

## Parent Guidelines for Collins Elementary School Revised for 2017-18

### School Hours: 8:05 a.m. - 2:40 p.m.

Please arrive by 7:55am to allow your child time to line up with their class.

Teachers bring in their classes between 8-8:05am. After 8:05am, your child will be considered tardy and will need a "Late" pass to enter his or her classroom. We have indoor line-up with grades K-2 in the Cafeteria and grades 3-5 in the Gym. There is no supervision for the children prior to 7:35AM. For the safety of your children, please do not drop off children prior to this time. All children enter the building through the main door.

Children are dismissed at the end of the day through the playground doors. Kindergarten children are released at 2:35pm to avoid the "big kid" crowd. Kindergarten students must be released to an adult. If your child is going on a play date and/or will not be taking the bus, please write a note to the teacher to inform him/her. **Do not send an email as a teacher or secretary may be absent and an email may go unnoticed.** Students in Grades 1-5 are dismissed at 2:40pm.

Students enrolled in the YMCA Aftercare program will meet in the cafeteria and attendance will be taken. Students in the JCC "Kids Club" will meet their counselor on the green benches near the cafeteria. This area is marked with a sign. Bus students will be dismissed through the front doors of the school and attendance will be taken by teachers prior to boarding.

### School Closing/Delayed Opening Information

You will be informed by the "Livingston District E-Blast System" in the event of a school closing, delayed opening or emergency early closing. If you have not done so, please update your GENESIS account on-line. Any modifications to this information must be submitted through the District registrar, 973-535-800 x8002 or [registrar@livingston.org](mailto:registrar@livingston.org).

Emergency Closing - 12:15 p.m.: Dismissal procedures remain the same; however, bussed students will not be released unless a parent/guardian or other contact person has been reached. Students may not be called to the office for dismissal after 12:05pm.

Delayed Opening – 10:05 a.m.: Buses run the same schedule, only 2 hours later. Line up occurs the same way as indicated above.



## **Traffic Safety and Parking at School:**

The speed limit around the school is 25 mph. Collins School is a “No Idle Zone” - please do not let your car idle while waiting to pick your child up after school.

There is no parking in front of the school on Martin Road or Arlington Road. This is a “drop off zone” for children who exit the car quickly and independently. If your child requires any assistance, please park in another area and assist your child. Please see our drop-off video on our school home page. [www.livingston.org/Collins](http://www.livingston.org/Collins).

Never let your child enter or exit your car while your car is still located on the driving lane of the street. Never let your child walk behind a parked car. Drivers of vans and SUVs may not be able to see a small child behind them.

Students should never be dropped off or picked up in the Staff Parking Lot unless the parent or child is handicapped. The staff is not expecting young children to be present in the staff lot and we are always concerned for student safety first. There are two handicapped parking spaces in the Staff Parking Lot.

If your child has an injury such as a broken leg, please notify Mr. Leister to work out special drop off arrangements.

### **If your child is sick...**

Please call the “Call for Safety” phone number by 8 a.m. to report your child’s absence. The number is (973)535-8000, ext. 7102 and it is available 24/7. Do not send an email as a teacher or secretary may be absent and the email may go unnoticed. Please see Mrs. Gould’s website for specific health recommendations.



### **How to Contact the School and Faculty**

The District phone number is (973)535-8000. Follow the prompts to Collins School or enter ext. 8121. You may leave a phone message for a teacher, the principal or a guidance counselor. E-mail is also an easy and effective method of communicating with teachers and other Collins School staff. All district employees have a “livingston.org” email - it is the person’s first initial and their last name @livingston.org. For example, our principal, Timothy Hart, is [thart@livingston.org](mailto:thart@livingston.org). You can find a faculty member’s email address or voicemail extension at [www.livingston.org/collins](http://www.livingston.org/collins) if you do not know it. Please allow ample time for a response for any messages left. Teachers may not be able to check email until after school.

## Genesis Parent Portal

Please visit <https://parents.livingston.org> to insure that your parent and student safety information is entered and correct. We must have your emergency contact information and dismissal information set before the first day of school. Please consider signing up for school emails and PTO emails.

## Addressing Classroom Concerns

If you have any concerns or issues, please discuss them with your child's teacher first. The great majority of the time, they are able to address the situation through communication. If your issue is still not resolved, please feel free to contact the school principal, Mr. Leister.

## Kindergarten Parent Liaison

If you have a child entering Kindergarten, the Kindergarten Parent Liaison is available to assist you with any questions you might have. Whether it is about drop off, pick up, what is appropriate to send in for snack time, PTO sponsored activities, After School Enrichment, navigating through the Collins School, etc. the Liaison is there to help.

## Visiting School

All entrance doors to Collins School are locked. Please use the "buzzer" outside the main entrance for intercom communication. Upon entering, you are required to go to the main office, immediately on your right, to sign in and obtain a visitor's pass. After you have completed your business, please sign out and exit the building. **Do not let anyone enter the building from behind you for security reasons.**

## Lunch Part I

You may pack a lunch in an insulated bag for your child each day (there is no refrigeration offered at school).



There are two tables in the cafeteria for children with foods containing peanuts. There is also a peanut free table for parents that prefer that setting for their child.

## Lunch Part II

As you know, we have a lunch program with Aramark.

<http://www.livingston.org//site/Default.aspx?PageID=16964>

- The cost for lunch includes a hot or cold choice meal, vegetable, fruit, and choice of low-fat milk or water. As an alternative to the hot and cold choices, fresh garden salads are also available daily with or without chicken. Snacks are also available at an extra cost.
- A monthly lunch menu will be posted on the Collins's website. The link "Monthly Lunch Menu" is to the left under quick links.
- Families have different payment options available to them. One option is to set up an account through [www.myschoolbucks.com](http://www.myschoolbucks.com) and add funds to your account electronically. Please note that there will be a user fee each time you add funds. If you would prefer, you can send a check made out to "Livingston Public Schools Cafeteria Account" instead, but please allow time for the money to be added to your account. Children may also bring in cash, but we do ask that you place money in an envelope that is sealed and marked with their names and grade. You may begin prepayments through [myschoolbucks.com](http://myschoolbucks.com).
- **Free and reduced lunch applications** are available. Families who may qualify should complete the application found in the Genesis Parent Portal and return it directly to the Business Office at 11 Foxcroft Drive. As a courtesy, families who qualified for free or reduced lunch prices last school year will continue to receive this consideration through October 20<sup>th</sup>. After this date, it is pending review of a newly completed application. Please complete and return the application as soon as possible to avoid a disruption. The application can also be found on the district's website.
- The children will go through the cafeteria line and choose their entrée and beverage of choice. They will also be able to purchase **snacks**, if they would like.
- Regarding snacks, children will often, with very good intentions, purchase snacks not only for themselves, but also for their friends. **Please have a discussion with your children regarding the purchasing of food for others and let them know that they should avoid doing so, even if they're being nice.** Besides the issue of food allergies, they will drain their accounts very quickly!
- There will be a cashier at the end of the line where the children will enter their student ID numbers into a numerical keypad. Student ID numbers can be found in the Genesis portal. **Parents are encouraged to practice these numbers with children at home until they have them memorized.**
- During the first couple of weeks, children will have temporary lunch cards that they can use until they learn their numbers. The cashier will also have a student ID number list handy for those students who do not remember their numbers and/or lose their cards.

## Snacks and Drinks

Students are given time for a mid-morning snack that has been brought from home. Please send your child with a snack everyday in a paper or reusable bag marked with your child's name and the word "snack." You will be advised on any allergies in your child's classroom.

## Class Parents

Each classroom has two parents assigned as the Class Parents. These individuals assist the teacher and PTO in communicating events and activities in the classroom and school. In addition, these parents plan and coordinate all class parties and teacher gifts. Class parents will contact you shortly after the school year begins to introduce themselves. In addition, they will discuss **voluntary** "class dues" at that time. Please feel free to contact your class parents at any time during the school year for assistance with any issues or questions in your classroom.

(Reminder: sign up in Genesis so that the PTO has permission to email you.)



## Birthday Recognition

It is appropriate that we acknowledge and celebrate the birthdays of children. However, due to the District's nutrition policy, you may not bring in any food for a birthday party. Your child's teacher will inform you about the various activities that can take place in class to celebrate birthdays. We announce student birthdays to the entire school community during morning announcements. Summer birthdays are announced on the corresponding date in June.

Parents may not hand out birthday party invitations on school grounds unless every child from the class is invited.

## Homework

If your child is sick for two days or more, you may request for teachers to provide homework. Teachers will leave it in the Main Office for parent/guardian pick up.

If a parent drops off homework between the hours of 8am-11:15am, the homework will be placed in the teacher's mailbox. The office will not call to interrupt the class.

## **Parent Drop Off of Lunch Bags and Band/String Instruments**

When parents drop off a forgotten student lunch, the lunch is placed in a box and the box is delivered to the cafeteria. Students pick up their lunch in the cafeteria. Late musical instrument drop offs are kept in the Main Office and students pick them up on their way to their band lesson. We do not interrupt the teachers for late lunch/late instrument drop offs. We do our best to minimize class interruptions.

## **Class Lists**

We are not able to distribute class lists due to privacy issues. Parents should use the PTO Buzz Book when possible.

## **Safety Drills**

Students will have two safety drills per month as per state guidelines. These range from fire drills to evacuation drills to lockdown drills. Please let your child's teacher know if your child is particularly sensitive to these kinds of rehearsals.

## **Dogs**

As much as we love dogs, they are never allowed on school property. We do not want to scare the younger children and we want to keep our campus clean. Thank you.

## **Questions?**

Please contact your child's teacher or the Main Office. Thank you for helping us to keep Collins School safe. Here's to the best year ever!

