

Beverly Woods New Parent Survival Guide



Morning Arrival--Students may be dropped off in the carpool line as early as 7:15am. Students will proceed to the cafeteria under adult supervision. When the 1st bell rings at 7:25, students may proceed to their classrooms. Final bell rings at 7:45. We understand that our new students will be learning to navigate the school but we encourage you to allow them to enter independently. There will be plenty of staff on hand at entry to assist them.

Early Dismissal – Please send in a note with your child in the morning so the teacher can be aware in advance. If an unseen event arises and your child needs to be excused early, call the front office. Student dismissals prior to 11:30 am are marked absent. **No early dismissals after 2:00 p.m.**

Bus – Students may only ride **their own assigned bus**. Students may not ride home with a friend on a bus that is not also their assigned bus. If students on different busses go home together, they must ride in carpool.

Sign-In – Safety is our number 1 priority at Beverly Woods Elementary. The entire building is locked during school hours. It is required for all parents, guardians, friends, grandparents, or anybody that enters the school to sign in using the computerized check in system to receive your mandatory visitor's sticker. You must have your driver's license or a government issued form of identification.

Breakfast – Free breakfast is served from **7:15–7:35** and is available to all students at Beverly Woods Elementary. Children should go straight to cafeteria upon morning arrival.

Lunch – Parents are permitted to have lunch with their child any day of the week. No need to pre-arrange with the teacher or front office. Parents should sign-in (see above) and wait in front of the cafeteria for their child's class. **We ask that you wait until after Labor Day to begin coming for lunch.**

Classroom Deliveries – Book bags, lunches, homework, and reading glasses will be delivered to the class by a staff members during instructional hours.

Birthdays – If you choose to bring in treats for your child's class, please inform the teacher 24 hours in advance. Treats must be store bought and can only be distributed during lunch.

Dress Code – It is smart for students to wear tennis shoes since they run/walk each day at recess. Ensure writing on clothing conveys a positive message. **Please put names on all jackets/sweaters.**

Carpool – Do not park and walk in to pick up your child for carpool. Parents in carpool need to follow the traffic pattern by turning into the bus lot and pulling out the other side. We also ask that you not leave your car unattended in the drop-off/pick-up area in front of the school during those times. Students should be picked up on time in carpool. If not, parents will have to come in and sign students out. Carpool ends at 3:00 pm.

Transportation Changes Policy – If you need to change your child's afternoon transportation mode to home, please send in a signed, dated note to the teacher or email the office before 12:00 PM so that teachers may be informed prior to dismissal time. Please call the office to alert them to the email. We must have all transportation change requests in writing. Students may not ride a bus not assigned to them home with another student.