

MEADOWSIDE BACK TO SCHOOL INFORMATION



2019-2020

Dear Parents, Thank you for being part of our learning community this year. Every child's safety is a priority to us, and the procedures outlined below and in the pages that follow are to ensure the safety of every child at Meadowside. We appreciate your support as we know that it takes the efforts of everyone in the community to keep our children safe. Please don't hesitate to contact the school if you have any questions.

Please note: Our back to school mailing with additional information and resources will be sent out the third week in August this year. Classroom Assignments will be released Friday, August 16 through PowerSchool.

SCHOOL HOURS

Our school day starts at **8:40 a.m.** and ends at **3:25 p.m.** Our doors are open at 8:20 and children should arrive between 8:20 and 8:30 a.m. so they are in their seats ready to learn at 8:40.

FIRST DAY OF SCHOOL

- ✓ **The first day of school this year for all students this year is Wednesday, August 28th.**
- ✓ Orientation for our Kindergarten students and their parents in Tuesday, August 27th from 2:00 - 3:00
- ✓ **First Days of School Arrival Procedure:** Children will be welcomed into the school beginning at 8:20. The entire Meadowside faculty and staff will be on duty supervising and directing students to ensure that every child is safe and comfortable. All students will be given nametags to wear on the first day - look for these in our back to school mailing that goes out the third week in August. Reminder: For student safety, it is our policy that all parents dropping students off in the morning hug, kiss and say goodbye outside of the building. Please be assured that once inside students will be shown to their classroom teachers by Meadowside staff.

We're asking for everyone's help to lessen the traffic at school on our first mornings by following your regular procedures for getting your children to school. Although we always love to see Meadowside families, the first morning of school gets too congested if many parents come to school who do not normally drop off their children. If your child will be riding the bus during the school year, please put them on the bus the first day. If they will be getting dropped off, please follow the "Everyday Arrival Procedures." We will have opportunities to get to know each other throughout the year – including our Open House on Tuesday, Sept. 24th. Remember our most important goals for the first day are keeping the students safe and getting them off to a smooth start.

IF YOUR CHILD TAKES THE BUS: Please be assured that all our students will be met at the bus and walked into the building by an adult. We will show the children to their classrooms where they will be supervised by their teacher and other staff members. Once in their classrooms their teachers will introduce them to their morning routines. *Please Note: Bus Stop Pick-Up often takes longer on the first day, so do not be alarmed if your bus is late. Drivers are getting used to their new routes, and parents and children often take longer to say goodbye that first day. You can help the buses stay on schedule by taking pictures ahead of time and having your student ready to board the bus when it arrives. The pick-up times will become more consistent after a couple of days.*

IF YOU BRING YOUR CHILD TO SCHOOL: Please see Everyday Arrival Procedures on the next page.

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EVERY DAY ARRIVAL PROCEDURES

Our school day starts at **8:40 a.m.** and ends at **3:25 p.m.** Our doors are open at 8:20 and children should arrive between 8:20 and 8:30 a.m. so they are in their seats ready to learn at 8:40.

✓ Students should arrive by 8:30 a.m. as classes will begin promptly at 8:40 a.m. Students can be dropped off after 8:20 a.m. **There is no adult supervision prior to 8:20 a.m.** Buses will unload after 8:20 a.m.

✓ Once in the building, children will line up outside of their classrooms. While waiting, students can read a book from their book bag or talk quietly to their neighbor. Playing with toys or trading cards is not allowed during this time. At 8:30 a.m. all students will enter their classrooms to get ready for the school day.

IF YOUR CHILD TAKES THE BUS: Many students are eligible for a bus, and we encourage you if you are able to have your children take the bus. As our buses arrive, all students will be greeted by a Meadowside staff member and guided through the front door to their classrooms. Students will be supervised by teachers until it is time to enter their classrooms.

IF YOU WILL BE WALKING YOUR CHILD TO SCHOOL: Walk your child directly to the student entrance door.

IF YOU WILL BE DRIVING YOUR CHILD TO SCHOOL: There are two choices for drop off: 1. The Parent Parking Area or, 2. The Drop-Off Area. Please refer to the illustration later in this document.

Parent Parking Area: The parent parking lot is the parking lot to the right of the school. (The parking lot to the left of the school is for Meadowside staff and buses only). Please park your car in a parking space, help your child out of the car, and walk them to the sidewalk leading to the student entrance door. There is limited parking, so please do not leave your car there during pick up and drop off times. Never let your child cross the parking lot, as the parking lot is very active during arrival. Once in the student entrance door, your child will proceed to their designated hallway where they will be seated with their classmates and supervised by teachers until it is time to enter their classrooms. **Please follow the flow of traffic and do not cut across between the light posts.**

Drop-Off Loop: The student drop-off area is also on the right side of the school. There will be a Meadowside staff member to greet students getting dropped off. The staff member will make sure children stay on the sidewalk and proceed to the front entrance. When you use the student drop-off, pull up as far as you can and have your child exit your vehicle on the passenger's side directly onto the sidewalk. Students will follow the sidewalk to the side entrance. Once in the front door, your child will proceed to their designated line-up area.

Remember to kiss and say goodbye outside the front door. Students should enter by themselves and go to their line-up area. If any child has difficulty entering school, our staff will support them so they can make the transition into school. The only adults in the building during arrival and dismissal should be Meadowside faculty and staff. Of course, if you need to see the nurse, secretary, or principal, you can go around to the front of the building and into the main office.

Most IMPORTANT of all: Drive slowly and be patient. Nothing is worth jeopardizing our children's safety.

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EVERY DAY DISMISSAL PROCEDURES

Our school day starts at **8:40 a.m.** and ends at **3:25 p.m.**

- ✓ The school day ends at **3:25 p.m.**
- ✓ All K-2 students will be given lanyards the first day of school with their dismissal information on the lanyard. These lanyards must be worn to school every day for the first few weeks of school. Although the classroom teachers organize the students for dismissal, the lanyards give us a double-security check to make sure students are being dismissed properly and getting on the correct busses. Once teachers are confident the students are comfortable with dismissal, they will collect the lanyards to be used with substitute teachers, etc... If at any point in the year the lanyard comes home, please make sure it is returned the next day.

ALL PARENTS WILL BE ASKED TO COMPLETE A DISMISSAL FORM FOR THE SCHOOL. Be on the lookout for the form in our back to school mailing that goes out the third week in August. If throughout the year - you need to update this form, please contact the office.

IF YOUR CHILD TAKES THE BUS HOME: Students will line up in the hallway by their bus numbers and then be escorted outside and onto their bus. For the first few weeks, there will be a Meadowside staff member double checking lanyards to make sure every student gets on the correct bus.

IF YOUR CHILD GOES TO THE YMCA AFTER-CARE PROGRAM: The after-care staff will gather the students registered for their program in the gym, take attendance, and begin their session.

IF YOU ARE PICKING YOUR CHILD UP FROM SCHOOL:

- ✓ Parents walking to meet their children should walk to the blacktop by the playscape.
- ✓ Parents driving to the school to pick up their children must pull into the parent parking lot, and drop off lanes and then EXIT their vehicle and walk to the blacktop by the playscape.
- ✓ Students will be dismissed one at a time from the designated area by the classroom teachers on duty. Stand near your classroom marker at dismissal time, but please do not crowd the space as we need to have eyes on all our students. Once your child has been dismissed to you, please escort your children to your car—no student should be allowed in the parking lot unattended.
- ✓ **Please be prepared to show ID for the first few weeks until our staff becomes familiar with you.** It is important to be aware of the fact that teachers will not release a student to an adult who is not listed on their emergency card. If you send someone not on your emergency card to pick up your child, you must send a note into your classroom teacher. If unforeseen circumstances arise during the day, please contact the main office.

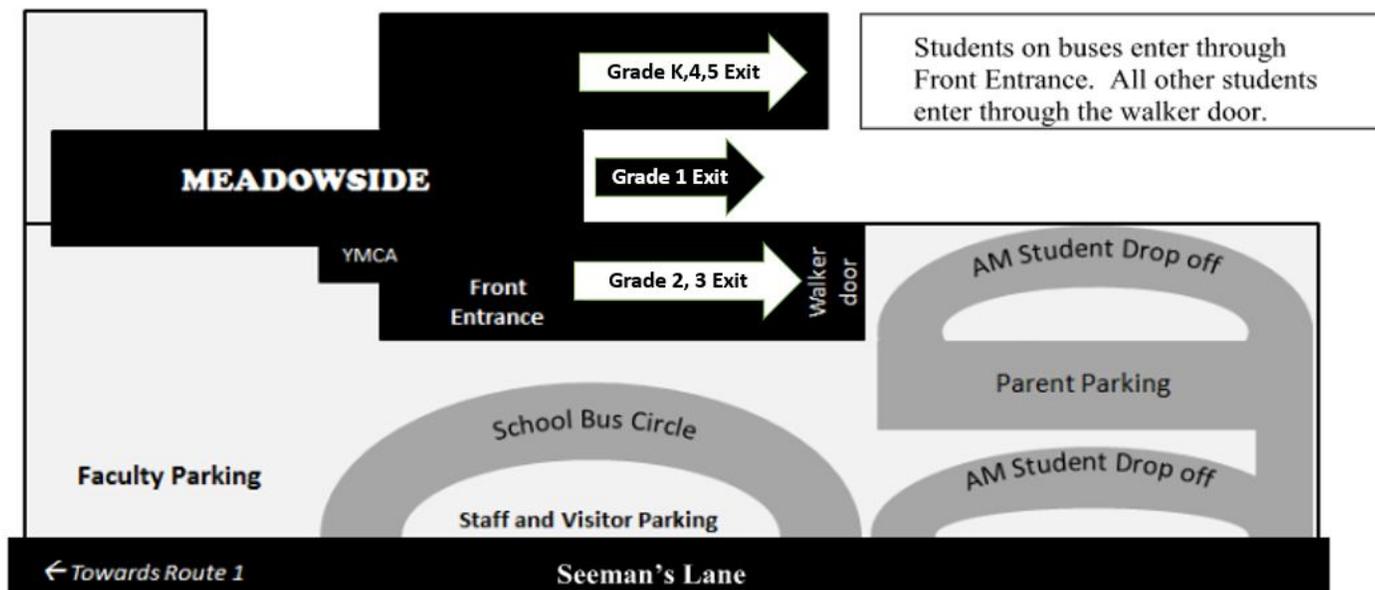
Please see the illustration on the following page for additional information.

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PARENT DROP OFF AND PICK UP AREA



Students on buses enter through the Front Entrance. All other students enter through the walker door.

ADDITIONAL SCHOOL INFORMATION

Thank you for taking a moment to read through the additional information which follows.
If you have any questions, please do not hesitate to call the school at 203.783.3555.

SCHOOL HOURS

School starts promptly at 8:40 am and ends at 3:25 pm. Students should not be dropped off before 8:20 am as staff is not on duty until 8:20 am. Students must be in their seats “ready to learn” by the start of each day; otherwise, they are tardy. We recommend all students are dropped off prior to 8:30.

Two Hour delayed opening days begin promptly at 10:40 am. On delayed opening days, students should not be dropped off until 10:20 am as staff is not on duty until 10:20 am.

Regularly scheduled and weather-related early dismissal days end at 1:25 pm.

The school office closes at 4:00 pm each day. After 4:00, no one is in the office and the front lobby doors are locked. If your child forgets his/her homework, he/she will not be able to come into the building to get it.

YMCA Before Care and After Care is open each school day. Normal morning hours are 7:15 am opening until the opening of school. Normal evening hours are 3:25 pm until 6:00 pm. Scheduled early dismissal days' evening

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hours are 1:25 until 6:00 pm. In the event of a school cancellation, YMCA Before/After Care will be closed. Children are to be dropped off and picked up at Cafeteria Door, per YMCA Before/After Care policy, not the main door. For more information, please contact the YMCA directly at 203.878.6501 x3115.

CHANGE IN DISMISSAL

Please remember to submit a note if dismissal time or procedure will be altered for your child. For your convenience, “Notes from Home” printables are available [online](#) this year. In the event that someone other than those on the Emergency Card needs to pick up your child at school or at the bus stop, please send a note into the school specifying who so that the Main Office, Greeter, Nurse, and Durham Bus Company can be notified.

BUS TRANSPORTATION

Only students who are eligible for bus transportation can ride the school buses to and from their designated pick up and drop off spots. Students may not go home on friend’s buses for play dates.

CLASSROOM SUPPLIES

Students will need a backpack for school. We will provide all other necessary classroom supplies. However, we do understand that parents often like to go ‘back-to-school’ shopping to get their children excited about school. You can purchase some age-appropriate supplies, but your teacher will not require that you purchase anything specific. Some classroom teachers will use student personal supplies in the classroom and others may have students use their personal supplies at home. Please contact the school if you need assistance at any time.

HEART PROGRAM

At Meadowside we embrace our HEART program. HEART stands for Honesty, Effort, Attitude, Respect and Teamwork. We recognize students who show HEART throughout the day and talk a lot about how showing HEART helps us all be part of a caring and responsive learning environment. Ask your child how he or she showed HEART throughout their day.

PARENT STUDENT HANDBOOK

The Milford Public Schools Parent Student Handbook is available online. Visit www.milforded.org Click on the tab for “District Information,” then scroll down to “Publications.” If you require a hardcopy of the handbook, simply send in a note requesting one with your child.

POWERSCHOOL

Be sure to log into PowerSchool to update your child’s emergency card information, check off the Acceptable Use Policy, Parent Student Handbook, and district permission for photos. If you forgot how or do not have a User ID Name or password, please contact our IT Department at 203.783.3446. It is critically important that your child has up to date contact information in PowerSchool at all times.

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SNACK

As you pack snacks for your children, please remember that all of our classrooms are peanut free zones -- so please do not send in any peanut products for snack time. Fruit and vegetables are definitely encouraged.

STUDENT ABSENCES

If your child is absent due to illness, please call the school the morning of the absence AND then send in a parent note or doctor's note when student returns. Just calling in an absence does not excuse the absence. **To be considered excused** a parent note is necessary for 1 to 2 consecutive days absent and a doctor's note for 3 or more consecutive days out. There are limits on the number of absences so **please refer to the district policy for attendance for additional information.**

SPECIALS - ART, MEDIA, MUSIC and PE

Our elementary special schedule consists of an A Day, B Day, C, Day, and D Day rotating schedule. The lettered days will cycle throughout the entire school year. Our 'Letter of the Day' is posted on our school calendars and we will also be sending you a "specials" calendar for you to have for your reference at home. Kindergarten and Grade 1 this year will also have a World Language special every other day for 25 minutes.

VISITING SCHOOL

When you visit the school, please be prepared to show current, valid identification to our School Greeter upon entering the school. All visitors are entered through our school gate guardian system and required to wear the provided name tag during your visit - this includes visits to the main office.

WEBSITE

Our [Meadowside Website](#) has all our current contact information as well as additional information regarding our school and district practices.

**Our goal at Meadowside is to create lifelong learners and responsible citizens –
and key to this is our commitment
to meeting every student's social, emotional and academic needs.**

We are so looking forward to another great year of partnership with our Meadowside Families.
Together we all make Meadowside *A GREAT Place to Learn.*

Meadowside Elementary School
80 Seeman's Lane
Milford CT 06460

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203.783.3555