

# Frequently Asked Questions and Answers About Woodside Elementary School

## **GENERAL OFFICE INFORMATION**

### **What time does school begin and end?**

8:35am until 3:25pm. Tardy bell rings at 8:40am. Students are expected to be in their classrooms at this time.

### **What telephone numbers will I need to know?**

School office: 262-820-1530

Administrative Assistant: Phyllis Akins: ext 7102

Clerical Paraprofessional: Kris Scott: ext 7100

Principal: Dr. Edmond: ext 7104

Associate Principal: Linda Hake: ext 7107

Attendance Reporting: Call the school office. If after hours, press 1 at the outgoing message for the 24 hour attendance line.

Guidance:

Dairyland Bus Company: 262-253-4060

### **What are the school office hours during the school year?**

Office hours are 7:30am until 4:00pm

### **Is the school open during the summer?**

Yes, Dr. Edmond and Mrs. Akins do work thru the summer with the exception of vacation days. We try to staff the office every day. As a general rule it is a good idea to call the office and verify what times the office will be staffed that day. We always enjoy hearing from our families during the summer months.

## **ATTENDANCE**

### **How do I report a student absence or tardy?**

Please call the school office by 8:45 a.m. to report a student absence or tardy. Sending an email to your child's teacher is not recommended because if the teacher has a substitute that day, the substitute cannot access the teacher's email.

If your child will be arriving late for any reason, please indicate a hot lunch choice for your child, if they require one. A student absence can be reported at any time on our 24 hour attendance line by pressing 1 at the outgoing message. If you would like the teacher to prepare homework, please indicate this on the attendance line.

In addition to calling the school office, a written excuse is required upon your child's return to school. The absence will be considered unexcused until a written excuse is received. Children must be free of fever, vomiting and diarrhea for 24 hours without the aid of medication before returning to school.

## **LUNCH**

### **How does my child buy hot lunch?**

Each student is given a five digit pin number. This number will be his or her lunchbox code from now until the end of high school and also serves as the elementary school library checkout code. Deposits into a lunch account can be made on-line through your Infinite Campus portal account (credit card or checking account). *There is no fee for online deposits.* Parents may also send cash or check (made payable to Hamilton School District) to school in an envelope labeled with the student's name and pin number.

## **VISITING OUR SCHOOL**

### **Can I visit my child's classroom?**

Parents have many opportunities to volunteer in the classroom. If you feel the need to visit your child's classroom during academic periods you may do so after scheduling this visit with your child's teacher. Having a parent enter a classroom unannounced and unexpected causes disruption to the study process and to the daily routine which is so important for all students.

### **Am I allowed to visit and eat lunch with my child?**

Parents and close relatives are welcome to eat lunch with a child any day of the week as long as a parent contacts the school office by 8:45 a.m. You may bring your own lunch or purchase a hot lunch. A phone call ensures that school staff members know when to expect visitors, can order a lunch and/or are able to advise visitors of special events or circumstances that may occur on the planned day of the lunch visit. Adult lunches are \$3.50. Parents may use their child(ren)'s lunch box account to purchase lunch, if desired.

## **BUSING AND TRANSPORTATION**

### **How do I find out information about the bus schedule?**

Bus schedules are mailed out from Dairyland Bus Co. to individual families approximately 2 weeks before the start of school. A small postcard will list your child's pickup time and location along with the drop off time and location.

### **What if my child will be attending daycare (including YCare School Age program) before and/or after school and plans to ride the bus?**

A separate bus request for students attending daycare or YCare must be completed. The childcare bus transportation request form is available in the school office or on our School Webpage on the District Website.. School office personnel will contact the bus company to process the change. Please remember that changes must be received by Wednesday each week for an effective date of the following Monday. Prior to the start of the school year, childcare transportation forms must be returned to the school office no later than August 7<sup>th</sup> to be effective by the first day of school.

\*\*\*Please keep in mind that a change to a normal home pickup and delivery must be the same 5 days a week. Morning and evening may be different, but all morning pickups must come from the same address and all evening drop offs must go to the same address

### **What if I do not want my child to ride the bus home and prefer to pick them up each day?**

If this is the case please fill out the area on the **Child Care Transportation Form** found on the Woodside webpage of the Hamilton School District website: [www.hamilton.k12.wi.us](http://www.hamilton.k12.wi.us). Without this written notice your child will be placed on the bus to go home.

### **How do I make arrangements for my child to be a pickup from school when they normally ride the bus?**

It is important especially for young students to have a consistent schedule, however if you need to change your child's schedule, we request that you do this in writing. Please write a note informing the classroom teacher and office if you are temporarily changing your child's schedule for going home.

**NEW THIS YEAR....If an emergency does arise you may call the office to request your child be a pickup, however this request must be made prior to 2:30pm. Requests made after 2:30pm will not be honored due to the fact that we have close to 650 students to monitor at the end of the school day and the safety of the children is always our first priority.**

## **PICK UP AND DROP OFF PROCEDURE**

### **Can I drive my child to school?**

If you feel it necessary to drive your children to school, You may drop your child off beginning at 8:20am at the main front entrance. Please do not drop them off prior to 8:20am. The doors are open to parents and students starting at 8:25 am. If you drop off while the busses are unloading please follow this procedure: drive into the parking, keeping right. A line will begin between the handicap parking spots. All children must exit to the right...for safety reason NO child should get out on the driver's side. Parents are asked not to get out and help...if you want to do that, please park and walk your child into the school.

### **What is the pickup procedure when my child is a pickup after school?**

The parent/guardian picking up the student must park in the parking lot and enter the main doors. Your child will be waiting in the lobby by the doors to the LGA. Please let Mrs. Scott know that you are taking your child. No child is allowed to exit the building and go to the parking lot without adult supervision.

### **What should I do if I want to let my child walk or ride a bike to school?**

Please send a written note to your child's teacher informing him or her that you give your child permission to walk or ride a bike to school. The note can be written for the entire year or on a day by day basis. Without a written note your child will follow the regularly scheduled end of day routine.

## **HEALTH AND MEDICATION**

### **What do I do if my child needs medicine at school?**

Before any medications (prescription, over the counter, even coughs drops) can be administered, a Medication Permission form must be completed. Prescription medications can only be administered with a physician's signature on the form. These forms are available on line at [www.hamilton.k12.wi.us](http://www.hamilton.k12.wi.us) or from the Woodside office. Medications (in its original packing) must always be brought to the school office by an adult and never a student. Most over the counter medications will be kept in the office for no more than two weeks, unless an ongoing or chronic condition exists. At the end of the year, the medications must be picked up by an adult.

### **What happens to my child if they become ill at school?**

If your child becomes ill at school, a member of our health room volunteer group or a staff member will contact you. A child will always be sent home if they have a fever of 100 or higher or if the child has vomited or has diarrhea at school. For the well-being of all, returning students must be fever free without meds and must not have vomited for 24 hours before returning to school. There are no exceptions to this rule.