

BROOKLYN ELEMENTARY SCHOOL

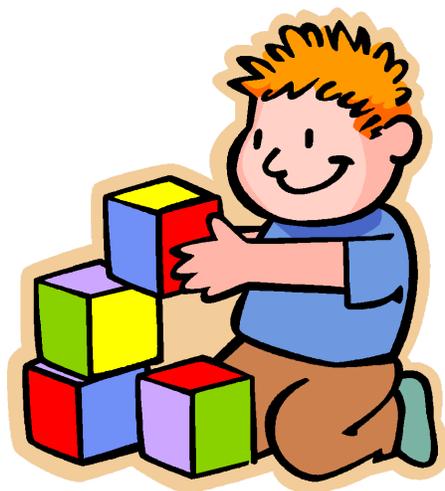
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BROOKLYN ELEMENTARY EARLY CHILDHOOD PROGRAM HANDBOOK

Brooklyn Boe At Brooklyn Elementary School



2019-2020



National Association for the
Education of Young Children

WELCOME

Dear Parents/Guardians,

Brooklyn teachers and staff welcome you to the Brooklyn Elementary Early Childhood Program and are eager to embark on an exciting new experience with your child. The teachers will provide a safe, nurturing, creative and developmentally appropriate learning experience for all children in the program. They look forward to engaging with you in a partnership to insure that your child learns the skills necessary to interact positively with others, to express themselves effectively, to develop a respect for all living things and to attain a love for learning.

This handbook was written to give all families essential and helpful information about the operation, the philosophy and the makeup of our school. Please read and discuss it with your child and others who may be involved with caring for your child. If you have any questions feel free to contact me by phone, email or in person.

Here's to an enjoyable educational experience for all!

Sincerely,
Paula Graef, Principal

NAEYC ACCREDITED

The Brooklyn Elementary Early Childhood Program is an NAEYC program.

All NAEYC accredited programs must:

- Promote positive relationships for all children and adults to encourage each child's sense of individual worth.
- Implement a curriculum that fosters all areas of a child development: cognitive, emotional, language, physical, and social.
- Use developmentally culturally, and linguistically appropriate and effectively teaching approaches.
- Provide ongoing assessments of a child's learning and development and communicate the child's progress to the family.
- Promote the nutrition and health of children and protect children and staff from illness and injury.
- Employ and support a teaching staff that has the educational qualifications, knowledge, and professional commitment necessary to promote children's learning and development and to support families' diverse interests and needs.
- Establish and maintain collaborative relationships with each child's family.
- Provide a safe and healthy physical environment.
- Implement strong personnel, fiscal and program management policies so that all children, families, and staff have quality experiences.

BROOKLYN ELEMENTARY EARLY CHILDHOOD PROGRAM MISSION STATEMENT

Brooklyn Elementary Early Childhood Program will foster a love for learning within each student. The faculty and staff will support each child to help them acquire the skills that will allow them to reach their greatest potential. To achieve this mission, the program will continually improve its educational programs and services to meet the needs of all students and to meet this community's expectations for a quality education for all.

PHILOSOPHY

The Brooklyn Elementary Early Childhood shall be open and available to all students four years of age and children who will reach age three on or before December 31, 2018. The town of Brooklyn welcomes children from diverse racial, ethnic and economic backgrounds to its pre-school program. The pre-school program utilizes a developmentally appropriate approach to learning for young children.

The environment is designed with learning centers for independent activities that allow for the development of self-esteem and promotes a positive attitude towards learning. It is a theme-based, hands-on curriculum that is sensitive to children's interests that promote social interaction and language development through a natural developmental progression including play.

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ATTENDANCE

Absence

Once committed to attending the Brooklyn Elementary Early Childhood Program consistent attendance creates the best outcome for your child.

Excused absences are defined as one that is due to:

1. Illness or injury to the student.
2. Illness or death in the family.
3. Religious observances
4. Emergency situations
5. The principal must be advised of an extended absence in advance.

Parents may report their child's absence to the school in three ways:

1. Call the school nurse, Mrs. Brennan, directly at (860)774-4618
2. Email Mrs. Brennan at brennan@brooklynschools.org
3. Send a note upon the child's return to school after absence

********Otherwise, absences are considered unexcused.***

Tardiness

Students who arrive after 8:45 AM are considered tardy. In those cases, please accompany your child to the main office before he/she goes to the classroom.

CANCELLATION-DELAYED OPENING

DELAYED START

No AM Preschool

EARLY DISMISSAL

No PM Preschool

Where to Listen:

These announcements will be made on the following radio stations:

WILI	-	Willimantic	-	1400
WTIC	-	Hartford	-	1030
WINY	-	Putnam	-	1350

These announcements will also be made on the following TV stations:

Channel 3
Channel 30

Additionally, a message will be pushed out through School Messenger.

CLOTHING

Our day is very active, creative and often messy, plan to dress your child in comfortable, washable clothing. Each child should have a complete change of clothing (labeled) to be kept in school at all times. Please help foster your child's independence in the bathroom by dressing them in clothing that is easy to manage. Onesies, overalls, and belts are often too difficult for children at this age to get off quickly.

Please label ALL clothing, backpacks, lunch boxes and other belongings that come to school with your child; including outerwear and hats and mittens as they are easily lost. Your child will be coming home with information pertaining to school, as well as their school work, daily. A mid-sized backpack that is comfortable for your child to wear on their back will be helpful. Your child will be given a bus tag at the beginning of the year. Please attach the tag to the outside of your child's backpack (on the outside zipper usually works best).

As daily outdoor play is an important part of our program, please send appropriate seasonal clothing (boots, hats, mittens, etc...) for your child's comfort.

COLLABORATION

The Brooklyn Elementary Early Childhood Program collaborates with many community agencies including: the Brooklyn Public Library, Town of Brooklyn, Regional School Readiness Council, Mortlake Fire Department, Birth to 3, Brooklyn PTO, Lions Club, EASTCONN, and the Generations Family Health Center. These partnerships are formed to help support programs within the school, as well as in the Brooklyn community.

CONFIDENTIALITY

The rights and privacy of each family is respected. Parents have a right to inspect and review all educational records. If you desire to review your child's record, please contact the school principal. All student information and records are kept confidential in compliance with the Family Education Rights and Privacy Act (FERPA).

CURRICULUM

The curriculum used to plan learning experiences align with CT ELDS (CT Early Learning Developing Standards). Each day, children participate in whole group activities where they sit together to greet each other, learn to interact, take turns speaking and answering questions. Alphabet play, counting together, calendar activities and telling time activities can be learned through songs, poems and repetition. All, of course, are fun!

In class learning may take place all together on the rug, or in small groups, by going to centers within the classroom. Within the class, children, for the most part, may choose where they go to learn through discovery and hands-on play. Additionally, students will attend one Unified Arts rotation each day.

Lessons are designed for social-emotional development and to promote success in the early learning classroom, school readiness and social life success. By directly teaching children the skills that strengthen their ability to learn, have empathy, manage emotions, make friends and solve problems, students are more successful.

Language and Literacy

The goal of the language and literacy portion of our curriculum is to encourage the use of language. This is accomplished through interacting with others, enjoying books, songs and writing, expressing ideas and feelings in a developmentally appropriate manner. Book bags are sent home with children to encourage families to read together.

Mathematics

The goal of the mathematics program is to help students learn basic math skills while developing a positive attitude toward the subject. The focus of the math curriculum is to develop problem solving skills, mathematical concepts and practical mathematical applications consistent with the child's ability and age. Hands on activities help our child learn math concepts in a concrete manner.

Classroom Centers

Within the class, children, for the most part, may choose where to go to learn through discovery and hands on play.

ART AREA

Art materials that are freely accessible to children allow them to make choices. Interact with a variety of materials, and learn to be thinking and creative. The

process of working with the materials is more important than what is actually made. Choices are made as children select paper, particular colors of paint, and experiment with the way they are applied. Children develop a vocabulary of describing words such as: soft, hard, squishy, smooth, rough, striped, and checkered.

BLOCK AREA

As a child builds with blocks, he/she is developing control of the small muscles of fingers and hands as blocks are added to a structure. Perceptions of size, weight, and shape are developing and language skills are growing as children discuss what they are building. Cooperation and planning among children develops as they work together toward a common goal.

BOOK CORNER

As children explore books on their own or with an adult, they begin to notice that print goes from left to right and top to bottom, that pictures often tell a story, and that the story stays the same as it is read over and over. Listening, paying attention, sequencing, and thinking skills are all being used as children enjoy a story. Children become acquainted with new vocabulary words and the style of formal written English as they listen to stories.

HOUSEKEEPING AREA

The housekeeping area allows children the opportunity to use their imaginations and try various roles from the adult world. Through play, children try to make sense of the events happening around them and deal with the emotions surrounding them. Social skills grow as children choose definite roles in the “play” of the day whether it is playing House, School, Doctor, or Restaurant.

PUZZLES, GAMES & TABLE TOP TOYS

Controlled movements of the fingers and hands enable children to master the muscles necessary for writing. As children work with color and patterns, they develop visual discrimination and memory. When children pretend about things that they have built, they are taking their first steps in the use of symbols, which are important as they begin to read and write.

SCIENCE & MATH INTEREST CENTERS

Children can interact with materials on their own or in small groups as they explore items at these interest centers. Counting shells, sorting leaves by size or shape, and classifying rocks by type are examples of activities young children can do here. Adults provide names of items and ask questions such as, “How are these alike?” “Different?” “Is this bigger?” “Smaller?” Children’s interest grows as they think about everyday items in new ways.

Unified Arts

Children will attend one of the following Unified Arts Specials each day:

ART

Art is offered to familiarize children with basic art skills and concepts. Children are introduced to a wide variety of media through a flexible, sequential approach to the development of skills, understanding and appreciation of art.

STEAM

The STEAM program is designed to provide children with a hands-on experience in science and problem solving. Students will be introduced to inquiry and the scientific method during classes.

LIBRARY

Library is offered to engage and excite students in literature. During this time, they are read to by the Librarian, which fosters a love of reading.

MUSIC

Elementary music education provides students with a variety of musical experiences. Special emphasis is placed on movement to music and developing singing skills.

PHYSICAL EDUCATION

Movement, gross motor and fine motor skills are taught through play. Additionally, classes experience physical activity in a developmentally appropriate play area during recess.

DISCIPLINE POLICY

The staff of the Brooklyn Elementary School strives to provide a safe, secure environment for our students. School staff is directed to maintain an atmosphere conducive to education. Brooklyn Elementary School students are expected to show respect for people within their school and for school property. Students are encouraged to report to supervising school staff if they fear for their safety. They should not wait.

There are general school rules, which apply to all students in all school areas.

All Students are to:

walk and talk quietly;

keep hands, feet and objects to oneself;
speak to one another courteously;
follow teachers' instructions;
respect others and their property;
tell the closest staff member about any problems as they occur.

Additionally there are guidelines that are specific to certain locations within the school. Classrooms, cafeteria, library, auditorium, etc., have their own requirements. Staff members shall inform students of the rules for these areas.

Students who violate the school rules listed above may be subject to the following consequences:

1. Verbal warning
2. Parent contact
3. Removal from social activities (e.g. assemblies, field trips, etc.)
4. Office/Lunch detention
5. Parent/student conference with school administration
6. In school or out of school suspension

EMERGENCY DRILLS

Fire Drills

Fire drills are held to ensure the safety and protection of all students. Unannounced fire drills will be held throughout the school year. Students will follow displayed escape routes and teachers' directions to evacuate the building as quickly as possible. Students should exit the building walking in a single file line and remain silent. An administrator will inform staff and students when the building should be re-entered.

Lockdown Drills

Lockdown drills are held to ensure the safety and protection of all students. Unannounced lockdown drills will be held throughout the school year. This procedure will be used if a situation warrants students to remain in classrooms.

ESSENTIAL INFORMATION

We cannot stress enough the importance of keeping the school aware of all current information. New telephone numbers and addresses of your home and

work, daycare provider, as well as keeping your emergency contact(s) information current throughout the school year is very important.

If you expect people other than yourself to pick your child up from school, be sure this information is current on the online informational sheet. If there are people you do not wish your child to be released to, please let us know.

School policy does not allow staff to release a child to anyone other than their parent without written notification. In the event of an emergency, an email will be accepted.

If your child normally rides the bus home and there is a change of plans, please attach a note to your child's backpack or jacket on that day. Be sure the note will be easily visible by a staff member immediately upon arrival. Preschoolers often forget to deliver notes tucked inside their backpacks. Without a note, your child will be put on a bus by 11:30/3:15, so please plan accordingly. Your child will benefit by being aware of any changes that may occur in their routine.

For the AM session, children may enter their classrooms at 8:30 AM.
For the PM session, children may enter their classrooms at 12:30 PM.

EVENTS

Connecticut StoryTellers

Storytelling is a powerful and effective tool to introduce young children to pre-reading skills such as listening, speaking and making predictions. Annually the CT. Storytellers perform stories that excite and delight the children through their artful delivery as well as their use of puppets or props. It's a joy to see the children join in with a repeated refrain or a prediction of what's coming next.

Masterpiece Art Show and Festival

Enjoy a real community event! All students are encouraged to enter a piece of their favorite artwork into the art show, come and make crafts the night of the event, join in making community art, listen to music performed by students and of course indulge in refreshments. The whole town of Brooklyn shows up to participate in this collaborative event that takes place annually in the spring of each year.

Scholastic Book Fair

Book fairs are family events. We know inspiring a love of reading begins at home, so we offer resources to support parents with the reading development of their children.

FEE POLICY

The Brooklyn Elementary Early Childhood Program is partially funded by the State of Connecticut School Readiness Grant. A state-funded initiative administered by the Office of Early Childhood (OEC) that develops a network of school readiness programs to:

- Provide open access for children to quality programs that promote the health and safety of children and prepare them for formal schooling;
- Provide opportunities for parents to choose among affordable and accredited programs;
- Encourage coordination and cooperation among programs and prevent the duplication of services;
- Recognize the specific service needs and unique resources available to particular municipalities and provide flexibility in the implementation of programs;
- Prevent or minimize the potential for developmental delays in children prior to their reaching the age of five;
- Enhance federally funded school readiness programs;
- Strengthen the family through: (A) Encouragement of parental involvement in a child's development and education; and (B) enhancement of a family's capacity to meet the special needs of the children, including children with disabilities;
- Reduce educational costs by decreasing the need for special education services for school age children and to avoid grade repetition;
- Assure that children with disabilities are integrated into programs available to children who are not disabled; and
- Improve the availability and quality of school readiness programs and the coordination with the services of child care providers.

Due to the funding received through this grant, Brooklyn Public School collects no fees from any family that lives in the town of Brooklyn for the

prekindergarten program. However, we do need income verification provided by parents upon enrollment. In order to meet the state guidelines and remain compliant with the program expectations, families will be asked to complete an income verification form and return that with income verification (W-2's or tax returns from the previous year or one month's worth of paystubs for each working parent in the primary household) to Mrs. McCallum in the office. Income immunization verification is conducted upon registration and annually thereafter.

HEALTH & WELLNESS

Health Service

The school nurse is available during the school day from 8:00 AM to 3:30 PM. Please contact the school nurse if your child will not be in school to report their absence. Mary Brennan can be reached at brennan@brooklynschools.org or directly at (860) 774- 4618.

School Entrance

Connecticut State Law requires that students have a Health Assessment (physical exam) prior to entering school. Our early childhood education accrediting agency (NAEYC) requires that the Health Assessment is *current throughout the preschool years(s) and also for kindergarten enrollment. This means, when you register your child for the first year of preschool, a current Health Assessment is required; and updated Health Assessment is then required 1 year from that dated health Assessment.

*A current physical exam is one that is dated within the previous 12 months from the date of the first day of school.

Contraindication Immunizations

School Immunization Law, Chapter 169, Section 10-204a of the General Laws of the State of Connecticut requires that all immunizations must be up to date for children to attend school. Connecticut General Law allows for the school district to exclude children from school whose immunizations are not up to date.

A certified record of immunizations from your child's physician(s) is required for entry into school. The school nurse audits immunizations. In the event of missing or incorrect information, your prompt attention in addressing the error/omission is imperative to assure compliance with state law.

Health Emergencies

Please notify the School Nurse (yearly) of any medical condition, which may

precipitate an emergency situation with your child (e.g. allergic reactions to food, insect bites or medications; asthma; diabetes; seizures). The School Nurse will work with you in developing a care plan to meet your child's health needs.

Medication Policies

State law and Board of Education policy requires that all students who need medication in school must have a written order from the child's doctor. This includes all prescription and over the counter medications. Over the counter medications include, but are not limited to: aspirin, acetaminophen, ibuprofen and antacids.

If your child does need medication during the school day, contact the school nurse so she can instruct you on how to get the Medication Authorization form or download the form from the school website. The parent/guardian must also sign the medication authorization form. Please be aware that written medication authorization must be renewed yearly. All medications must be delivered to the school by a parent/guardian or designated adult. ***CHILDREN ARE NOT ALLOWED TO BRING MEDICATION TO SCHOOL.*** All medication must be in the original container from the pharmacy with the pharmacy label attached.

Illnesses

Children should be kept at home when they have a fever, are vomiting, have a contagious illness, or are too ill to be attentive in school. Please notify the school nurse if your child contracts any contagious disease including but not limited to: strep throat, conjunctivitis, head lice, impetigo, Fifth's Disease, chicken pox, whooping cough, mononucleosis and scarlet fever.

Vomiting/Diarrhea

A child who has vomited should wait 24 hours and be able to retain solid foods before returning to school. A child who is having frequent diarrhea stools should not attend school.

Post Illness School Attendance Guidelines

Children must be fever free without medication and symptom free for 24 hours before returning to school. According to school policy, before a child can return to school, strep throat, impetigo and conjunctivitis require 24 hours of medication.

Health Insurance

If your child does not have health insurance, Connecticut has insurance

plans for uninsured children. Please contact your child's school nurse for more information or if you have access to the internet go to www.huskyhealth.com.

Health records, which are confidential, are maintained by the nurse. A copy may be requested by the parent or guardian. A copy of the original record will be provided upon request of the parent. If a student transfers to a new school in the state, the original record will be sent to the student's new school. Copies of original records will be sent to the new school if the student transfers out of state.

Medical Screenings

We value the importance of proper dental care and through a partnership with Generations Family Health Center; we participate in a program called Across the Smiles. Your child can be seen regularly and receive dental care from a professional staff on a dental van which visits the school.

Wellness

The Brooklyn School is determined to create a healthful environment for our students and staff. Parents are asked to abide by the allergy policy for their child's classroom. Also, parents should not allow their child to bring candy, soda or caffeinated energy drinks to school.

Toilet Training

We truly encourage children to be **potty trained upon entering** preschool. If a child is not potty trained, he/she can attend the program, however, the parent must provide a supply of diapers/pull-ups, baby wipes, and extra clothes to remain at school.

The child is changed in the designated changing area as often as needed. He/she is also encouraged to sit on/use the potty. A specific diapering procedure is used and posted in the designated changing area, along with our cleaning and sanitizing procedure. These are available upon request.

Special Healthcare Needs

Our school nurse is on site at all times. Please contact us if your child has special healthcare needs, as an individualized healthcare plan may need to be completed with you.

Mandated Reporting

All members of the staff are mandated under law to report suspicion of child abuse and neglect to the Connecticut Department of Children and Families.

Vision and Hearing

Vision and hearing screening is done yearly. Parents of students who do not pass the vision or hearing screen will receive a letter recommending a professional exam. Vision screenings are provided in conjunction with our partnership with the Lion's Club. Parents should be aware that vision screening in school is for distance vision only. It is very possible for a student to pass the distance screening and still have a significant problem with near vision.

MEAL PROGRAM

The Brooklyn Elementary Early Childhood Program participates in the federally funded National School Lunch Program. A nutritious breakfast and lunch are made on the premises and are available for a fee. All meals are nutritionally balanced in accordance with national standards. Free/reduced meal application forms will be distributed to all students during the first week of school. This application **must be completed every year** it is only good for one school year. Completed applications must be returned by October 1st.

Menus are provided and sent home every month. Daily breakfast and lunch are offered to all students. Students may also purchase milk (1/2 pint) to drink with their breakfast or lunch brought from home. We have an automated cafeteria accounting program. With this system, parents may pre-pay as far in advance as they wish. If your child has left over money at the end of the school year, the money will stay in his/her account for the following school year. Students can access their account by entering their pin number. This number is issued to each student and will be theirs as long as they are in our system. Breakfast or lunch sent from home should be of a healthy nature. Please limit the sugary items. No candy, fruit snack such fruit roll-ups or soda should be sent in.

Breakfast guidelines for meals:

- ¾ cup milk
- ½ cup fruits or vegetables
- a serving of grains, or cereal

Lunch guidelines for meals:

- ¾ cup milk
- ½ cup fruit or vegetable
- a serving of grains, cereal, pasta
- 1-1/2 ounces of protein
 - peanut butter
 - cheese

eggs yogurt
meat beans

Breakfast may be purchased for \$0.75 Reduced price is \$0.30.

Lunch is \$1.75. Reduced price is \$0 .40.

Milk is \$0.50.

Pre-ordering a week in advance is encouraged.

Nutrition Survey

As part of our early childhood grant program, we are required to have nutrition questionnaires completed on our prekindergarten students. The survey will provide us with nutrition information which will help inform state and local program guidelines pertaining to health, wellness, & nutrition.

NON-DISCRIMINATION

It is the Brooklyn Schools policy to provide equal opportunities for all children and families regardless of race, color, sex national origin, religion or economic background.

PARENT PROGRAMS

EASTCONN is a public non-profit REGIONAL EDUCATIONAL SERVICE CENTER, our partner in supporting parent education, family literacy and is available to assist with adult educational needs such as job training. Contact the school if you would like more information.

Family Literacy

The Brooklyn Elementary Early Childhood Program is part of the Northeast Early Childhood Council. As such, we are able to provide families with resources such as parenting, adult education programs, local public libraries, healthcare, and family counseling. We encourage our Brooklyn families to attend the NECC bi-monthly meetings. The meeting schedule can be accessed at www.neccouncil.org.

PARENT/TEACHER PARTNERSHIP

Parents are a vital part of any program for young children. The purpose of

your child's first school experience is to supplement and build on the basic skills you have already helped your child achieve as their first teacher. By working as partners, sharing skills, communicating regularly and reinforcing each other's ideas and goals, we are able to effectively guide the development of your child in the most positive manner.

A survey is given each spring to Brooklyn Elementary Early Childhood Program parents. The primary goal of the parent surveys is to collect and understand parent opinions, perspectives, attitudes, and perceptions towards the school, their students, and education in general in order to improve the learning environment in general or specific ways. The survey provides reflective feedback that helps the staff assess the effectiveness and make programmatic improvements.

Our hope is that parents involved in the Brooklyn Elementary Early Childhood program will take advantage of the many opportunities to participate in their child's preschool experience. We invite you to share and learn with us, and we enjoy the opportunity to provide the best experience possible for all children.

The staff will share information on a regular basis through notes, newsletters, e-mails, phone contact, conferences, parent meetings, etc... We welcome your regular communication and participation through a variety of activities designed to accommodate those parents who are at home and those who work on a regular basis. These include classroom volunteers; sharing visits (to read a story, do an art project, share a skill, etc...); attendance at special school events; at home support (making flannel board stories, etc...).

Parents may volunteer in their child's class. Please talk to your child's teacher, as all teachers have different needs and practices.

PARENT TEACHER ORGANIZATION (PTO)

It is the intent of the school to work closely with the PTO and its membership in developing and promoting activities and programs that contribute to, or are supportive of, improved education for children. All parents and teachers are urged to participate in this meaningful and purposeful organization. Officers are elected by the PTO members. For additional information regarding the Brooklyn Parent Teacher Organization, please join the Brooklyn PTO Facebook page and attend the monthly meetings.

RESIDENCY and ENROLLMENT POLICY

Brooklyn residents may attend the Brooklyn Elementary Early Childhood Program. Families wishing to enroll their children must show evidence of residence in Brooklyn and income verification prior to actual attendance of their children in the Brooklyn Elementary Early Childhood. Families residing outside of the Town of Brooklyn who have plans to move into the school district may begin the process of enrollment prior to their move to Brooklyn but they must present evidence of residence on or before the attendance of their children at Brooklyn Elementary Early Childhood.

SAFETY, SECURITY AND BEHAVIORAL EXPECTATIONS

A very important part of a child's experience in school is a safe and nurturing environment. For some children this is their first exposure to group interaction, listening and responding to direction, and reacting to others' wishes. Teaching children rules, how to speak to others and getting along with others is a process with which the teachers and staff are very experienced. Students are encouraged to make good choices that are safe and kind.

There are general school rules that apply to all students in all school areas.

- walk and talk quietly
- keep hands and feet to oneself
- speak to one another nicely
- follow teachers' instructions
- respect others and their property
- tell the closest "teacher" if someone is not being nice
- use your words

All teachers manage behavior in their classrooms in an age appropriate manner. Preschoolers will be encouraged to learn problem-solving skills and become self-correcting. They will be given the opportunity to choose alternatives that will enable them to participate in a socially acceptable manner without reinforcing their negative behavior.

Students who have difficulty learning and applying school rules will be exposed to different strategies to support their learning.

1. Model appropriate behavior
2. Acknowledge appropriate behaviors
3. Gentle reminders
4. Redirection

5. Verbal warning
6. Removal from Activity
7. Parent Contact/Visit to Principal's Office

In cases where a child is physically abusive or aggressive to staff or students he/she will be referred to the school Social Worker or School Psychologist for support. A parent/guardian will be informed.

It is important that parents/guardians support and reinforce behavioral expectations with their child. At the Brooklyn Elementary Early Childhood Program we practice the Golden Rule... "Treat others as you would like them to treat you."

SCHOOL HOURS

OFFICE HOURS: 8:15 AM – 4:15 PM

SCHOOL HOURS: 8:45 AM – 3:15 PM

PRESCHOOL

Morning Session

8:45 AM – 11:30 AM

Afternoon Session

12:30 PM – 3:15 PM

SPECIAL SERVICES

Special Education Policies

Brooklyn Public School policy states that all students are entitled to equal education opportunities. Discrimination because of race, color, religious creed, national origin is prohibited. An intensive affirmative action program is an integral part of educational policies and programs.

Brooklyn Public Schools are committed to serving children with disabilities. Brooklyn Public School has a child identification process that includes the location, identification and evaluation of a child suspected of having a disability or suspected of being gifted or talented. The Special Education Department coordinates the child identification process. The department and its staff use a variety of community resources and conduct many systematic activities in our efforts to identify children requiring special services.

Early Childhood screenings for children 3-5 years of age are conducted throughout the year. To initiate this screening process, parents and other

referring parties contact the Director of Special Services at 860-774-9732.

Through this process, children who may require special education services are referred to the Planning and Placement Team (PPT) for consideration for further evaluations. During the PPT meeting, the team will determine if an individualized education plan is necessary. Therefore, accommodations and modifications will be provided as appropriate.

Speech, Hearing & Language Services

The major goal of the speech, hearing and language program is to increase the child's success in school by improving communication skills. These services are provided by a certified speech pathologist. Children entering preschool are routinely screened by the Speech Pathologist to identify any potential speech and language problems. In addition, a speech and language evaluation is provided when recommended by the Planning and Placement Team (PPT) for children who are referred by staff, parents, and in some cases, outside agencies. Children found by the PPT to be in need of help in the areas of articulation, language, voice, fluency, and/or hearing will be provided with a speech program. Speech services are conducted on an individual and/or small group basis as well as within the classroom setting, depending on the needs of the child.

Counseling/Social Services

Counseling services are provided by the school's social worker or school psychologist. These services are provided to students at the request of teachers, parents or students themselves. Counseling services that are provided on an ongoing basis must be approved through PPT and/or the 504 process. The social worker and school psychologist are available to consult with parents and home visits are made as needed.

Students are seen individually and in small groups. Please feel free to contact the support staff to discuss situations outside of school which may have an impact on the student's performance or behavior at school.

Psychological Services

The primary purpose of psychological services is to help identify students who may require special education because of a learning handicap, extraordinary learning ability, social maladjustment, or emotional disturbance. Teachers and parents may refer students to the Planning and Placement Team (PPT) for psychological services. To assist the PPT in understanding the student who may be in need of special attention, the school psychologist observes and evaluates student behavior and will conduct interviews with teachers and parents as well as

administer tests of intelligence, achievement, and personality.

Occupational Therapy/Physical Therapy

Children who receive occupational therapy/physical therapy are individually referred through the PPT and/or the 504 process. Occupational services are provided onsite.

TEACHER QUALITY

All teachers are certified by the state of Connecticut. Each year teachers participate in five full days of professional development. Through this professional development experience teachers advance their knowledge of early childhood education and improve their practice. Through the Brooklyn Professional Development and Evaluation Plan, a teacher is required to set professional goals towards increasing their knowledge and expertise each year.

One paraprofessional works in each pre-kindergarten classroom to provide additional support for students' academic, social and personal needs. The classroom teacher will train the paraprofessional in classroom routines and academic support.

TRANSITION TO KINDERGARTEN

Registration for kindergarten is not necessary if your child attends the Brooklyn Elementary Early Childhood Program. The kindergarten program is located within the same campus as the pre-school so educational records move to their proper location in the school office.

Children are prepared for kindergarten through a variety of activities. A theme is planned by the preschool teachers and includes stories about what they will learn to do in kindergarten and what to expect during their kindergarten year. The staff work with the kindergarten staff to ensure a smooth transition.

Kindergarten Orientation- This event is scheduled in May prior to beginning Kindergarten for students and their parents. This is a time for parents and their child(ren) to visit the kindergarten classrooms, meet the teachers, and become familiar with their new environment. An overview of the BES kindergarten curriculum will be provided to parents, as well as a list of summer activities which will help prepare your child for kindergarten expectations, and family resources available through EASTCONN. Additionally, all students entering kindergarten are assessed through universal screens to determine their academic

needs which allows teachers to provide instruction that will meet each child's needs.

TRANSPORTATION

BUS TRANSPORTATION CARRIER – M & J Bus Company (860) 412-0777

If you have questions regarding transportation you may call the bus company directly. Any request for change in transportation on a long-term basis must be submitted in writing to the school by a parent or legal guardian on a BUS REQUEST FORM that you may procure from the office or on the school website.

BUS BEHAVIOR AND CONSEQUENCES

Students are expected to sit in their designated seats and remain seated until their destination is reached; keep their hands and feet to themselves; refrain from eating or drinking on the bus; keep their hands and heads inside the bus at all times; and be respectful and courteous to fellow passengers and the driver.

Unsafe behavior on the bus may lead to parents being asked to transport child for a period of time.

VISITORS

Parent Visits

To ensure an enjoyable and productive visit, we request that you arrange with the teacher at least 24 hours in advance. All parents are to report to the main office upon arrival. Parents must show identification and hand their car keys to the office to obtain a visitors' badge, and sign in on the log (name, time of visit, person and class visiting) in the main office. At the end of the visit, you are to return to the office to sign out on the visitors log, return your visitor's badge, and receive you keys.



Books to Read to Your Child About School

<i>All Ready for School</i>	Leone Adelson
<i>Annabelle Swift, Kindergartener</i>	Amy Schwartz
<i>Barney and Baby Bop Go to School</i>	Mark S. Bernthal
<i>Corduroy Goes to School</i>	Don Freeman
<i>Curious George Goes to School</i>	Margret Rey & HA Rey
<i>Dinofours: It's Time for School</i>	Steve Metzger
<i>First Day of School</i>	Helen Oxenbury
<i>Franklin Goes to School</i>	P. Bourgeois & B. Clark
<i>Friends at School</i>	Bunnett
<i>Froggy Goes to School</i>	Jonathan London
<i>I'll Always Come Back</i>	Metzger
<i>The Kindergarten Book</i>	Stephanie Calmenson
<i>The Kissing Hand</i>	Audrey Penn
<i>Look out Kindergarten, Here I come</i>	Nancy Carlson
<i>Making Friends</i>	Mr. Rogers
<i>Miss Bindergarten Gets Ready for Kindergarten</i>	Joseph Slate
<i>Monster Goes to School</i>	Ellen Blance
<i>My First Days of School</i>	Jane Hamilton-Merritt
<i>My First Day at School</i>	Ronnie Sellers
<i>Pooh's First Day at School</i>	Kathleen Weidner Zoehfeld
<i>School Bus</i>	Donald Crews
<i>Starting School</i>	Jane Ahlberg
<i>Spot Goes To School</i>	Eric Hill
<i>This is the Way We Go to School</i>	Edith Baer
<i>Time for School, Little Dinosaur</i>	Gail Herman
<i>Time for School, Nathan!</i>	Lulu Delacre
<i>Vera's First Day of School</i>	Vera Rosenberg
<i>Wemberly Worried</i>	Kevin Henkes
<i>When You Go to Kindergarten</i>	James Howe
<i>Will I Have a Friend?</i>	Miriam Cohen