

## 2018-2019 School Information - Willard Elementary School

**School Hours:** 7:30\*a.m. to 2:25 p.m.

**Wednesdays:** 7:30\*a.m. to 1:10 p.m.

**Doors Unlock:** 7:15 a.m.

**Office Hours:** 7:15 a.m. to 3:15 p.m.

**Phone Number:** 515-242-8439

**Fax Number:** 515-323-8647

**\*Please note that although school does not officially begin until 7:30 a.m., each classroom will hold a “morning meeting” beginning at 7:20 a.m. It is important that students are here to participate in this morning meeting experience. To learn more, please see the information below.**

### **General Attendance Information:**

- There is a strong link between student attendance and academic achievement. Regular and punctual attendance is essential in order to enable your child to receive the maximum benefits from the education that is provided here at Willard Elementary School. **We would like students to arrive to school no later than 7:20 a.m. so that they can get their breakfast and participate in their classroom morning meeting.**
- We encourage you to make doctor appointments during breaks or early release Wednesday afternoons. Time absent from school (this includes arriving late and leaving early) will be accumulative and count against your child’s attendance.
- If your child needs to be absent from school for any reason, please contact our school office prior to 7:45 a.m. on the day of the absence. An answering machine is available to take messages before 7:15 a.m. Please leave your child’s name and the reason for the absence if you choose to leave a message.
- If a student is absent from school or goes home on the day of a concert or other school-sponsored event, the student will not be allowed to participate or attend the event.

### **Arrival Information:**

- Our doors open at 7:15 a.m. There is no adult supervision before this time, so students **should not** arrive to school (or be on school property) any earlier than 7:15 a.m.
- Parents should drop students off using our parent drop-off/pick-up lane located on the west side of our building on E. 29<sup>th</sup> Ct. **When parents are in this drop-off lane, they may not exit their vehicle to walk students into the building. Staff will be at this drive to supervise students as they walk into the building.** If parents wish to walk students into the building, they will need to park in the church parking lot down the street or another non-visitor parking location.
- Students dropped off in the drop-off lane will enter the building through the west gym door. Students walking to school may enter the building through the main (north) door or the west gym door.
- For students who walk to school north of Dean Ave and need to cross Dean Ave, please cross at East 30<sup>th</sup> St and Dean Ave. We have a crossing guard on duty to help students walk safely across Dean Ave.
- As students enter the building, they will be given their ‘to go’ breakfast and go directly to their classroom.
- **Breakfast will only be available to students from 7:15-8:15. If a student arrives after 8:15, they will not be served breakfast.**
- If a student arrives after 7:30, they will not be given a choice for lunch. They will receive regular (A) lunch.

### **Phone Messages, Deliveries to Students and Birthday Treat Information:**

- We are happy to get messages to your students, however keep in mind that this disrupts the classroom and their learning. Please try to keep messages to emergencies only. More details in the dismissal information below.
- Deliveries (including flowers, etc. for birthdays or special occasions) for students are strongly discouraged. These deliveries create problems such as transportation issues, hurt feelings and they disrupt our learning. If a student receives a delivery, it will be held in the office until the end of the day.
- Many of us like to recognize and celebrate student birthdays. To avoid the risk of allergic reactions and to promote healthy habits, we prefer students to bring non-food items such as a pencil or small eraser for each student. If a student prefers to bring food treats, the treats must be pre-packaged and commercially prepared (no homemade treats). No treats may be dropped off in classrooms after 7:30. Treats dropped off in the office after 7:30 may or may not be handed out the day they were delivered. This will be up to the individual teacher.

### **Dismissal Information:**

- School is dismissed at 2:25 p.m. (1:10 on Wed). Dismissal time can be very hectic, so we appreciate your assistance in helping us keep dismissal time safe for all students. Because dismissal is so hectic, there will not be any changes to after school plans within the last half hour of the day. This means that after 1:55 pm (12:40 on Wednesdays), parents are not allowed to call or drop by the office for a last-minute change, which disrupts teaching and learning. (Obviously in cases of extreme emergency only, we will work with parents to get their child where they need to be at dismissal.) Please help us by making sure that your child knows their after-school plans prior to their departure from home in the morning. If on those rare occasions you need to make a change from the morning plan, then you may call the office prior to 1:55 (12:40 on Wednesdays), and we will deliver a message to your child. If your child needs to be released from school before our 2:25 dismissal (1:10 on Wednesdays), then you will need to pick up your child before the 1:55 (12:40 on Wednesdays) deadline.
- **Students who walk home or are picked up by a parent will be dismissed on the west side of the building.**
- **When in the pick-up lane, parents must remain in their vehicle for their child to be delivered the car.**
- **Please do not park in the bus loading zone which is located on the north side on Dean Ave.**
- Students will only be allowed to cross Dean Ave at the designated intersections (they are not allowed to cross the street in the middle of the block).

### **Visitors/Release of Students:**

- For safety reasons, all doors are locked after 7:30 a.m. If you need to enter the school, please come to the center door on the north side of the building (Dean Ave) to be buzzed in.
- **ALL** visitors are expected to sign in at the office and obtain a visitor's badge. All visitors will be expected to follow our Visitor Guidelines, which are posted in the office.
- Only **adults** listed on the emergency contact list will be allowed to sign a student out early. If you wish for someone not listed to pick up your student, please contact the office in advance.
- We reserve the right to ask for identification of anyone picking up a student.

### **Metro Kids:**

If you need before/after school care, please call 515-242-7951 or visit:  
<http://www.dmschools.org/academics/programs/before-after-school-care/>

### **Pets:**

For the safety of our students and staff, pets are **not** allowed on school grounds at any time.

### **Volunteers:**

We welcome parents/guardians willing to give their time during the school day to help students. We will schedule times convenient for you to volunteer in classrooms. Consider volunteering by contacting your child's teacher. All volunteers must apply at [www.dmschools.org/volunteer](http://www.dmschools.org/volunteer). This process will include a background check.

### **Contact Information:**

Please keep the school informed of your current address and phone numbers. It is very important that we can reach you in case of an emergency.

### **School Messenger System:**

In the effort to conserve paper, many of our notices (or reminders) will be provided to parents via our school messenger system which includes email, text or voice messaging services. This is an automated system sent out after school hours. If you receive a call from the school after hours, please check your messages. If you experience problems with the system, please call the office to let us know.

### **Like us on Facebook:**

So that we can get information to parents quickly, we post a great deal of information on upcoming events, etc. on our Facebook Page. <https://www.facebook.com/WillardElementarySchool/>

**Website:** <https://willard.dmschools.org/>