



**EARLY LEARNING CENTER AT SMITH SCHOOL  
POUGHKEEPSIE CITY SCHOOL DISTRICT  
Poughkeepsie, NY 12601**

**TEL: 845-451-4720  
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**372 Church Street**

Colleen Hardiman  
*Principal*

Robert Rendo  
*Assistant Principal*

***Early Learning Center at Smith School (ELC)  
Policies and Procedures***

The ELC office hours are 8:30 am-3:30 pm

**Pre-Kindergarten Sessions:**

**Morning/AM**

8:20am – Arrival and breakfast  
8:30am-11:10am – Instructional Day

**Afternoon/PM**

12:10pm – Arrival and lunch  
12:30pm-3:05pm – Instructional Day

**Kindergarten Session:**

8:20am – Arrival (Breakfast in the classroom at 8:30am)  
8:30am-3:05pm – Instructional Day

**Breakfast and Lunch Program**

- All meals are provided free of charge to all students in the Poughkeepsie City School District.
- Kindergarten students will eat breakfast in the classroom beginning at 8:30am.
- Pre-Kindergarten AM Session students will eat breakfast in the cafeteria. (no lunch)
- Pre-Kindergarten PM Session students will eat lunch in the cafeteria.
- If you do not want your child to eat the school breakfast or lunch, please send a note to his/her teacher.

**VISITORS**

Appointments should be made in advance if possible. All visitors must enter through the Main Entrance, **present photo ID**, and sign in with the Greeter. Visitors will be given a Visitor's Pass and be announced to the location that they are visiting. We ask that all visitors assist with

maintaining a respectful environment by following The 3 Bees: Be Kind, Be Safe, and Be Respectful. Visitors must follow any emergency procedures directives while in the building. We also ask that you silence your cell phone while visiting our School, as per the District Code of Conduct.

**ARRIVAL/DISMISSAL PROCEDURES--Please see separate sheet.**

### **PICKING UP CHILDREN DURING SCHOOL HOURS**

Parents or guardians are required to come to the office to pick up their child from school. Unless we have been contacted in advance, a child will only be released to persons listed on the child's emergency card and authorization form. The person picking up the child is **required to present valid photo ID.**

- When it becomes necessary for a child to go home due to illness or injury, a parent or guardian will be called. If they cannot be reached, a person designated on the child's emergency card will be contacted. Contact information must be accurate and kept up to date throughout the year.
- Please notify the teacher of any pre-arranged appointments that will require your child to leave school during the regular school day. When a student is leaving school early, the person picking up the student must first report to the office to sign the student out. When picking a child up for an appointment, **please allow sufficient additional time to complete the sign-out process. Please note that doors close at 2:30 pm in preparation for dismissal. No students can be picked up after 2:30 pm until doors open for dismissal.**

### **SNACKS, LUNCHESES, AND FOOD ALLERGIES**

We have students attending our school who have life-threatening allergies to nuts, peanuts, and peanut products. These children may not eat, touch, or in some cases even inhale the aroma of peanuts without endangering themselves. While we have arranged proper precautions at school for the safety of these children, we also need your help in preventing a possible exposure for these children. We realize that peanut butter is a staple in the lives of many children and peanut products (e.g. peanut oil) are present in many snack foods. We ask that you help us by selecting foods other than peanut butter or snacks containing nuts. Also, since our students are so young, please do not send snacks for your child to share with others. **The nurse must be informed of any health and food allergy issues for your child.**

### **ATTENDANCE/ABSENCE**

State of New York law requires elementary students to attend school on a regular basis. Consistent attendance is essential for students to make good academic progress. While students are granted "excused" absences for appointments, it is better if those are scheduled outside of the school day. Please ensure that your child attends school regularly and on time. If your child is absent from school it is expected that a note will be sent explaining the absences when the child returns to school. Parents/Guardians will be contacted if children are excessively absent or tardy. **Chronic absences become a leading indicator in children not reading proficiently by third grade.\***

*\* Attendance Works*

## STUDENT SOCIAL/EMOTIONAL LEARNING & PROBLEM SOLVING SKILLS

One goal we have for our students is learning the language and skills needed to resolve interpersonal problems they may encounter during the school day. Through *Positive Behavioral Interventions and Supports* (PBIS) and the *Second Step Program* students learn to identify and manage their emotions. PBIS and *Second Step* also provide and model interpersonal and problem solving skills throughout the day.

We will be teaching, "The 3 Bees of the ELC: Be Kind, Be Safe, Be Respectful" to all of our students. This includes the mantra "keep your hands to yourself." They will learn how to implement these in the cafeteria, the classroom, the playground, and all areas of our school community.

- Most conflicts among friends can be solved by the children themselves by using the following strategies:
  - Ignore  
(If that doesn't work...)
  - Move away  
(If that doesn't work...)
  - Talk friendly  
Use an "I" message, like "I want you to stop that." or "I don't like being treated that way."  
(If that doesn't work...)
  - Talk firmly  
"Stop that!"  
(If that doesn't work...)
  - Get adult help
- Our students should ask for adult help immediately in situations involving their safety and/or other serious situations.
- We expect students to always use their words or ask for adult help. **An aggressive physical response is never acceptable.**
- We would appreciate you reinforcing the use of these steps when your child comes home and tells you about a problem with a classmate at school. **Don't hesitate to call us if something is happening at school that you think requires our intervention.**

## COMMUNICATION WITH PARENTS

Parents will receive information from the school in a variety of ways. Teachers send home newsletters regularly with information about classroom activities and learning themes/emphases. **Please check your child's backpack daily.**

All teachers have email addresses that allow for easier communication with parents. Never hesitate to call the school if you have a question regarding your child or a school policy. However, be aware that teachers cannot interrupt instruction to come to the phone. If you wish to speak to your child's teacher, a message will be relayed to the teacher to call you.

## RECOMMENDED PROBLEM SOLVING PROCEDURES

Many times you have questions and concerns relating to school and you wonder with whom you should talk. Do you talk to the teacher or the principal? Do you raise your concerns about

the bus stop to the school secretary or to a person in transportation? Here are some key ideas for facilitating communication with us at the ELC.

1. Talk to the person closest to the problem/concern first, (i.e., if it is a classroom problem, talk to the teacher; if it is a problem on the bus, call the District Transportation Office).
2. Address the concern as soon as you are reasonably sure there is one.
3. If for any reason you do not think the problem/concern is “solved” with your initial contact, try again.
4. **Call and make an appointment.** Please don’t stop the teacher in the hall or just arrive at the classroom and ask to speak with the teacher about your concern.
5. If still not satisfied, contact the principal or assistant principal.

## PERSONAL BELONGINGS

- Clothing:  
All clothing, bookbags, and lunch bags/boxes must be marked with the student’s name (inside).
  - “Lost and Found” is located in the auditorium.
- Toys:  
Toys may only be brought in on designated “show and tell” days. Toys at school are usually a distraction from learning for students and get lost easily. Tablets/ipads and phones must not be brought to school.

## BIRTHDAY CELEBRATIONS

**The District Wellness Policy 1510** - As a school community, we will celebrate students’ birthdays, and we will follow the guidelines. We request that you do not send in cupcakes /cakes or other such sugary items. You may provide healthy snacks. Your child’s teacher can provide recommendations. This will be a special snack only for the students in your child’s classroom.

## STUDENT BEHAVIORAL EXPECTATIONS

The Poughkeepsie City School District believes that all students have the right to obtain an education in a safe environment. The school has established expectations, rules and practices to ensure this occurs for each child. It is expected that all students will be honest, courteous, know and abide by the rules of the school, and cooperate with the school staff. The ELC School expectations provide students with a general framework for good decision making in all school settings. Whether in the classroom, in the cafeteria, on the playground, at the bus stop, or elsewhere in or about the school, these basic rules apply. We provide children the opportunity to manage their behavior and support them while they learn the skills necessary to resolve conflicts and minor problems that occur with other students. The school’s rules and expectations for treating others well, conducting themselves safely, and resolving conflict will be explained to the students. They will be given reminders throughout the year.

All students will receive the District Code of Conduct.