

## Beverly Woods Parent Survival Guide



**Morning Arrival** - Students may enter the building as early as 7:15 a.m. and will proceed to their classrooms. Kindergarten students will report to the cafeteria during the first two weeks of school and be walked to their classes by their respective teachers. The final bell rings at 7:45 a.m. 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, email or ParentSquare message the morning of, 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 11:15 a.m. 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.

**Sign-In** - Safety is our number one 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, lobby guard 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 a.m. - 7:45 a.m.** and is available to all students at Beverly Woods Elementary. Children should go straight to the cafeteria upon morning arrival.

**Lunch** - Parents are currently permitted to have lunch with their child. We ask that parents sit with their students at their assigned tables if they wish to eat with their students and their friends. If parents prefer one-on-one time, we have space on the stage designated for parents to eat with their children.

**Classroom Deliveries** - Book bags, lunches, homework, and reading glasses etc. will be left in the main office and delivered to the class by a staff member during instructional hours.

**Birthdays** - If you choose to bring in treats for your child's class, please inform the teacher at least 24 hours in advance. Treats must be store bought and distributed only 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 p.m., 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, email or sent via ParentSquare. Students may not ride a bus not assigned to them home with another student.