

## Helpful Guidelines for Parents

The following are guidelines and answers to frequently asked questions by our families...

•**Drop off/Pick up** – Students who are car riders in the morning are to be dropped off in the back lot. Please note that there is no adult supervision until 8:15 AM. The first bell is at 8:25 AM and students are in class and ready for school at 8:30 AM.

The back doors will be promptly closed at 8:30 AM. Any student arriving after 8:30 AM **must be walked into school using the front entrance** and signed in by a parent/guardian. Under no circumstances should a child be dropped off at the curb by themselves. Parents/guardians need to park in a designated parking spot in the front lot. Parking in the bus/fire lane is prohibited. Parking in the handicapped lanes requires a displayed permit.

For midday kindergarten students, parents who are picking their children up at 11:00 AM will also need to park in a designated parking spot in the front lot and may wait for their children in the school lobby. The same applies for kindergarten students attending the afternoon session. Parents who are dropping their child off for PM kindergarten will need to park in a designated spot and walk their child into the lobby and wait with them until the inner doors are opened. Please note that inner doors will not be opened until 11:55 AM. Afternoon kindergarten children are to be picked up in the back lot at 2:30 PM. If parents have children attending other schools in the district, they may arrange with Dr. Lambatos for a 2:20 PM office pick-up time.

The front lot is used for bus drop off/pick up and for visitors.

•**Bus Info** - An adult is required to be present with their child at their designated bus stop for both pick-up and after school drop-off. Bus drivers are not required to wait at a stop for children so it is important to be waiting for the bus on time.

Children are not permitted to ride any bus except the bus that they are designated to ride to or from school. Children are not permitted to ride home on other buses with other children for playdates.

•**Tardies** – We encourage all parents/guardians to ensure their children arrive to school on time. It is disruptive for the teacher/classroom when children arrive late as school begins promptly at 8:30 AM.

If your child will be late and arriving after 9:00 AM, we ask that you notify our school office. Students who are eligible for lunch should have their lunch order phoned in prior to 9:00 AM.

•**Absences** – If your child will be absent from school, please contact the school office by 9:00 AM. Please leave your child's first and last name as well as the reason for the absence. You may call the school office any time and leave a message on the 24-hour attendance line which is 847-870-3876.

•**Transportation Changes** – Any change in your child's transportation needs to be reported to the school office immediately. We are responsible for ensuring your child has the correct transportation to and from school.

Please note that changes in daycare that involve bus transportation could have a wait period of

3-5 business days (could be longer at the beginning of the school year). This is important for you to know when scheduling your before or after school daycare. We cannot accept “day of” changes. You may change your child’s daycare immediately however, you will be required to drop off or pick up until the change goes through school and the bus company. This policy is to ensure the safety and well being of your child.

•**Notes from Home** - Any time a child deviates from their after school transportation, a note should be sent to the teacher in your child’s backpack the day of the change. Please be sure to include your child’s first and last name on the note as well as the change in transportation. This is the best way to guarantee that both your child’s teacher and the office are aware of any after school change. (Examples of this could be: a car rider instead of taking the bus home, being a car rider with someone other than the parent/guardian, leaving early for a doctor appointment, etc.) Please do not call the school office the day of the change unless it is an emergency.

Any other correspondence being sent to school with your child other than notes should be placed in a sealed envelope, clearly marked with your child’s first and last name and indicating what is being sent. (Examples could be lunch money, field trip permission forms, spiritwear or yearbook orders, health forms, etc.)

We hope this will answer any questions you may have regarding school policy and will help to make sure the school year runs smoothly for you and your child.

Please feel free to contact the school office with any other questions you may have at...

**847-870-3875**