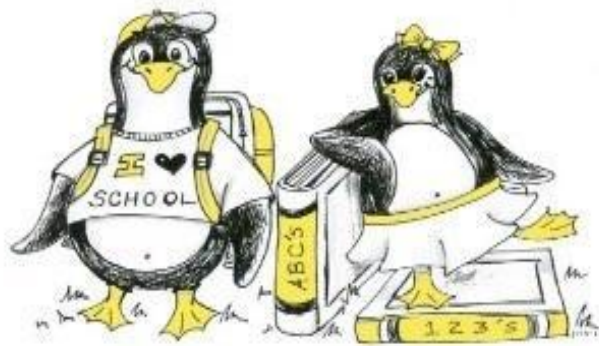


PARKVILLE SCHOOL

ORIENTATION GUIDE



Elissa Millan
Principal

PARKVILLE SCHOOL STAFF

Elissa Millan, Principal

Main Office <i>Laura Massa</i> <i>Donna Tiseo</i>	441-4350
Attendance Line (leave a voice message)	441-4365
Cafeteria/Food Services	441-4390
Nurse <i>Elizabeth Gebert</i>	441-4360
Psychologist <i>Dr. Alyson Miller</i>	441-4386
Social Worker <i>Maria Tsonis</i>	441-4387
Transportation	441-4060



Introduction to Parkville

"The beginning is the most important part of the work" ...Plato

Welcome to Parkville, a place where children grow, learn, and share a world of excitement and exploration. Here, we view early childhood as a journey rather than a race.

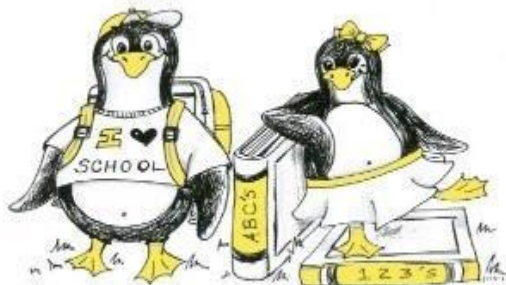
At Parkville, our goal is to provide a nurturing, stimulating learning environment where young children can thrive. Our commitment is to help children achieve their full potential by meeting individual needs and building on strengths. We recognize that educational practices are most effective when they are developmentally appropriate and aligned with how young children develop and learn. Our professional staff opens the doors of possibility for children by showing faith in their abilities and intentions. At Parkville, we have found the perfect balance between work, play, and social/emotional development.

Achieving high learning standards through an integrated curriculum is the shared responsibility of both school and family. We invite you to participate in your child's early educational experience to help establish a strong foundation between school and home.

Children are encouraged to:

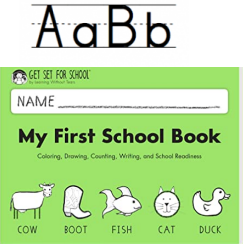
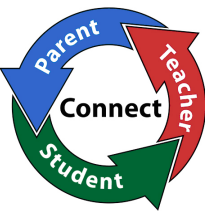
- Develop independent daily skills
- Listen, attend, and follow directions
- Communicate clearly and spontaneously
- Expand their vocabulary
- Think and problem-solve
- Use their imaginations
- Play with other children
- Share and take turns

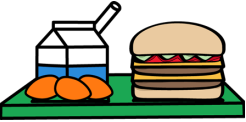
We look forward to sharing a wonderful year with you and your child(ren) at Parkville!



Parkville School Orientation Guide

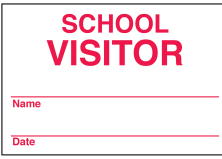
Allergies 	A parent and physician must document allergies to food or other substances. Please refer to the Nurse's page on the Parkville Website for the Food Allergy Action Plan, if applicable. Forms signed by the physician must be stamped; otherwise, they will not be acceptable. Medication must be submitted in person to the Nurse's office.
Attendance 	At Parkville, we are building a foundation for future learning. Therefore, your child's progress is greatly influenced by daily attendance. If your child is ill or absent, please call our school's automated attendance line at 441-4365. A written note explaining the absence is required each time your child is out.
Backpacks 	Please send in an appropriate-sized backpack large enough to carry a folder, books, and a lunch/snack bag to and from school. Please do not send backpacks with wheels, as they are dangerous. Please check your child's backpack and folder each day.
Birthday Parties 	If you would like to celebrate your child's birthday in school, please discuss a convenient date and time with your child's teacher a few days prior to the actual date. Summer birthdays can be celebrated in June. Many parents celebrate by reading a book to the class. You may also celebrate by purchasing a book in your child's name for our library as part of our Birthday Wish Club organized by the PTO. Please handle all party and other invitations from home. Our teachers MAY NOT distribute invitations.
Calendar 	Each family will receive a school calendar at the beginning of the school year. The calendar is also posted on the district and school website at www.greatneck.k12.ny.us. Please check the calendar regularly for important dates and/or special events.
Clothing 	Clothing should be comfortable and washable for typical school activities. Please send in a complete change of clothing three times a year—seasonally—and a smock or old shirt. ALL clothing must be clearly marked with your child's name and placed in a Ziploc bag. Rubber-soled shoes or sneakers are preferred. Children must wear sneakers to participate in physical education classes.
Delayed Opening 	In the case of inclement weather, we may have a delayed opening. You will be contacted by Parent Square and our automated district telephone system. Information will also be posted on the school website and Channel 12 news. When there is a delayed opening, AM PreK and Fun for Fours (AM & PM) are canceled.
Dismissal 	12:30 PM: Pre-Kindergarten AM 3:15 PM: Walker Dismissal - Kindergarten & Pre-Kindergarten PM 3:20 PM: PM Bus Dismissal 3:35-3:45 PM: Fun for Fours ★ We encourage families to maintain a consistent dismissal procedure for their child. However, we understand that emergencies and unexpected changes may occasionally arise. If you need to make a change to your child's dismissal plan, please complete the dismissal change form first thing in the morning. For the first few months of school, we will also accept handwritten notes sent in with your child. To ensure that dismissal changes are communicated clearly and safely, please refrain from sending emails or ParentSquare messages to classroom teachers regarding dismissal changes. After the initial few months of school, all dismissal changes must be submitted through the dismissal change form. Thank you for your cooperation in helping us keep dismissal safe, organized, and efficient for all students. ★ The person picking up your child must have proper photo identification. If you must take your child home early, pick up must be before 3:00 PM.

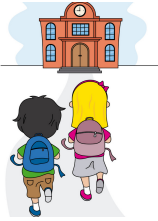
Emergency Contacts 	At the beginning of the school year, you will receive a notification to log in to the Parent Portal to confirm the information you supplied when registering your child for school. This includes parent/guardian work and cell phone numbers. In addition, you will be asked to indicate the names of three contacts who can be called in an emergency if parents/guardians cannot be reached. Please make sure these numbers are updated during the year, should phone numbers change.
Field Trips 	<u>KINDERGARTEN</u> Children will enjoy educational and fun field trips during the school year. Permission slips will be sent home for all trips requiring transportation. Class trips are scheduled to leave from and return to Parkville. If your child takes the bus for a school trip, he/she must return to school by bus.
Fun For Fours 	<u>PREKINDERGARTEN</u> Fun for Fours is a tuition-based science enrichment program for pre-kindergarten students to extend their day. Morning FFF begins at 9:15 AM. Children can be dropped off in the auditorium at 9:00 AM. If you are late, please bring your child to the Main Entrance. Afternoon FFF ends at 3:45 PM. Pick up your child from the FFF gate between 3:35 PM - 3:45 PM. Please be prompt. For more information, please go to our website or call the Main Office at 441-4350.
Group Work 	<u>Small Group Work (Prekindergarten and Kindergarten)</u> Small group work enables children to practice strategies with the teacher's support, leading to independence. The groups are flexible and constantly change depending on the students' needs.
Handwriting 	<u>PREKINDERGARTEN</u> <i>Handwriting Without Tears</i> is a research-based handwriting program that uses music, movement, and multi-sensory manipulatives to teach writing skills. Hands-on letter play with wooden pieces, dough, magnetic stamps, and wet-dry-try slates helps children develop the skills needed for letter and number formation. <u>KINDERGARTEN</u> <i>Foundations</i> is a multi-sensory and systematic handwriting program. Handwriting is taught in a carefully integrated and scaffolded sequence. Students practice handwriting using a letter formation guide and a writing grid.
Health 	Concern for your child's health and safety is paramount. All health and immunization forms are on the district website at www.greatneck.k12.ny.us. If your child becomes ill at school, the nurse will call you to pick him/her up. If you are not available, your emergency contact will be called. It is very important that you have a designated person to pick up your child if you are unavailable.
Home/School Connection 	To facilitate a positive home/school connection, please check the Parkville website and Parkville ParentSquare frequently for important information, flyers and notices. Click on the Parkville School and scroll down to access flyers and notices. Under the Parent tab, you can find additional information that will be helpful. Throughout the year, teachers will disseminate information to parents via ParentSquare. Please be sure that at least one parent or caregiver has successfully created an active ParentSquare account. Teachers can be contacted through notes, telephone calls, or ParentSquare. Please let your child's teacher know the best way to contact you. If you need to contact a staff member, he/she can be reached by phone or ParentSquare. The direct line to the Main Office is 441-4350. Each staff member also has his/her own email address.
Homework 	An extension of the home-school connection, homework: • Allows students to share their school experience with their family • Allows families to celebrate the learning that takes place each day • Gives caregivers opportunities to reinforce and/or extend skills and material taught in class • Gives caregivers opportunities to prepare their child for upcoming lessons and units • Helps students develop independence, responsibility, and effective study habits

Instagram 	Follow us on Instagram @parkvilleschoolgnps: https://www.instagram.com/parkvilleschoolgnps/
Join Our PTO 	Please join our PTO and help support our school. The PTO sponsors several fundraising events throughout the year to provide our students with wonderful cultural arts programs. Check the website or the calendar for our September meeting, where you can hear about all the fantastic PTO/school events. Volunteers for events and fundraising are needed and greatly appreciated.
Kindness 	Kindness is an essential component of our social skills curriculum. Through the "Responsive Classroom" and the "Second Step Program," children learn about kindness, empathy, patience, and respect. Children "caught" being kind throughout the day receive a kindness coin, which they can deposit in our school kindness coin jar. Once the jar is filled, we have a special assembly to celebrate kindness.
Literacy 	Our literacy curriculum fosters a love of reading among our children. Through high-interest activities, children are actively engaged in learning. Children develop fundamental skills such as oral language, vocabulary, phonological awareness, comprehension, and letter recognition through a balanced approach. Instruction includes whole-group lessons, small-group instruction, and independent practice. Classrooms provide a literacy-rich environment for our future readers and writers.
Lunch  MY SCHOOL BUCKS 	Each day, your child will have the option to bring in or purchase lunch in school. A Kosher food choice is available for an additional charge. Children eat lunch in the cafeteria. The district lunch menu may be accessed by visiting the district's website. Great Neck Public Schools is excited to offer MySchoolBucks®! This online payment service provides a quick and easy way to add money to your student's meal account using a credit/debit card. Enrollment is easy! 1. Go to www.MySchoolBucks.com, download the mobile app, and register for a free account. 2. Add your child using their school name and student ID. 3. You can make a payment to your student's accounts with your credit/debit card. A non-refundable transaction fee will apply. If you have questions regarding the lunch program, you may call Food and Nutrition at 441-4090. Please note that we cannot provide refrigeration or heat food brought in by your child. In addition, to ensure the safety of all children, we ask that you refrain from sending nut butter/nut products. We are allergy aware at Parkville. If you send in a thermos, it must be plastic-lined, or you may send in a small plastic container, or a cardboard container with a beverage. DO NOT send in any soda or glass containers.
Math 	<u>PREKINDERGARTEN</u> <i>PreK On My Way</i> is a comprehensive play-based math program designed to help children develop mathematical understanding and skills through hands-on learning experiences, problem solving, practice, and critical thinking activities. Children will have opportunities to explore, investigate, discover, and problem solve through interactive read-alouds, manipulatives, games, and songs to promote understanding and problem-solving. <u>KINDERGARTEN</u> The kindergarten math program, "Math In Focus," is a research-based K-5 district math curriculum that is aligned with the state standards. Students will learn to think mathematically about problems and their solutions. They will be given opportunities to investigate, discover, explore, problem-solve, and apply their own solutions to mathematical problems.

Parkville School Orientation Guide

Meet and Greet	Each year, we offer all students and their parents/guardians an opportunity to meet their teachers before the first day of school.
Nurse 	We have a full-time nurse at Parkville who can be reached by phone at 441-4360. Please advise her of any health concerns or special circumstances affecting your child's health.
Open House 	We have an Open House for parents/guardians/caregivers every year. The purpose of this meeting is for you to meet with your child's teacher, who will provide an overview of the program, including curriculum, expectations, procedures, and routines. This important meeting is for adults only.
Parent/Teacher Conferences & Report Cards 	Parent/Teacher conferences are scheduled two times a year, fall and spring, during the day and evening. Your child's growth, development, and progress will be discussed at this time. Progress reports will be posted on the parent portal, 3 times a year, for you to view. Please do not hesitate to contact your child's teacher regarding any concerns during the course of the year. Please do not hesitate to contact your child's teacher regarding any concerns during the course of the year.
Parent Portal Infinite Campus 	As a parent of a child enrolled in the Great Neck Public Schools, you will need to use the Campus Parent Portal. Through this secure website, you have confidential access to attendance information, progress reports, and immunization records of your child(ren). You can also update information like phone numbers and emails, which will be used to contact you if there is an emergency, school closing, delayed opening, early dismissal, or other important announcement. When you receive your activation code in September, please follow the instructions and log in to the Parent Portal Account via Infinite Campus. Your home, cell phone number, and email addresses must be current.
ParentSquare 	Every Thursday, the school posts a "Parkville Family Update" on <i>ParentSquare</i>, reminding you of important events that will occur the following week(s). <i>ParentSquare</i> posts also advise parents of situations such as transportation delays, delayed school openings, or closings. Please make sure that you have set up your ParentSquare account.
Personal Belongings 	Students should not bring valuable personal items to school. The Great Neck School District DOES NOT assume responsibility or liability for the loss of personal property brought to school by students. Please do not send toys from home unless your child's teacher requests you do so. Personal toys may get lost or broken, causing your child unnecessary anguish. PLEASE PUT YOUR CHILD'S NAME ON ALL CLOTHING AND BELONGINGS.
Phonics 	<u>PREKINDERGARTEN</u> Prekindergarten students learn letter and sound identification. They recognize upper- and lowercase letters and identify appropriate sounds for each letter symbol. <u>KINDERGARTEN</u> Through Phonics Units of Study, students are introduced to high-leverage phonics principles and strategies that build a strong foundation in phonics concepts. Structured phonics instruction is highly engaging and incorporates phonemic awareness, high-frequency words, and spelling patterns.
Recess 	Children play outdoors for 30 minutes every day, weather permitting. Please keep this in mind when helping your child select clothes and shoes: open-backed shoes, clogs, and sandals can be dangerous.

Snack 	Every day, students will have snack time. Please send in a healthy snack and drink. Throughout the year, your children will be learning about proper nutrition. Our daily snack period provides an excellent opportunity to discuss and enjoy healthy snacks. We are allergy aware at Parkville. We ask that you refrain from sending Nut butter/Nut products. The nurse will send home a healthy snack list for you to use as a reference/guide.
Specials 	Kindergarten children will attend science, music, physical education, technology, and library classes, and prekindergarten children will attend music, physical education, technology, and library classes. You can find more information about these special areas on our website.
Transportation   	Students are transported to and from school by buses equipped with seat belts, car seats as needed, and two-way radios. If your child rides a bus, you must complete a Dismissal Form. Please make sure that you provide us with three individuals who can take your child off the bus in the afternoon if YOU, THE PARENT/GUARDIAN, are unavailable. To ensure your child's safety, the following procedures are in place: 1. Your child WILL ONLY BE RELEASED to you or one of the individuals whose name is on file. YOU MUST CONTACT US IF THERE ARE ANY CHANGES: OTHERWISE, YOUR CHILD WILL BE RETURNED TO THE SCHOOL. You will be contacted, and your child must be picked up at school. 2. Please understand that bus schedules are "guesstimates," therefore, it is necessary to allow at least a 5-minute window for bus arrivals/departures. If no one is waiting at the stop when your child arrives home from school, your child will be returned to school and will need to be picked up. 3. CHILDREN MAY ONLY RIDE HOME ON THE BUS TO WHICH THEY ARE ASSIGNED. If your child has a playdate with another youngster who rides the same bus, we can accommodate bus stop changes. IF YOUR CHILD IS GOING TO GET OFF THE BUS WITH ANOTHER CHILD, THE CHANGE IN DISMISSAL FORM IS REQUIRED FOR BOTH CHILDREN. If you have transportation questions, call transportation at 441-4060.
Transportation Tips 	If your child is coming to school on the bus, you can help him/her adjust to traveling on the bus by talking about: • How to wait, board, and leave the bus in an orderly fashion • The importance of sitting in the seat and using a seat belt • The importance of listening to the bus driver • How to be considerate and kind to all children on the bus • Telling the bus driver if someone is doing something unsafe
Units of Study 	<u>KINDERGARTEN</u> The Reading and Writing Units of Study and Workshop Model are implemented in all kindergarten classes. Daily, children are engaged in mini-lessons where the teacher provides direct instruction on a specific reading or writing skill. The mini-lesson includes a connection to previous learning, specific teaching points, and teacher modeling. Following the mini-lesson is the active engagement portion, where children can practice what they learned. The lesson culminates with a brief review or share that links to their ongoing reading and writing development.
Visitor Passes 	To help ensure the safety and well-being of our students, each person entering our school must go through a security check. We use a computerized system that completes a quick background check for clearance to receive a visitor pass. Therefore, please have photo identification, such as your driver's license, that can be scanned through our system when you enter the school. Once cleared, you will receive a visitor pass. Also, please remember that if you must pick up your child early, please arrive by 2:45 PM.

Walkers 	<u>PRE-KINDERGARTEN AM</u> Morning pre-kindergarten students who are walkers need to be picked up at the school's main entrance door by 12:30 PM. <u>KINDERGARTEN & PRE-KINDERGARTEN PM</u> Afternoon walkers will be released at the main entrance door. If someone other than a parent or guardian is going to pick up the child, the parent must notify the school in advance of the change, and the person who is picking up your child must show photo identification before the child is released. Walker dismissal starts at 3:15 PM.
Website 	Check out our school website for information on staff, curriculum, PTO, school events, backpack news, and other important information. You can also follow us on Instagram: @parkvilleschoolgnps. District news and announcements will also be posted on the district website, along with links to important sites such as the Campus Parent Portal and ParentSquare.
X-tra 	Extra attention and care are always given to all our students. Kindergarten children in need of additional support in literacy or math will be provided with services. When scheduling permits, speech improvement services are also available for children needing extra language support. Socialization groups are available for children to strengthen their social skills. In addition, for those students who qualify, we have ENL services for our English Language Learners.
Year End Picnic 	In June, we have our annual Parkville Picnic. Families are invited to bring a picnic dinner back to school at night. Our PTO provides many exciting activities for all. This is a wonderful way to end our school year.
Zzzzzs 	Please make sure your child gets to bed early each night so he/she is wide awake and ready for the school day. Setting and keeping a consistent bedtime is one of the best gifts you can give to your child. It will help him/her be alert and ready to learn each day. Don't forget to read to your child every day!

We look forward to a wonderful year at

