

Guide for Parents

Bicycles

- For students choosing to [bike to school](#), there are racks located near the canopy entrance on Midland Ave. Please make sure to lock bikes up each day. The school is not responsible for lost, stolen, or damaged property.

Phones, smart watches, other devices

- ES students may not use these items during the day, for any reason. They must be stored out of sight and turned off. Students may not use a camera or camera app for any purpose on school grounds. The school is not responsible for any lost, stolen, or damaged device.

Change of Address, Email, or Phone

- You can update any personal information by logging into the [Parent Portal](#). If you are updating an address please note that after you make the change in the portal, you will also be required to bring in new proof of residency. The school registrar will contact you to arrange this.

Class Trips

- School sponsored field trips are scheduled to enrich the curriculum. The school uses an online service, [FamilyID](#), in order to collect permission and payment for trips. Links to access the trips will be sent in advance by classroom teachers. Please note that elementary class trips are set to private on this website and therefore cannot be searched for. Using the link from the teacher is the only way to access the trip. If you do not wish to use the online system you can request a paper form from your classroom teacher.

Communicable Diseases

- Parents will be notified via email when any communicable disease is present in their child's classroom. It is advisable to monitor your child during the contagious period and keep them at home if symptoms appear. Please notify the Health Office if your child develops a communicable disease by calling 314-395-0500 ext. 1212

Lost and Found

- All personal items (coats, lunch boxes, water bottles, etc) should be labeled with names. This makes it easier to have the item returned to the student. When found, items are brought to the Lost and Found containers inside the Multi-purpose Room. Items left in the Lost and Found are donated several times a year. Notice of at 2 weeks will be given via the ["Principal's Message" newsletter](#) that is emailed every Friday afternoon.

Lunch/Recess

- The Bronxville School has supervised lunch and recess. The lunch/recess period lasts for 1 hour (30 minutes lunch and 30 minutes recess). Students in Kindergarten and 1st Grade must bring their lunch to from home. They are not permitted to purchase food in the cafeteria but they may participate in the milk program. In grades 2-5, students are able to purchase lunch in the elementary section of the cafeteria. For more information on the dining program, including how to set up a lunch account, please [click here](#).
- Students are permitted to be signed out from the ES office for lunch by an adult. All ES students need to be signed back into school upon their return. Written permission is required in order for a student to go out to lunch with another student and their parent/caretaker/guardian. An email to the classroom teacher or the office fulfills this requirement.
- Students go outside for recess everyday, weather permitting. They will also stay inside if the temperature goes below 20 degrees (with the wind chill) or above 95 degrees). Children should be properly dressed for daily weather conditions. If there is snow on the ground, snow boots, gloves and hats are required for all grades to participate in recess. Additionally, snow pants are required for grades K-2.

Emergency Dismissal Drills

- Every year the school conducts an emergency drill. This drill is to practice our procedure in the event that the school would need to dismiss early. At the time of the drill, parents will receive a phone call, text, and email indicating that the emergency drill has begun. Once the notification is received, parents may come to the building to pick up their child(ren) at the following inside dismissal locations (There is no car-line pick-up):
 - Kindergarten- Classrooms
 - First Grade- South Playroom
 - Second Grade- North Playroom
 - Third Grade- Multi-Purpose Room
 - Fourth Grade- Cafeteria
 - Fifth Grade- Blue Gym
- All students must be picked up and signed out by either an adult or a high school sibling. Students are not permitted to go home by themselves that day. If you do not receive the notification alert, please check your contact information in the [parent portal](#).

Parties

- Parents are asked to give careful consideration to the planning of birthday parties. The Bronxville School suggests that parties should include either the whole class or every girl or every boy. We strongly encourage children not to exclude one or two children within your child's class. School-generated sign up programs should not be used for invitations

to private parties/events. Additionally, the school cannot provide contact information for other families. Please refer to the [PTA Directory](#) to find contact information.

Drop Off/ Pick Up

- Drop off begins at 8:15 AM. If a student arrives past 8:30 they will be considered tardy and will need to be signed in to school by an adult in the ES office.
- Early drop off is available starting at 7:45 AM. Students attending early morning drop off must proceed to the cafeteria and not to their classrooms.
- Dismissal is at 2:50 PM everyday.
- The Bronxville School uses [School Dismissal Manager](#) in order to coordinate dismissal plans between parents/teachers/the main office and students. The system allows for changes in dismissal plans to be quickly and easily communicated from parents to teachers. Details and instructions are emailed before the start of the school year.
- For K-2 students there are 2 dismissal options:
 - K-2 Students may be picked up on the “Car Line”, which forms on Midland Avenue. Please note cars may not enter the driveway circle until 2:50. This circle is our firelane and must remain clear. While on the car line the driver may never get out of the vehicle for any reason. Additionally, vehicles must be turned off and cannot idle while stopped and waiting.
 - K-2 Students may also be dismissed inside the school. At 2:50, using a dismissal tag (which will be sent home the 1st day of school), adults or MS/HS siblings may pick up students at the following locations:
 - Kindergarten- in the classrooms
 - 1st Grade- South Playroom
 - 2nd Grade- North Playroom
- 3-5 Students are trusted to dismiss themselves from their classroom. The school requires that their dismissal plans, such as “walking home” or “Meet at the flagpole”, etc are entered into the dismissal manager program.
- Students who are attending after school (“BASC”), are directed to the cafeteria to check in for their class. More information on BASC can be found [here](#). Please note that all BASC inquiries should be emailed to bronxvillebasc@gmail.com

Peanut Policy

- The Bronxville School is a voluntarily nut-free school. Our cafeteria does not use any nut-based products in the preparation of food for the elementary school. Due to the fact that students in the Kindergarten eat in their classroom, students should not bring any nut-based foods to school in this grade. Each lunch room will be considered “nut free”. If your child brings a nut-based food they will have to eat at a specifically designated table within the lunchroom. Foods brought to class for snack or celebration may not contain nuts or any nut products. All foods for sharing must be given directly to the classroom teacher before being distributed to students. This nut policy also applies to adults.

Please consider the health needs of all students when making food choices for your child. The school thanks you for your cooperation.