any of these symptoms, you should not send your child to school and consult with your child's pediatrician. Please be advised that a COVID test is the only way to ensure that your child is not infected with the virus. Your child will need a letter of clearance to return to school. In addition, if your child is sent home from school because he/she has COVID-19 symptoms, he/she will need a letter of clearance to return to school.

- o **Disinfecting and Sanitizing:**

All common areas will be disinfected and sanitized frequently throughout the day. Custodial staff will maintain daily logs with times of cleaning. Chairs, tables, carpets, and floors will be disinfected daily. In addition, all toys used by students and staff will be disinfected at the end of each day. Hand sanitizing stations are installed in various areas of the building for the convenience of students and staff.

VISITORS:

Parents and guardians are always welcome at Northeast Elementary School. However, visitors to the building must follow our security protocols. If you are called to the building due to an emergency situation with your child, or visiting the main office, please have Valid New York State identification.

Upon arrival to the building, you must present a valid New York State ID to the security personnel. You will then be processed through the Visitor Management System and given a temporary ID. The temporary ID should be worn throughout the time that you are in the building. A hand sanitizing station is located at the security desk for your convenience. Please, sanitize your hands before coming to the main office.

ALL VISITORS MUST GO DIRECTLY TO THE MAIN OFFICE ONCE HE/SHE IS PROCESSED AT THE SECURITY DESK.

PARENT/SCHOOL COMMUNICATION:

Communication between parents and school is crucial to the safety and well-being of all students. Therefore, it is particularly important to communicate all your concerns regarding your child to the appropriate personnel. Please, give your child's full name and teacher's name, when addressing concerns or leaving a message with the clerical staff.

Educational concerns and classroom incidents should first be addressed with your child's teacher. Health issues should be communicated to the school nurse. All other concerns regarding the school should be communicated to the main office. Teachers have limited availability during the course of the day. However, you may contact the main office to leave a message and they will contact you at their earliest convenience. You may also communicate with your child's teacher via email and ClassDojo, which you will learn more about at the Parent Orientation.

SOCIAL MEDIA PLATFORMS:

We use Facebook, Instagram, and ClassDojo to keep you up to date on our school-wide events and events which are happening in class. Information on how to sign up is included in your welcome packet.

Sincerely,

A handwritten signature in cursive script that reads "Pauline Collins".

Dr. Pauline Collins
Principal

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Enclosure