

## **OAKWOODPRIMARYCENTER**

### **The Most Frequently Asked Questions By Parents**

#### **What do I do when my child is going to be absent from school?**

Call the school's attendance line at 812-3540 and relay your child's name, reason for absence and teacher's name on the voice mail. If you know that your child will be absent for an extended period, you may report this during the first telephone call. It will not then be necessary to call on successive days.

#### **Is it necessary to write an absence note for my child if I have already telephoned the main office?**

**YES.** We are required to have a written explanation of a child's absence from school that we keep on file. Your child should present this note to his/her teacher upon arrival back at school. The telephone call noted above tells us not to expect your child at school on that day. This is a safety measure. We attempt to make contact with the parents of those children who are absent from school and for whom we have not received a telephone call. This contact verifies whether your child is indeed absent.

#### **At what time should my child be outside at the bus stop?**

Your child should be at the bus stop 15 minutes in advance of the time posted on the child's bus pass. During the first few days of school it will be necessary to be at the bus stop twenty minutes early.

#### **If my child is a walker and I drive him/her to school, where is the drop-off location?**

When driving your child to school you should arrive no earlier than 8:10, as there is no supervision until that time. As the buses will be in the circle, it is necessary for you to park on the street and walk your child to the front entrance.

#### **What should I do if my child is late when arriving at school?**

Your child is late after 8:35 and must secure a late pass from the receptionist that he/she will then present to the teacher upon entering the classroom. PLEASE NOTE: WE REQUEST THAT YOU MAKE EVERY EFFORT TO HAVE YOUR CHILD ARRIVE AT SCHOOL ON TIME EVERY DAY. When a child enters a classroom late, he/she is placed in an awkward position. As well, every interruption in the classroom is a distraction to the teacher and the other children. Also, you should be aware that tardiness is recorded both on the child's report card and cumulative record.

#### **What is the procedure to follow upon entering the school building?**

If you wish to bring birthday treats to school, please leave them with the receptionist unless you have made prior arrangements with your child's teacher to go to the classroom. If that is the case, you will be asked to sign in at reception and will be given a visitor's badge to wear. If you are coming as a class volunteer or for a PTA function, you will be asked to follow the same procedure.

#### **What if my child loses his/her lunch money or ticket?**

Your child will be provided with lunch and we request that you send in the money in an envelope on the next school day.

#### **If my child is a walker where do I call for him/her at dismissal time?**

Parents of walkers will establish with the teacher at the beginning of the year by letter that they will be calling for their child each day. They will need to sign out their child and show picture ID at reception until the teacher is familiar with them and in the event there is a substitute teacher. Please wait for your child outside at the side entrance.

#### **May my child ride home on a bus different from his/her designated bus?**

Consistency in boarding the same bus every day is the best way to ensure that a child is on the correct bus. Every departure from the routine opens the possibility for error. A child may only board a bus different from his/her regular bus in case of extreme emergency with the approval of the principal and the transportation department. Play dates, birthday parties, etc. do not qualify as legitimate reasons. Also, the transportation department (812-3087) must authorize permanent childcare arrangements that necessitate a change of bus.

If you request that your child be dropped off at a different stop on his/her regular bus, you must send a note that is approved by the principal and given to the driver. All of these procedures are in place to provide a safe dismissal for every child.

#### **How do I call for my child before the regularly scheduled dismissal times?**

We request that all children spend a full day in school. However, if it does become necessary to call for your child earlier than dismissal, you are requested to send a note to the teacher stating the time you will call for your child. Upon arrival, you will be asked to present photo ID and will sign out your child. Your child will then be called out of class to meet you at reception. If pick-up time is after 1:30 p.m., you will need to park on the street in order to avoid being blocked in by the dismissal buses. Early dismissal before 2:20 p.m. will be recorded on report cards and cumulative files.

#### **What do I do if my child is going to be picked up by me or another designated adult at dismissal?**

All youngsters not designated as walkers must be signed out at reception. You will need to present photo ID and will receive a pass that you will give to the teacher outside at the side entrance. If someone other than a parent is picking up the child we must have a note stating their first and last name or they must be listed on the blue card as being able to pick up your child and will be required to present photo ID. Your child will not be released unless these procedures are followed.

#### **How do I inform the school of my child's special medical needs?**

It is best to notify the teacher and the school nurse in writing of any special needs your child may have, such as allergies, hearing impairment, etc.

If your child has need for medication, it is necessary for you to do the following:

- Provide the health office with a doctor's note indicating the prescribed medication and dosage.
- Deliver the medication in the original container **personally** to the school nurse and at that time you will be asked to sign a medical permission form.

Also, for your information....

- Please let the office know in writing of any custodial arrangements or restrictions.
- Label all clothing, lunch boxes, backpacks, school supplies, etc. with your child's name and classroom number to ensure the items are returned swiftly if lost or misplaced.
- Send the exact amount of money for breakfast and/or lunch. Place the money in a sealed envelope with the child's name and room number on the outside.
- New York State law requires that vehicles may not pass school buses parked on school property when children are boarding or disembarking.
- For your safety, do not walk or escort children in between parked school buses.
- Whenever you call the school office, please give your name and your child's full name. This is especially important when the parents' and children's names differ.

- Be certain to contact the office whenever there is a change of telephone number(s) both at home and at work.
- During periods of inclement weather, please be advised that school delays and closings are posted on our website: [www.shufsd.org](http://www.shufsd.org) and several TV and radio stations including Channel 7 and Channel 12 News, AMOR 93.1fm and LA MEGA 97.9fm and WALK 97.5fm and WBLI 106.1 fm.