



# Bielefield Elementary School

70 Maynard Street  
Middletown, Ct. 06457  
Phone 860-347-4124  
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*Suzanne Shippee Lopez, Principal*  
*Kaitlin Ortiz, Dean of Students*

August 9, 2019

Dear Bielefield Families,

I am looking forward to the 2019-2020 school year and seeing our students after a long and exciting summer. We are eager to welcome our new kindergartners, as well as all new students to Bielefield School! Our school is a fantastic place to be a part of, and all of our staff are dedicated to the success of our children. We are excited to see you at our Open House on August 27. Open House for kindergartners will be 4:30-5:30, Grades 1-5 will be from 5:30-6:30. At the Open House, join the PTA on the Bielefield playground for Vecchito's Italian Ice.

To help everyone in our school community have successful days, we have provided a list below of some commonly encountered Bielefield School policies and procedures. These reminders not only help with the safety of our students, but enable staff and students to have an efficient daily school experience. I hope you find these reminders helpful.

Please do not hesitate to contact me either by phone, email ([shippeelopez@mpsct.org](mailto:shippeelopez@mpsct.org)) or in person for any reason.

Warmly,  
Mrs. Shippee Lopez, Principal





## School Times

Please note the **new** start and end time for school below. Students arriving after 9:00 will be considered tardy. Parents must then report to the office with their child and sign him/her in before they can proceed to their classroom. The office can call down to the classroom to expect your child and/or we can escort our kindergarten students. Please do not walk your child to their classroom once school is in session.

	<b>Arrival</b>	<b>Start Time</b>	<b>Dismissal</b>
<b>Full Day</b>	<b>8:45 a.m.</b>	<b>8:50 a.m.</b>	<b>3:35 p.m.</b>
<b>One-Session Day</b>	<b>8:45 a.m.</b>	<b>8:50 a.m.</b>	<b>1:25 p.m.</b>
<b>Delayed Opening</b>	<b>10:45 – 10:50 a.m</b>	<b>10:50 a.m.</b>	<b>3:35 p.m.</b>
<b>PDE Days</b>	<b>8:45 a.m.</b>	<b>8:50 a.m.</b>	<b>1:25 p.m</b>
<b>Early Dismissal Day</b>	<b>8:45 a.m.</b>	<b>8:50 a.m.</b>	<b>1:25 p.m.</b>

## State Law

- There is no smoking by anyone on school property (school buildings, parking lots, sports fields, etc.) at anytime 24 hours a day, 7 days a week.

## Breakfast and Lunch

- All students at Bielefield School are eligible to receive breakfast and lunch on a daily basis at no cost.
- Monthly lunch and breakfast menus are posted in advance on the district's website and are sent home at the end of each month for the following month. Please refer to the menu as needed, since special lunches are only prepared for students with documented food allergies through the school nurse's office.
- ***If a student has decided that they wish to have an alternate lunch, they must inform their teacher at the time the lunch count is taken and specify alternate.*** Often students change their mind when they arrive in the cafeteria and try to take an alternate lunch. We adhere to the rule that a student has to inform their teacher of the alternate lunch during lunch count. This way, we can assure that we have the appropriate number of alternate lunches prepared and that students will get what they have chosen that day.

## Other Important Information

- **After School Arrangements:** Last minute changes are confusing for the children. If your child will be going home from school in a different way than usual, you must send a note to the child's teacher. If a note is not sent, and the office does not receive a phone call, your child will follow his/her normal routine.
- **Notification System:** The district uses PowerSchool to send notifications to parents/guardians. Email addresses and phone numbers on file at the school are used to send notifications in emergency situations or sometimes for a general announcement/event reminder. Please make sure your information is current with our office.



- **Label Belongings:** Kindly label your child's belongings especially lunch boxes and clothing. Our Lost and Found is located in the cafeteria.
  - **School Calendar:** A copy of the school district calendar is online for important school dates and holidays. You can go to <http://www.middletownschools.org> for details.
  - **Voice Mail Messages:** You may leave messages for the principal/secretary/nurse before and/or after school hours on our answering machine. All staff have email addresses, however, they may not be able to check their email during the school day. If you need to reach the school immediately, please call the main number 860-347-4124 ext.0.
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We encourage your participation and involvement in our school  
and PTA!

At the Open House, join the PTA on the Bielefield playground  
for Vecchito's Italian Ice.

They will be serving Italian Ice from 5:30-7:00.

Our PTA will warmly welcome any level of involvement,  
including a one-time volunteer event.