Parent FAQ’s

1. **Volunteers and Visitors.** When coming in to volunteer or visit your child’s classroom, ALWAYS sign in at the office and follow school protocol. This is to ensure the safety of our school, children and staff.

2. **Student absences.** When your child is absent or late, due to illness, appointments or travel, please email or phone the office to let us know. An answering machine is available after hours and overnight to take messages.

3. **Late arrival/tardies.** When students are late they must check in at the office. One of the secretaries will give them a late slip and then they can head to class.

4. **Appointments.** When students leave for an appointment they must be checked out and upon return, checked back in at the office.

5. **After-school pick-up and changes in after-school plans.** Please have a clear plan for after-school pick-up. If you need to get a message to your child regarding changes in transportation home or after-school plans, please call the office any time during the day before 3:00 pm. In order to ride home on the bus with a friend or to get off/on at a different stop on their usual bus, students must bring a note signed by their parent and be issued a bus pass from the office.

6. **Forgotten items.** Please drop off lunches, homework or other forgotten items at the office. Please have the item clearly marked with your student’s name and it will be delivered to your child.

7. **Health Room.** Keep in mind that we are limited to what care can be provided in the Health room. Medications cannot be dispensed to any students unless their parent has brought in the medication and has filled out the proper paperwork. For wounds we can only clean them with soap and water and bandage them.

8. **Clothing identification.** Put your child’s last name on all outerwear and also on PE shoes. There are so many clothes sent to charity because the owner cannot be identified and many times children don’t realize they have lost something so they don’t think to check “Lost and Found” themselves.

9. **Parties and treats.** County Health Department regulations do not allow for homemade food at school. If your child would like to celebrate his or her birthday with food at school, it must be purchased from a store or bakery. Please contact the teacher well in advance to check on additional classroom policies.

10. **Emergency Closures.** Announcements will be made as early as possible on local radio and TV stations and websites. Our Emergency Phone Tree will be activated if the closure occurs during school hours. Additional [Emergency Closure Information](#).