

**2010 - 2011  
PARENT HANDBOOK IN A GLANCE**

- **A.M. – Assembly will begin at 8:30 a.m. Students should arrive between 8:15 a.m. and 8:25 a.m. Students who arrive between 8:00 a.m. and 8:15 a.m. will be sent to a designated area and you will be billed \$3:00 per day for each child. Before Care hours are from 7:00 a.m. to 8:15 a.m. Before Care costs \$35.00 per week. Students who arrive at school after 8:30 a.m. or leave before 3:15 p.m. will be counted tardy. Instruction begins each day at 8:30 a.m. Parents of Smart Start and Junior Kindergarten students – when you are dropping off your child, please park in the designated Visitor Parking spaces, the gravel circle on the left before the parking lot, or the grassy area between the playground and the gravel road leading to Founders' Hall.**
  
- **P.M. – Instruction ends each day at 3:30 p.m. Students will be dismissed from the Front Circle or Founders' Hall between 3:30 p.m. and 3:50 p.m. Smart Start and Junior Kindergarten students will be picked up from their classrooms. (Parents of Smart Start and Junior Kindergarten students, please park in the same parking areas as specified for morning drop off). Senior Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> Grades (and older siblings) will be picked up in the Front Circle. Students in Grades 3 – 7 (with no younger siblings) will be dismissed from Founders' Hall. Students leaving prior to 3:25 p.m. will need to be signed out from the office. Students who have not been picked up by 3:50 p.m. will go to After Care (and will be billed). After Care is available from 3:50 p.m. – 6:00 p.m.**
  
- **Parking – Please do not park in the Faculty/Staff parking lot. Please park in the designated Visitor Parking spaces, the gravel circle on the left before the parking lot, or the grassy area between the playground and the gravel road leading to Founders' Hall.**
  
- **School Store – The School Store will be open by appointment.**
  
- **Attendance – We ask that your children be in school every day. If your child is ill, please call the school that morning to request homework. Homework will be ready by 3:00 p.m. Perfect Attendance certificates will be awarded each nine weeks to students who have been present all day every day (no tardiness).**

**Please make note of the spring testing schedule. We need all students to be present during the testing week. Please do not schedule your vacation during this time.**
  
- **Visitors/Volunteers - You are welcome to visit the school at any time. (Please make prior arrangements with the teacher if you would like to visit the classroom). We have many volunteer opportunities available and appreciate your help. To keep our campus safe, we need to know who is here. Please sign in/out at the office and pick up a Visitor/Volunteer badge. *We welcome your suggestions and ideas.***
  
- **Homework - Your child will have homework every evening. (Grades 1- 8) Homework will be written in the Agenda Notebook and will be started in class. The Agenda Notebook is a student planner and teaching tool designed to help your child learn organizational and time management skills. Please review your child's planner each day. We ask that you sign the planners daily. Teachers will send comments and notes to you through this method. (replacement planners are \$10.00) This is a wonderful opportunity for you to monitor progress.**

A general rule for homework is approximately 10 - 15 minutes per grade level, i.e. 5<sup>th</sup> Grade students could have about 50 - 75 minutes of homework each day. Part of that assignment might be to read independently, practice math facts or multiplication, etc. If your child is spending more than the recommended time engaged in homework, please talk with your child's teacher to develop a plan. Students who do not complete homework assignments (unless a note is received from the parent) will join the teacher after lunch to complete the missed assignments. All students will bring home the Friday Folder with important announcements from the office and/or classroom. This folder will also contain student work and notes to parents. Please review the folder, initial it, and return it to school on Monday.

- **Illness** - Please label, and send to the office any over-the-counter medications that you would like to have available for minor "not feeling good" times - these include Tylenol, cough drops, Tums, etc. in the original container. Please attach and sign a note with written instructions as to when and how the medications are to be given to your child. If your child has a fever we will call you. If your child has a fever, is vomiting, or has diarrhea, we will ask you to pick your child up from school immediately. Please be sure that we have your cell phone numbers and emergency numbers. If we cannot reach you, we will ask your emergency contact to arrange for student pick-up immediately.

If your child has had a fever or has been vomiting in the past 12 hours please do not send him/her to school.

- **Meal Service** - A catered lunch will be available each day starting in mid September. Please fill out the September/October lunch form and return it to the school as soon as possible as the caterers need at least a week's notice for the monthly order. Normally the number of lunches needed is called in at the end of the month for the following month, (for example, the November lunch order form will go home at the end of October). However, if you have not ordered lunch and your child forgets to bring something, we will have corn dogs and macaroni and cheese available for emergencies. We will also have snacks available for purchase on M-F and ice-cream on Friday. The snack/lunch counter is run on a prepay basis. We do not accept cash for snacks, extra lunches, etc. You may set up an account by filling out a Snack Charge Form and attaching a check or cash for any amount (e.g. \$5.00 - \$10.00). Please send us a written note if there is anything specific that you do not want your child to charge (e.g. ice cream, etc.)
- **Parent-Teacher Conferences** - These are held three times each year to allow you to sit down with your child's teachers and discuss relative strengths and weaknesses. The first conference is required for all parents - It is critical that we work together to assure that every child achieves! Please call the office to schedule a time that is convenient for you to meet. Teachers cannot accept telephone calls during the instructional day.
  - November 12<sup>th</sup> 1:00 p.m. - 5:30 p.m.
  - January 28<sup>th</sup> 1:00 p.m. - 5:30 p.m.
  - April 1<sup>st</sup> 1:00 p.m. - 5:30 p.m.

If you need additional time to talk with your child's teacher, just send a note in the Agenda Notebook - he/she will be happy to schedule a time to meet with you.