

## Welcome to the Richard L. Wilkins Elementary School!

You are recognized as the *most important* person in your child's educational success. Cooperation of home and school will help create a climate in which every student is able to pursue intellectual excellence throughout his/her life. On behalf of the staff, I wish you a great year and look forward to seeing you and your child.

To ensure the safe arrival and dismissal of our students, some important information is provided below. General information is found in the *Student and Parent Handbook* that is available on line.

### STUDENT DROP-OFF / PICK-UP PROCEDURES

The following drop-off and pick-up procedures have been established in order to assure the safety of our students. *Please always be courteous to other drivers and vigilant in watching out for the safety of our students.*

### SCHOOL HOURS

The first day of school is Wednesday, September 4, 2019 for students in grades 1 through 5. Kindergarten students begin school on Thursday, September 5, 2019. Students may be dropped off no earlier than 8:00 AM, since we do not have supervisory coverage available until that time. Students arriving after 8:30 AM are considered tardy and will need to be accompanied to the office to check in. Dismissal begins at 2:45 PM. ***Your punctuality is greatly appreciated.***

### DROP OFF

The earliest time a student may arrive at school is 8:00am. Adult supervision does not begin until 8:00am. Parents who arrive prior to 8:00am will need to stay with their children until 8:00am. Parents/guardians are asked to drop off students at the cafeteria door in the lower parking lot until 8:25am. When exiting the parking lot, please follow the arrows and signs in the parking lot and exit by turning RIGHT onto Central Street. After 8:30am, students entering the building must be accompanied by an adult member to sign them in as they will be considered tardy. During Drop Off time, please do not get out of your car. If you do need to enter the school in the morning, please park in a designated parking space in the lower lot or along Central Street. Please do not park in the two handicapped parking spots in the front of the building without a visible handicap sign on the dashboard of your car. The front driveway is reserved for busses and staff parking only.

### DISMISSAL

Students go home many different ways. Please always let the school know if there is a change in the dismissal routine for your child. If someone other than a parent/guardian will be picking-up your child, please send a note to the school indicating such. ***Any change in dismissal or early dismissal requires a note with parent/guardian signature.***

Students who will be walking home from school will be dismissed at 2:45 PM. Students in grades 2 and 5 exit through the door at the far end of the building in the front (nearest the courthouse). Students in grades 3 and 4 exit through the door in the middle of the building in the back (by the playground). Students in grades K and 1 exit through the door at the far end of the building in the back (nearest the courthouse). Students may walk home unaccompanied by an adult if the school is notified of this request in writing by a legal guardian.

Students who will be utilizing carpool will be dismissed from the cafeteria door in the lower parking lot. Cars will enter the lower lot from the west side of Central Street. NO LEFT turns will be allowed into the parking lot from the east side of Central Street. Cars waiting in line on Central Street will put their hazard lights on. To ensure efficiency, parents/guardians need remain in their car and quickly have children get in the car. Therefore, please practice having your child belt themselves in so that the traffic pattern moves as quickly as possible during this hectic time. Please exit the parking lot by turning RIGHT onto Central Street. There are NO left turns allowed onto Central Street during dismissal time. If arriving in the carpool line early, please also be mindful that cars are not allowed to idle while parked. As with drop off, the front driveway is reserved for

busses and staff parking only. Carpool stops promptly at 3:00pm. Please plan accordingly. If you arrive at the school after 3:00pm to pick up your child, you will need to park and enter the building at the front entrance to pick up your child. Unfortunately, if you, or the designated pick-up person for your child, are late on a routine basis, carpool privileges may be revoked. Finally, please remember to be respectful and kind to the staff at carpool and to the other parents/guardians utilizing this dismissal option at all times.

### **PAY AND RIDE BUS PROGRAM**

Students who are eligible for free bus transportation, and pay and ride students, will receive a postcard with their bus assignment, bus stop, and approximate morning pick-up time 2 to 3 days before school starts. Please keep this postcard and use it as a temporary bus pass for the first few days of school until the driver gets to know your child. Only children who are eligible for free bus transportation and pay and ride students will be allowed on the buses. These students may only ride on their assigned bus to their assigned bus stop.

### **PURCHASING SCHOOL LUNCH/BREAKFAST**

In order to make the process of purchasing lunches quicker and easier for students, parents and guardians are encouraged to pre-purchase lunches on a weekly or monthly basis. Students may purchase lunch, which includes milk, or milk separately. Lunch may be purchased on a daily basis. Milk for morning snacks may be purchased on a monthly basis. Lunch money for those paying on a weekly or monthly basis should be sent to school in an envelope addressed to the cafeteria with your child's first and last name as well as room number. Payment must be made by cash, bank check or money order payable to the Stoughton Public Schools. Online payment is also available at [www.schoolcafe.com](http://www.schoolcafe.com). A monthly school lunch menu will be posted on the website prior to the beginning of each month. Breakfast is available daily from 8 – 8:20. Breakfast costs \$1.25 per meal and lunch costs \$2.75 per meal. Applications for Free and Reduced Lunch will be sent home at the beginning of each school year.

### **ABSENCES/TARDINESS**

Please call the school office before 8:00 AM if your child is going to be absent or tardy. Give your name, child's name, classroom number or teacher's name, and the reason for absence or tardiness. Parents are automatically notified of any absence each morning. Students who are tardy **MUST** be escorted to the office upon arrival by a parent who will sign in the student. *Students arriving at 8:30 or after are considered tardy.*

### **PARENT CONFERENCES**

A Back to School Night is scheduled for September 19, 2019 where you will have an opportunity to meet your child's teacher. Parent conferences are scheduled for December 5, 2019 and March 5, 2020. While there are only two formal conferences, parents are encouraged to contact teachers at any time during the school year to share concerns or ask questions regarding their child's progress.

### **PARENT VOLUNTEERS**

Parent volunteerism is a critical component of the education of Stoughton's children. There are many opportunities throughout the year for parents to volunteer. If you are interested in volunteering, please notify the main office. Your service as a volunteer is deeply appreciated.

**Please be aware that the Massachusetts State Law requires every volunteer to fill out a CORI (Criminal Offender Record Information) before he or she can participate in our volunteer programs, classroom activities or field trips. A CORI must be completed every year.** CORI forms will be available on Back to School Night as well as in the office. We highly suggest you fill them out right away.

Please be aware that if you are interested in chaperoning a field trip you must also have fingerprints on file with the school department. Information on fingerprinting is available in the Student and Parent Handbook.

Students in the Stoughton Public Schools have the right to expect that all volunteers will keep information about students confidential. As such, you will be required to sign a *Student Privacy Statement and Volunteer Confidentiality Agreement* when you become a volunteer in addition to completing a CORI.

***If you have any questions, please do not hesitate to call, 781 344-7005.***