

# COLLINS PARENT HANDBOOK

2023 - 2024



## **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**

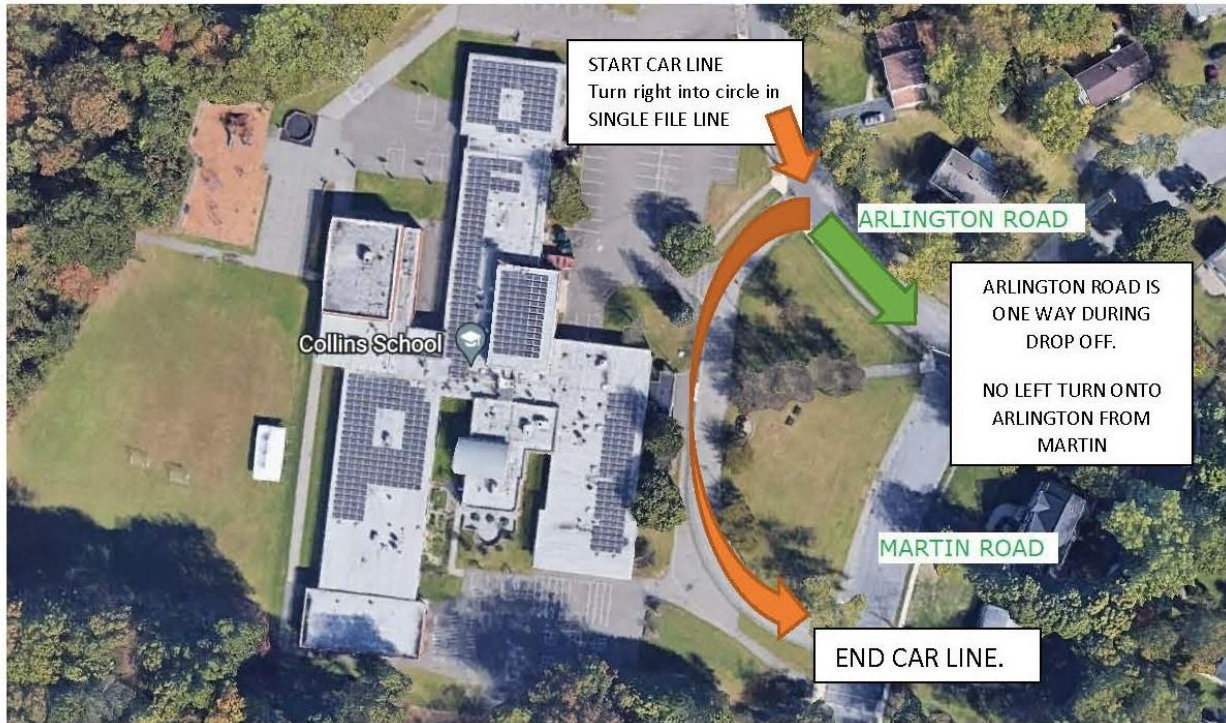
Students who ride the bus will be dropped off in our front circle and enter using the main entrance.

### **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. Additionally, please do not bring dogs on the school property even if they are in your arms.

## Car Line

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 7:30 am to 8:00 am.



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. 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 and Livingston Genius Academy students will be dismissed to their 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/sibling.

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 EARLY or CHANGE IN DISMISSAL**

You must enter into **Genesis by 2:00pm** to ensure it is received. Please note after 2:00pm it will default to the next school day. Please do not call or email the school to report picking up your child early. For detailed instructions please [click here](#).

## 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.
- Please note that the attendance policy has been updated. There are no more partial days. Students will be marked absent or present based on the time you are in school. To review the policy or regulation please [click here](#).

## NURSE and ILLNESS

Please see Mrs. Messer's [webpage](#) regarding illness and health issues.

## 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.

## 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.

## LUNCH

- Pomptonian 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.
- Please make sure your child has money in their school bucks account. You can go online to [myschoolbucks.com](https://myschoolbucks.com) or bring a check to Collins.
- Snacks will be sold in the beginning of October.
- [Welcome to Pomptian Info](#)

## WEEKLY UPDATE

Please be sure to look for the weekly newsletter. It is sent out via email on Friday afternoon and is posted on the school webpage. Upcoming dates, activities, and information are included each week. An easy way for you to be informed on what is happening at Collins.

## 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 2023- 2024 school year! Game on!**

# Collins School

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