

Livingston Public Schools



Collins Elementary

Handbook

2021 - 2022

## SCHOOL SUPPLIES

Please refer to our [website](#) for a list of recommended school supplies. Supplies will be found on your child's desk if you ordered from the PTO.

## ARRIVAL

### **School Hours 7:50 - 2:37**

- Doors Open at 7:35
- K, 1, and 3 will report to the Cafe
- 2, 4, and 5 will report to the Gym
- Teachers will pick students up at 7:45 and bring them to their classrooms.
- Any student who reports to school later than 7:50 will be marked tarty. Please note that three tardies equals one absence.

### **Bus**

Students who ride the bus will be dropped off in our front circle and enter using the main entrance.

### **Car**

School doors open at 7:35. There are two locations to drop off students in the morning. Drop off 1 is located on Arlington Ave right before the Collins gate. Drop off 2 is located in front of the school on Martin Ave. Staff will be present at each location. Under no circumstances, are you to pass a car during drop off. In order to promote efficiency, please make sure you child is prepared to quickly exit the car. Backpacks should be ready to go and masks must be worn. Adults are not to exit the car.

**Students should never be dropped off or picked up in the staff parking lot unless otherwise discussed with Mrs. Cebula.**

### **Walkers**

Doors open at 7:35. Please walk to the main entrance.

**Please DO NOT arrive earlier than 7:35am as students will be unsupervised.**

## **DISMISSAL**

### **Bus**

Students will be dismissed from their classroom in a staggered manner, and will report directly to their assigned bus. Masks must be worn on the bus.

### **Aftercare**

Students attending the YMCA aftercare will be dismissed directly to the cafeteria. JCC students will be dismissed to the bus with the bus students.

### **Handoff and Walkers**

Students will be dismissed to the blacktop at these times.

Kindergarten and Grade 1 at 2:32 pm.

Grades 2-5 will be dismissed at the bell at 2:37pm.

\*\* Please note only grades 3 -5 students may walk. K-2 students must have handoff to a parent/guardian.

Please note that the front of school (Martin Rd) and the side of school (Arlington) are designated for adults who choose to remain in their car and have the child walk to the car. You may not park and leave your vehicle unattended.

If your child has ANY change of dismissal, please send a note in the AM or email [nmeehan@livingston.org](mailto:nmeehan@livingston.org). All changes must arrive by 2:00pm. Please do not email the teachers during school hours as they may not read it prior to dismissal.

## **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. Collins will always reach out to guardian 1 first followed by guardian 2 and then emergency contacts. Please consider signing up for school emails and PTO emails.

## **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. Please ensure that genesis has your most updated and accurate information. Please call the main office if any changes need to be made.

**Emergency Closing** - 12:00 p.m.: Dismissal procedures remain the same; If you have any changes to dismissal the office must be notified by 11:35am.

**Delayed Opening** – 9:50 a.m.: Buses run the same schedule, only 2 hours later. Line up occurs the same way as indicated above

## **MASK PROTOCOLS**

As students enter the building, they must wear masks throughout the instructional day. It is expected that parents will provide masks for their children. Students should wear clean masks each day and bring a backup mask in their backpack. While outdoors students do not need to wear a mask. At the beginning of August, Governor Murphy signed Executive Order 251, which mandates that all schools in the State of New Jersey, “maintain a policy regarding mandatory use of face masks by staff, students, and visitors in the indoor portion of the school district premises.”

## **LUNCH**

Students will be outside for lunch when weather and space permits. Otherwise, students will be spaced out to the extent possible. This year we will once again participate in the pre-order lunch option through Aramark. Please go to the [Collins School Website](#) and click on the “order lunch” icon on the top right of the page. Please make sure to set up a Myschoolbucks account and follow instructions for payment.

Students are encouraged to bring a towel to school each day in the event that we eat lunch outside.

## **REPORTING AN ABSENCE**

Starting this year parents will enter students' absences via the genesis parent portal.

- Once you log into the portal you can click on the notify Attendance Office box on the summary screen.
- Here you will mark your child absent.
- You will be asked to put in the start date and end date (if more than one day), and the reason for the absence.
- You cannot make any changes once your absence has been processed by the main office. A green check will appear once processed.
- If your child is going to be tardy you must still report them as absent. In the notes box you can put what time they will be arriving at school.
- Please do not report dismissals or early picks up on this page.
- Please note the call for safety line will only be active for a few weeks then we will be using this system only.

Do not send an email as a teacher or secretary may be absent and the email may go unnoticed. Please see Ms. Messer’s website for specific health recommendations. Please note that students are to stay home if they have vomited or had a fever until they are symptom free for 24 hours.

## **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.