

# Additional Information

## Deliveries

Please refrain from sending flower arrangements or balloons to students while they are at school. In our efforts to preserve the instructional time of all students, we cannot accept the deliveries.



## Field Trips

Field trips are a direct outgrowth of the instructional program. Written parental permission is required for students participating in each field trip. Telephone calls are **not** acceptable. A fee may be charged for each field trip to offset the cost of the buses and drivers. An admittance fee may also be charged at certain locations. *No students will be excluded from a field trip because of the inability to pay these fees.*

## Insurance

Student insurance is offered through a school group policy. Information will be sent home the first week of school. Call the office if you did not receive the flyer. Neither the school nor the Board of Education provides insurance coverage for accidents at school except the policy offered at the beginning of the school year.

## Kindergarten Health Assessment

Every child entering kindergarten will receive a health assessment. The health assessment shall be completed between the first of January prior to school entry and the date of school entry. If a health assessment form is not presented on or before the first day of school, the principal shall present a notice of deficiency to the parent. The parent shall have 30 calendar days from the first day of attendance to present the required health assessment form for the child. Upon termination of 30 calendar days, the principal shall suspend the child from school until the required health assessment form has been presented.

## Invitations

We realize that social occasions occur and students want to extend invitations to their friends; however, no party invitations can be distributed during the school day.

## Lost and Found

It would be helpful if parents would put the child's name in all of his/her belongings. Sweaters, coats, hats, and lunch boxes are items that are frequently lost. The Lost and Found box is located in the cafeteria. These items are periodically displayed so students can claim their belongings. Items not claimed after a period of time are donated to a charitable organization.

## Student Transfer

Please notify office personnel as soon as possible if your child will be transferring to another school. The teacher needs at least one day's notice to prepare transfer papers. All books and materials should be returned to the school.



## Telephone

Students must get permission from a staff member prior to using the telephone. Students are not to use the telephone to ask parents to bring school supplies, homework, or money. An automated telephone system is available for contacting staff members. Staff members will be responsible for checking messages and returning telephone calls each day. To make transportation changes, contact the school's office prior to 1:00 P.M.