



Beverly Ellis
Principal

BERKLEY-CAMPOSTELLA EARLY CHILDHOOD CENTER

1530 Cypress St
Norfolk, VA 23523
(757) 494-3870, Fax: (757) 494-3290



Nicole Hughes
Office Manager

August 17, 2023

Berkley-Campostella ECC Families,

I want to welcome all our new families to Berkley-Campostella! We are excited to share all that Berkley-Campostella has to offer and believe you will soon feel, as we do, that Berkley-Campostella ECC is a special place for children to play, learn, and grow. Our teachers, support staff, and returning families are ready to welcome you to Teddy Bear Country!

This school year brings new staff members and support staff preparing for students' return by attending district professional development sessions. The teachers officially return on August 21 to participate in in-building professional development sessions and set up their classrooms. The staff and I will welcome you on August 24 for Meet and Greet from 3:00 p.m. - 4:00 p.m.

As the principal of Berkley-Campostella ECC for 3 ½ years, I am excited for what the 2023-2024 school year brings. To meet our 2023-2024 goal, we will reference the Comprehensive School Improvement Plan and focus on these critical areas: literacy, attendance, and accountability. We can't accomplish this goal without your support and input as we provide engaging learning activities to enhance students' cognitive and social development. We will ROCK this year. No Matter What!

Please review the attached sheet regarding pertinent information for the first week of school. You will receive additional information from your child's teacher during Meet and Greet.

Again, welcome to Berkley- Campostella Early Childhood Center.

PAWS UP!



Positive Attitude with Students.



SCHOOL HOURS

Office Hours: 8:30 a.m.-4:30 p.m.

Student Hours: 9:30 a.m.- 3:55 p.m.

All visitors must present a valid picture ID each time they enter the building. No one will be allowed in the building without showing a picture ID.

Arrival

All students will arrive through the school's front entrance on Cypress St. at 9:30 a.m. Students will report to the cafeteria for breakfast and proceed to their assigned class. Teachers will stand by their classroom door to receive students. The tardy bell is at 9:45 a.m., and the doors are closed at that time. Parents will be required to sign their child in on the office computer with a valid picture ID.

Dismissal

Students will dismiss from the back door of their teacher's classroom beginning at 3:55 p.m. If a student hasn't been picked up by 4:10 p.m., the teacher will take them to the main office as late pickup. Only individuals 18 and older with an ID can pick up a student, and they must be on the permission to pick up form. The student will remain with the teacher/office if the individual is not on the form. Please ensure you have all individuals listed on the permission for pick up document and inform them they must present a valid ID daily.

UNIFORMS

Please see the attached form regarding uniform requirements.

BREAKFAST/LUNCH

All students will receive complimentary breakfast and lunch each day. Students will also receive a snack after rest time. Your child's teacher will provide additional information during Meet and Greet.

Transportation

Transportation is allowed for approved students only. If you have questions regarding your child riding NPS buses, please call Transportation at (757) 628-3892 or if you have questions concerning bus issues for a particular school, contact the assigned Field Supervisor listed on the NPS website.



School Nurse

The school nurse provides student health services, such as medication administration and primary care for sickness and injuries. If your child must take medication, secure a Request for Administration of Medication in Hampton Roads Schools from the main office, have your child's physician complete it, and return it to the main office. This form will be filed with the school nurse. Any medication dispensed at school must be in its original container, accompanied by the appropriate form completed by the physician, and bearing proper instructions for dispensing. **DO NOT SEND MEDICATION TO SCHOOL IN YOUR CHILD'S BOOKBAG!**

Classroom Assignments

Your child's teacher will call you the week of August 21, 2023, to introduce themselves and remind you of Meet and Greet on August 24, 2023, from 3:00-4:00 p.m.

Thank you for reading the above information. Any additional information will be presented at Meet and Greet and in the school's handbook.

I look forward to a wonderful school year of service to the parents, students, staff, and the community.

Thank you,

A handwritten signature in blue ink that reads "Beverly Ellis". The signature is stylized and fluid.

Beverly Ellis
Principal

****MANDATORY UNIFORM POLICY****

BOYS

- *SOLID NAVY BLUE SLACKS
- *WHITE DRESS SHIRT
- *WHITE KNIT SHIRT WITH COLLAR
- *WHITE TURTLENECK SHIRT
- *SOLID NAVY BLUE SWEATER or ZIP-UP HOODIE
- *SOLID NAVY BLUE TIE OR BOW TIE MAY BE WORN WITH DRESS SHIRTS
- *WHITE/NAVY BLUE SOCKS ONLY (NO OTHER COLORS)
- *RUBBER SOLE SHOES, NO CROCS, NO OPENED-TOED SHOES
- *NO PLAID, DENIM, STRIPES, SWEATS, OR ATHLETIC WEAR
- *PLEASE LABEL ALL SWEATERS AND HOODIES WITH YOUR CHILD'S NAME
- ** All Blouses, Shirts, Turtlenecks, and Sweaters should be plain (No LOGOS or MONOGRAMS).**

GIRLS

- *SOLID NAVY BLUE SKIRTS, SKORTS, AND DRESSES
- *SOLID NAVY BLUE PANTS
(LEGGINGS/ JEGGINGS MUST BE WORN WITH SHIRTS THAT MEET NPS FINGERTIP POLICY)
- *WHITE BLOUSE, WHITE KNIT SHIRT WITH COLLAR, WHITE TURTLENECK
- *SOLID NAVY BLUE SWEATER OR ZIP-UP HOODIE
- *BLUE OR WHITE TIGHTS/ SOCKS ONLY (NO OTHER COLORS)
- *RUBBER SOLE SHOES (NO HEELS), NO CROCS, NO OPENED-TOED SHOES
- *NO PLAID, DENIM, OR STRIPES
- *PLEASE LABEL ALL SWEATERS/ HOODIES WITH YOUR CHILD'S NAME
- ** All Blouses, Shirts, Turtlenecks, and Sweaters should be plain (No LOGOS or MONOGRAMS).**

Uniforms must be worn Monday – Thursday, beginning with the first day of school. Birthdays, Holidays, and Early Release Days are no exception. Notices will be sent home to parents when students are not in compliance with the uniform policy. Continued noncompliance with this policy can result in dismissal from the program at the discretion of the administrator.

FRIDAY is school spirit day. Uniforms may be worn but are not mandatory unless otherwise stated. Your cooperation in this matter is greatly appreciated.

JEWELRY

Hoop earrings should be no larger than a dime. Stud earrings should not be larger than the child's ear lobe. NO necklaces, bracelets, or watches as these items may be a choke hazard or a distraction. The school is not responsible for any items lost so please be mindful of the value.

***PLEASE BE REMINDED THAT UNIFORMS ARE REQUIRED FOR
CONTINUED ENROLLMENT IN THE PROGRAM.**



UNIFORM CONTRACT

All of the students enrolled in the center are required to wear school uniforms. These uniforms must be in full compliance with school policy. (See uniform policy). Uniforms must be worn Monday – Thursday unless otherwise indicated.

If your child is officially enrolled, it is required that they follow the uniform policy strictly.

I understand that failure to comply with this policy may result in the dismissal of my child from the BCECC program.

_____ Yes, I agree to follow the uniform policy.

_____ I have received a copy of the uniform policy.

Signature of parent/guardian

Date

