



Susan Roque, Principal  
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## General Guidelines 2021-2022

### Parking:

Handicap spaces for permit holders only.

Please do not park in assigned spaces at any time. Park only in designated parking spaces. Please do not block the parking lot entrance. Also, for everyone's safety, **double parking is not allowed**. The outside lane (semi-circle) of the parking lot is open from 7:45 AM to 8:15 AM and 2:10 PM -2:40 PM. Please drop off or pick up your child and immediately return to your car. Please keep in mind this is a fire lane and should not be used as a regular parking space.

If you bring your child to school, we strongly recommend that you arrive no later than 7:55 AM due to **heavy traffic**.

**\*Keep in mind that traffic is usually more congested the first few days of school.\***

### Nametags:

Nametags must be worn to school every day and be visible on children. No child will be able to enter without one. Replacements will be given with a written note to the classroom teacher.

### School Arrival:

Students who are brought to school should be ready to enter when doors open at 8:00 AM. Please do not bring children in late (8:05 am OR LATER) as it **disrupts** the class routine.

Students will line up outside by wing color and will go to the classroom with the parent or guardian.

Students and parents will be called into the school by wing color (Green, Red, Blue, and Yellow).

Designated staff members will escort students from the main doors to the Multipurpose Room, where teachers will be waiting for them.

For students taking the bus, please adhere to the following:

**Bussing: All students assigned to bussing must ride the bus the first days of school.**

✍️ ID tags must be visible on children. No child will be picked up without a tag.

✍️ There is no designated time for morning or afternoon. Be at your assigned bus stop at 7:20 AM and 2:30 PM. Special education bus leaves the school at 7:00 AM)

✍️ Parents must walk child to the bus and go to the bus to pick up the child. The bus aide is **not allowed** to exit the bus.

✍️ Only adults 18 and over who are listed on emergency cards and Transportation Form will receive a child off the bus. **Please have ID available the first few days of school.**

✍️ Bus will not blow horn or wait.

✍️ If no designated person is waiting for the bus, the child will be brought back to the school. A warning letter will be issued the first time. Transportation may be suspended for 5 days the second time. Transportation may be eliminated the third time no one is at the bus stop to receive the child.

✍️ Bus changes must be in writing. A deed or lease will be needed to make an address change and a parent will need to make an appointment with the office for change of address. **Changes to babysitter's address will not be accepted.**

✍️ Bus students will go home on the bus, unless a note is given to the teacher, or the office is notified at least an hour before school is dismissed. (Not by telephone the first day)

✍️ Please make every effort to consistently have your child take the bus to and from school. When students' routines change, especially in the morning they become very upset. Transportation may be eliminated if your child is continuously not placed on the bus. Please specify if you only need bussing permanently in the morning or afternoon. **All parents need to complete bus form given by the classroom teacher.**

### **Dismissal:**

**All students assigned to bussing must ride the bus the first days of school.** Children being picked up will be dismissed in the front of the building at the classroom designated cone. For the safety of our children, only designated adults from the emergency cards are authorized to pick-up children, unless a note has been written by the parent or guardian and with proper identification. Please inform the person picking up your child of the dismissal time and remind them that it is imperative they arrive on time.

Bus students are dropped off directly after dismissal. There is no specific drop off time. These children will only be released at the assigned bus stop to an authorized adult according to the emergency card, unless a note has been written by the parent or guardian and with proper identification.

**Children will not be released to anyone under 18.**

### **Early Pick up:**

Children will not be released early without prior notification in writing or by calling the office **before 1:00 PM**. Verbal messages to the bus driver or Paraprofessional **will not** be accepted. Children cannot be released between 2:00 PM and 2:30 PM due to disruption of the dismissal process. **Please limit early pick-ups to emergencies and doctor's appointments only. If this occurs frequently, your child may be dropped from the program.**

### **Teacher Contact:**

Appointments can be made through written notes or voicemail messages. Classrooms will not be disrupted during the school day.

### **Clothing:**

Sneakers should be worn every day. Children wearing open toe shoes will not be permitted on playground equipment.

Extra clothing should be weather appropriate and replaced as soon as possible. All clothing **must** be **LABELED**.

### **Bedding:**

As stated in your orientation letter, your child will need a fitted crib sheet and a **small** sheet/blanket for covering. These sheets will be returned every Friday for washing. Please return clean sheets on Mondays.

### **Health Issues:**

It is very common for students in preschool to get sick or have head lice. Please keep your child home if he/she exhibits the following symptoms: fever, diarrhea, vomiting, pink eye, head lice or nits. Any student with these symptoms will be sent home. If your child's hair is long, we strongly recommend you tie it up to avoid any chances of getting head lice. Please refer to the Parent Handbook. As per state requirements, every child needs an influenza (flu) vaccine by 12/31/2021. Your child will be excluded from preschool after that date until vaccinated. We highly recommend not to wait to the last minute in the event your child has a cold during that time or vaccinations run out at the doctor's office.

**Snacks:**

When sending snacks, please try to **avoid food high in calories, fat, salt, or sugar**. We encourage you to choose from the list provided. **Please indicate on the emergency card any food allergies.**

**Birthday Parties:**

This should be arranged with the classroom teacher with advance notice. Visitors will not be allowed in the classroom. Prepackaged items only.

**Change of Address or Phone Numbers:** Inform the main office of any changes of address or phone numbers. It is required that we have emergency contact information updated at all times. It is important to have a working phone number should we need to contact you.

**Book bags:**

Please check and empty your child's book bag on a **daily** basis. Important notices and most importantly, your child's artwork may be in the book bag. Please make sure the book bags are of standard size for folders and sheets.

**\*Conferences**

**November 16<sup>th</sup> 5:00 PM—7:00 PM**

**November 18<sup>th</sup> 1:20 PM—2:35 PM**

**March 8<sup>th</sup> 5:00 PM—7:00 PM**

**Mach 10<sup>th</sup> 1:20 PM—2:35 PM**

**Students will be dismissed at 12:15 PM on the following dates:**

**November 16<sup>th</sup>, 18<sup>th</sup>, and 24<sup>th</sup>**

**January 10**

**March 8<sup>th</sup> and 10<sup>th</sup>**

**April 14<sup>th</sup>**