

GENERAL INFORMATION

ARRIVALS - Students may go to their classrooms at 7:40 a.m. If they arrive at 7:15 a.m., they go to the cafetorium (grades 2-4) or the first grade commons (PreK, K and grade 1). **School begins at 7:55 a.m.** Students should be in place and ready to begin at this time. Students may not get out of cars to enter the building before 7:15 a.m. A faculty member will be out front to direct traffic at this time. Also, children may NOT be left in front of the school until this faculty member is in place. As always, your child's safety is of the utmost importance to us.

ABSENCES - Please call by 8:30 a.m. if your child is absent/sick. Homework is placed on the bench outside the office at 3:00 p.m. (if called in by 12:00 noon). Planned absences for family trips, etc. must be discussed well in advance with the classroom teacher and the Dean of the Lower School must be notified in writing. Vacation trips are not usually considered appropriate reasons for absence from school.

SUPPLIES – **Supplies needed to start school will be on the student's desk the first day of school.**

MEDICATIONS - All medications that students need to take at school should be labeled with the child's name and teacher, along with directions for dispensing. These are kept in the clinic where they are administered. Classroom teachers do not give medications. Student health forms must be completed for all Lower School students.

TARDINESS - Parents must sign in PreK and Kindergarten students at the school office if they arrive after 7:55 a.m. Grade 1-4 students may sign themselves in but they must have a note explaining the tardiness. Notes for admission to class will be given in the office. An occasional tardy is understandable and does not present a problem. Excessive tardiness is **detrimental** to the learning of the child and the other students in the classroom. In this case, parents will receive a written notice.

RIDES HOME - For safety's sake, the school must be notified in writing if the child is going home with another student in hook-up.

CLASSROOM INTERRUPTIONS - Parents **must** sign in at the office and receive a name tag when visiting or working in the building. Please do not go directly to classrooms for deliveries and messages. This disrupts teaching and the office can handle messages and deliveries for you.

DRESS CODE - The dress code is mandatory in grades PK-4. Please refer to the school dress code on our website for appropriate school attire. The dress code is also described in the Handbook which will be distributed in the bookstore.

CLINIC - Students who are sent to the clinic are given appropriate attention. If the problem requires medical treatment or parental judgment, the parent(s) will be called. Otherwise, students will return to class after first aid is administered. Student health forms must be completed by all Lower School parents.

PARKING - Parking is never allowed in the lanes in front of the building. Any of the designated parking spaces are available for parent parking. Please **DO NOT** park in undesignated areas during afternoon hook-up.

STUDENT INFORMATION FORMS – Forms need to be updated regularly and copies sent to the Lower School office.

AFTERNOON TRAFFIC INSTRUCTIONS

1. Please hang car tag on your rear view mirror each and every day. If you have more than one child in the Lower School, you should have one grade level per child listed on your tag. If you have more than 3 drivers/cars, please ask the L/S office for additional tags. This will enable our traffic helpers to call your child as you pull into the lanes and have them ready to get in your car when traffic stops.
2. We will begin by calling the first 2 lanes from the front of the line to the crosswalk. We will then call the first two lanes from the crosswalk to the curve going toward POHH. After PreK-1st grades have been dismissed (around 2:45) and we begin calling 3rd and 4th lanes, we go back to the front of the hook-up line, call students to the crosswalk, and then go to the back of the line and call 3rd and 4th lanes from the crosswalk to the curve.
3. **PLEASE STAY IN YOUR CAR** and the teachers in Grades PreK – 1st will escort your child to the car, and students in grades 2-4 will walk to their cars. Again, **please stay in your car**, the teacher and students will find you. Your cooperation with this request is necessary for the safety of our children and our faculty. It enables the teachers to keep a closer watch on the children for whom they are responsible and gives our traffic helpers an unobstructed view of students walking to their cars.
4. **Please do not use your cell phone** while in our hook-up line as this poses a safety issue. Studies have shown that we are not as aware of activities around us when talking on the phone. We have students and teachers moving through the traffic lines and we need your attention.
5. All cars need to wait for the signal to begin moving. **NO CAR IS ALLOWED TO LEAVE PREMATURELY** since this poses a safety hazard for everyone.
6. If your child forgets a book, lunch box, etc., we are asking you to go to the parking lot, park, and walk your child back into the building. If your child is not present when traffic begins to move, we will ask you to circle and come back through the line. **WE WILL NOT ALLOW CARS TO PARK ON THE CURVE AND WAIT THIS YEAR.** This practice slows down our hook-up line and again poses safety issues as the children do not have a sidewalk to walk on to get to their car.
7. Be patient (perhaps bring a book) for the first several days as your child's safety is our utmost concern and new parents are learning our system.

AFTERNOON CARPOOL:

1. Lanes 1-2 (next to the curb closest to our building) is for PreK, KG, and 1st grade. Lanes 3-4 are for grades 2-4 or families with children in both groups.
2. PreK-1st grade carpool is at 2:35 p.m. and grades 2-4 is at 2:45 p.m. Please follow the carpool schedule for the older student when selecting a lane for pick up.
3. Carpool is located in front of the Lower School building. Students may not meet carpools any other place.
4. All students cross at the crosswalk for safety's sake.
5. Lower School students with siblings in the Middle School will be dismissed at 2:55 p.m.
6. Parent pick-up will be in front of the Lower School.
7. If your child has not been picked up by 3:20 p.m., he/she will be sent to Extended Day. They will not be allowed to stay in the front hallway as they need supervision.

MORNING CARPOOL:

1. There are two lanes of traffic (and only two lanes). The lane closest to the building (Lane 1) is for PreK – grade 1 and the Lane 3 is for grades 2-4 (second lane is left open for children going to crosswalk). Use the lane of the youngest child in the carpool.
2. We need all cars to move up (that's why we keep waving!) due to the traffic waiting to enter the campus coming from Franklin Road.
3. All students in the second lane must go to Mr. Street and wait to cross at the crosswalk. We do not want students darting between moving cars.

EXTENDED DAY INSTRUCTIONS:

Morning Arrival – All students will enter through the cafetorium. Parents must escort children into cafetorium and sign them in.

Afternoon Pickup: PreK students will be picked up and signed out in the preschool commons area. Kindergarten through grade 4 will be picked up and signed out in the cafetorium.

REMINDERS

If you need to conference with your child's teacher, please park in the parking lot and make an appointment for a time after hook-up is over, or have your child's teacher call you at a later time.

PLEASE BE AWARE OF THE ONE WAY SIGNS and do not drive against the arrows. Do not cross to the left lane and drive in the ONE WAY OUT lane to get to the Lower School. This poses a safety issue and disrupts traffic flow.

Please do not let children play in the parking lot or play unsupervised on the front lawn. We have moving traffic and do not want anyone to be hurt.

We are asking our scouts and other after-school clubs to assemble on the porch, not the front sidewalk. Again, this is a safer place and will help with the flow of traffic.