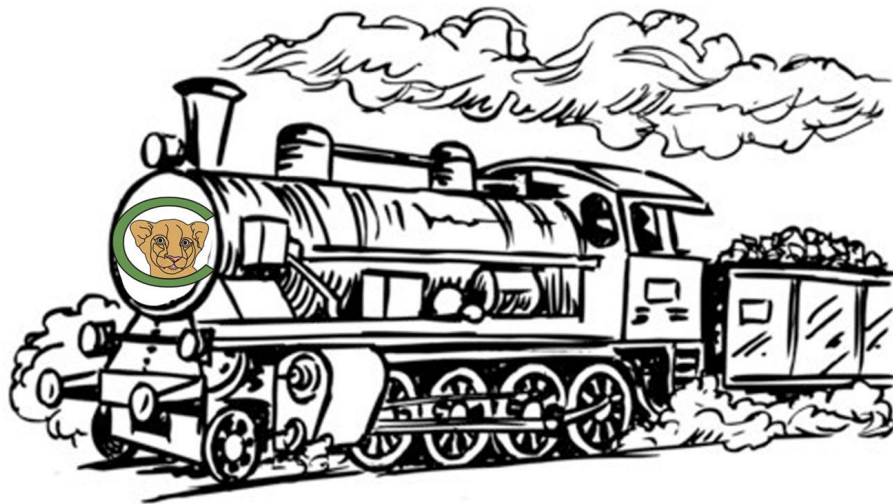


COLLINS PARENT HANDBOOK

All Aboard!



COLLINS EXPRESS

2022 - 2023

*We take care of ourselves,
We take care of each other,
We take care of this place.*

SCHOOL SUPPLIES

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

ARRIVAL

School Hours 7:55 - 2:42

- Doors open at 7:30. All students will enter through the front door.
- K, 1, and 3 will report to the Cafe.
- 2, 4, and 5 will report to the Gym.
- Teachers will pick students up at 7:50 and bring them to their classrooms.
- Any student who reports to school later than 7:55 will be marked tardy. Please note that three tardies equates to one absence.

Bus

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

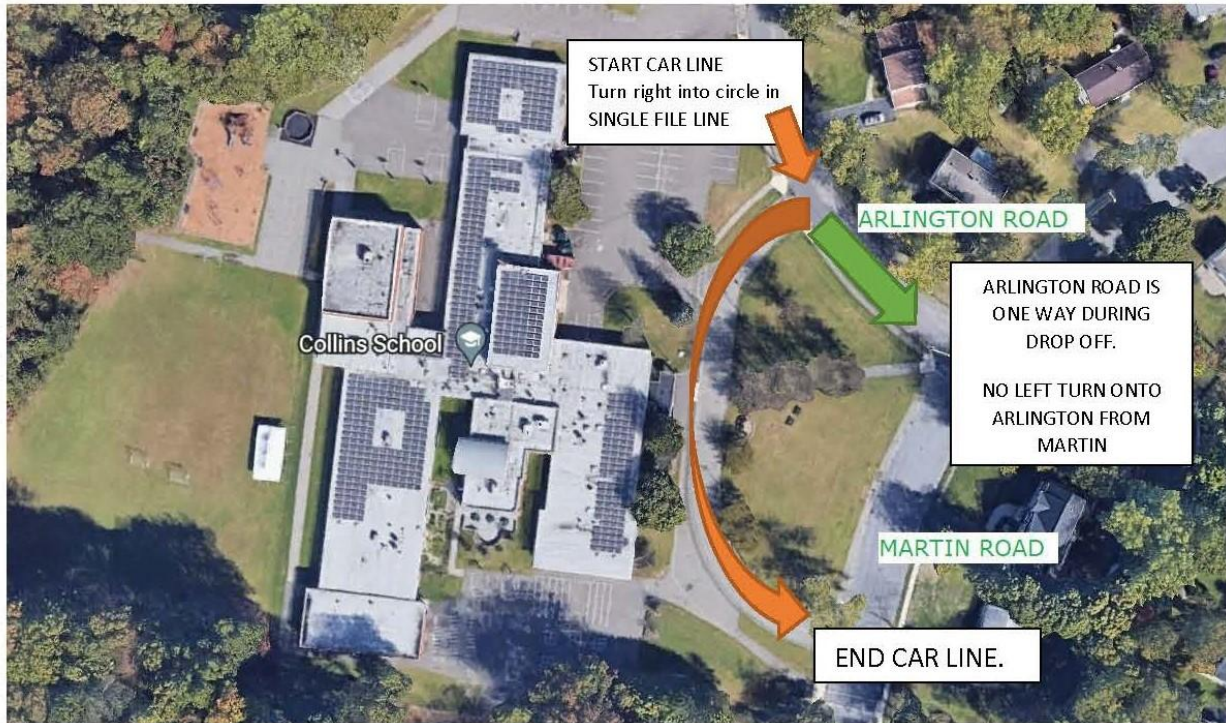
Walkers

Doors open at 7:30. Please walk to the main entrance using the sidewalk to the right of the school (if the school is behind you). Staff and crossing guards will be supervising that area. Please DO NOT arrive earlier than 7:30 am as students will be unsupervised.

Car Line

NEW THIS SCHOOL YEAR!

Car line will open at 7:30am. We will be using our front circle for morning drop off. All cars will make a right to enter the front loop from Arlington Ave. There is no access to Arlington Ave from Martin Ave. It will be one way from 7:30am to 8:00am.



Staff will be present to open the car door and assist children from the passenger side only. In order to promote efficiency, please make sure your child is prepared to quickly exit the car. Backpacks should be ready to go. Adults are not to exit the car. Children should not exit the car until a staff member is present. Safety first!

Please keep a single file line while in the car line. **Under no circumstances are you to pass on the left side and make two lanes. As always, procedures are implemented to ensure the safety of each child.**

DISMISSAL

Bus

Students will be dismissed from their classroom in a staggered manner, and will report directly to their assigned bus. Staff will supervise students and take daily bus attendance.

Aftercare

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

Handoff and Walkers

Students will be dismissed to the blacktop at these times.

Kindergarten and Grade 1 will exit from Door 2 at 2:37pm.

Grade 3 will exit from Door 2 at 2:42 pm.

Grades 2, 4 and 5 will exit from Door 4 at 2:42.

Please remain behind the cones and teachers will dismiss students in an orderly fashion.

** Please note only grades 3 -5 students may walk. K-2 students must hand-off 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 for pickup only. You may not park and leave your vehicle unattended during these times.

GENESIS PARENT PORTAL

Please visit <https://parents.livingston.org> to ensure 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.

REPORTING AN ABSENCE or LATENESS

Please report your child tardy or absent using the [Genesis Parent Portal](#).

- Please follow [this link](#) for detailed instructions on how to report an absence or lateness.
- Please 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.

REPORTING AN EARLY DISMISSAL

Please do not call or email the school to report picking up your child early unless it's after 2:00pm. For detailed instructions please [click here](#).

NURSE and ILLNESS

Parents here is a link to our Nurse Mrs. Messer's [webpage](#) regarding illness and health issues.

As per Dr. Block, there will be very few specific protocols related to Covid-19 in the Livingston Public Schools this year. We are simply asking those who are sick to stay home like with any other illness. If someone tests positive for Covid-19, simply fill out the Covid reporting form online, and our talented and caring nurses will contact you and help you through what to do in terms of isolating and when it is safe to return to school. Masks remain optional, and students and staff who choose to mask or not to mask, will continue to do so in a safe and non-judgemental environment. Absences for Covid-19 will be handled like any other absences for illness, and school work will be provided as it would be in the case of any other illness or absence from school.

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, you must report on Genesis by 11:35am.

Delayed Opening – 9:55 a.m - Buses run the same schedule, only 2 hours later.

LUNCH

- Aramark will be providing lunch for the entire district.
- A menu will be provided each month. It will be posted on our website and sent via email.
- There will be a hot, cold, and vegetarian option each day.
- Homeroom teachers will tally the lunch count each morning.
- Lunch will be \$4.00 per day and includes a drink.
- Please make sure your child has money in their school bucks account. You can go online to myschoolbucks.com or bring a check to Collins.
- Snacks will be sold in the beginning of October.

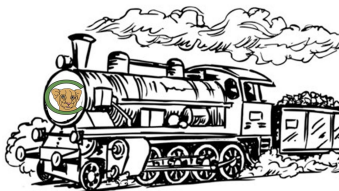
CODE OF CONDUCT

The Livingston Board of Education is committed to providing a safe and secure learning environment for students and working environment for staff. Appropriate behaviors and positive character must be modeled and maintained by our staff and students in order to have safe and orderly schools. To help students, parents, and staff understand expectations for acceptable conduct on school property, the LBOE established a Livingston Public Schools (LPS) Code of Conduct. It is attached [here](#) and posted on the Collins website.

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.

Looking forward to a wonderful 2022 - 2023 school year!



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