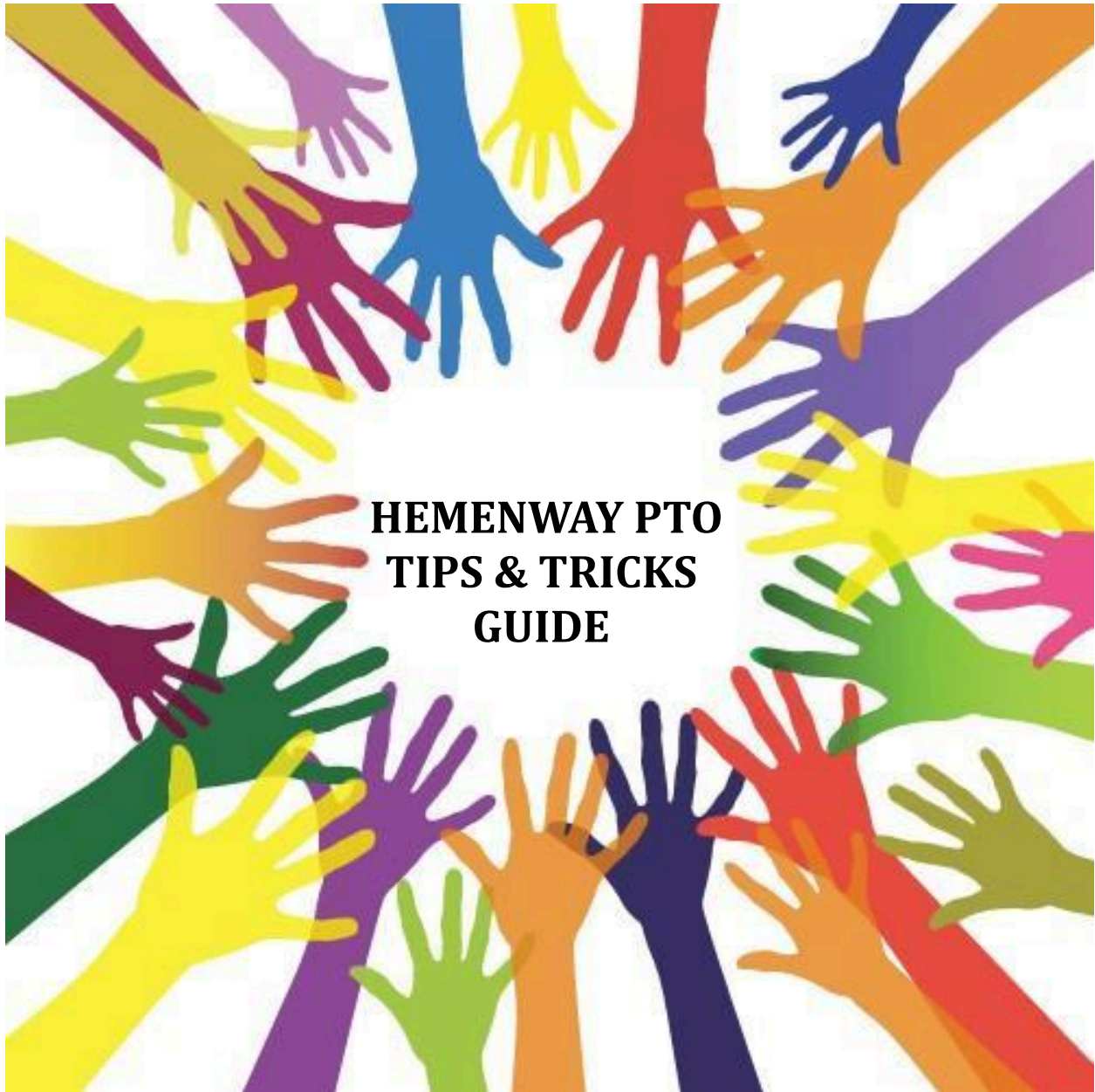




HEMENWAY PTO TIPS & TRICKS GUIDE

For all Hemenway Families

Here is a user-friendly guide from us to you. In this guide you'll find information from pickup to drop off and everything in-between.
Welcome!

Hemenway School Hours and Phone Numbers

School Begins: 9:15 am
Breakfast: 9:00 am - 9:15 am
School Dismissal: 3:30 pm

2 Hour Delay Start Time: 11:15 am
Half Day Dismissal: 12:30 pm
Early Release Dismissal: 1:05 pm

Office Phone: 508-626-9150

Office Fax: 508-788-9276

School Nurse: 508-782-6302

Attendance and Reporting your child absent

Absence line: 508-626-9149

Call between 4:00 P. M. and 8:30 A.M. if your child is to be absent OR tardy.

Late students must report directly to the office upon arrival.

Dismissing a Student Early

A written request from a parent is necessary for ANY dismissal changes. Requests should be emailed to the classroom teacher and tlambert@framingham.k12.ma.us or brought into the school office before the start of the school day. No requests will be taken after 2:30 pm unless it is an emergency. No student will be dismissed based on a telephone request.

Interim Principal, Dr. Marguerite Lackard, mlackard@framingham.k12.ma.us

Assistant Principal, Mrs. Kelly Napierski, knapierski@framingham.k12.ma.us

Hemenway School website: <https://www.framingham.k12.ma.us/Hemenway>

Framingham Public School Elementary School Family & Student Handbook:
<https://www.framingham.k12.ma.us/Page/9545>

Hemenway PTO

- **Email:** PTO Members: hemenwayschoolpto@gmail.com
- **Website:** <http://www.hemenwaypto.com/>
- **Facebook Page:** <https://www.facebook.com/HemenwayPTO>
- **Facebook Groups:** There are parent run groups for each grade level at Hemenway. Search Facebook for 'Hemenway Class of 20XX' (HS graduation year) to join.

Arrival and Dismissal Maps & Procedures

Hemenway Morning Drop Off Procedures

Please remain in your vehicle so we may allow for speedy drop off. Please have your children ready to exit the vehicle before entering the school valet drop off.

- Parking is only permitted for staff. All student drop off is Valet Drop Office.
- Parking lot is closed for parking between 8:45-9:20
- Two Lanes for drop off.
- Left Lane (school side), Right lane (flag pole)
- Vehicles in the left lane should plan on exiting the parking lot and turning left on Water St.
- Vehicles in the right lane should plan on exiting the parking lot and turning right on Water St.
- Do not cross lanes.
- All vehicles must remain in the two-lane track to allow for the flow of traffic.
- Please remain in your vehicles at all times
- Do not allow children to exit the vehicle until the vehicle is in the drop off lanes.
- Students should exit the vehicle on the side where the staff is
- Left lane vehicles - students should exit on the school sidewalk.
- Right Lane vehicles - students should exit on the grassy side, flag pole - then WAIT until the staff crosses using the crosswalk. Students should walk up to the crosswalk area.
- Drop off Lanes are designated as the straight lanes along the front driveway of the school.
- Please pull all the way to the front and wait for staff to signal for cars to exit.
- All cars must follow the vehicle in front of them. Do not exit before the car in front of you.

We ask that the parking area remain unused as crossing through the parking lot presents a danger.

Hemenway Morning Drop Off Map



Hemenway Afternoon Dismissal Procedures

Back Path walkers will walk on the back path. We have staff monitoring the back path; students will be met by another staff member to cross the bus lane at the back of the school.

Front Path walkers will be escorted by a staff member to the sidewalk adjacent to the school by Water Street. If a caregiver chooses to meet front path walkers, please stand on the sidewalk on Water Street or by Don our Crossing Guard. This plan is to avoid any and all parking around the school including the Library lot as it has presented with safety concerns.

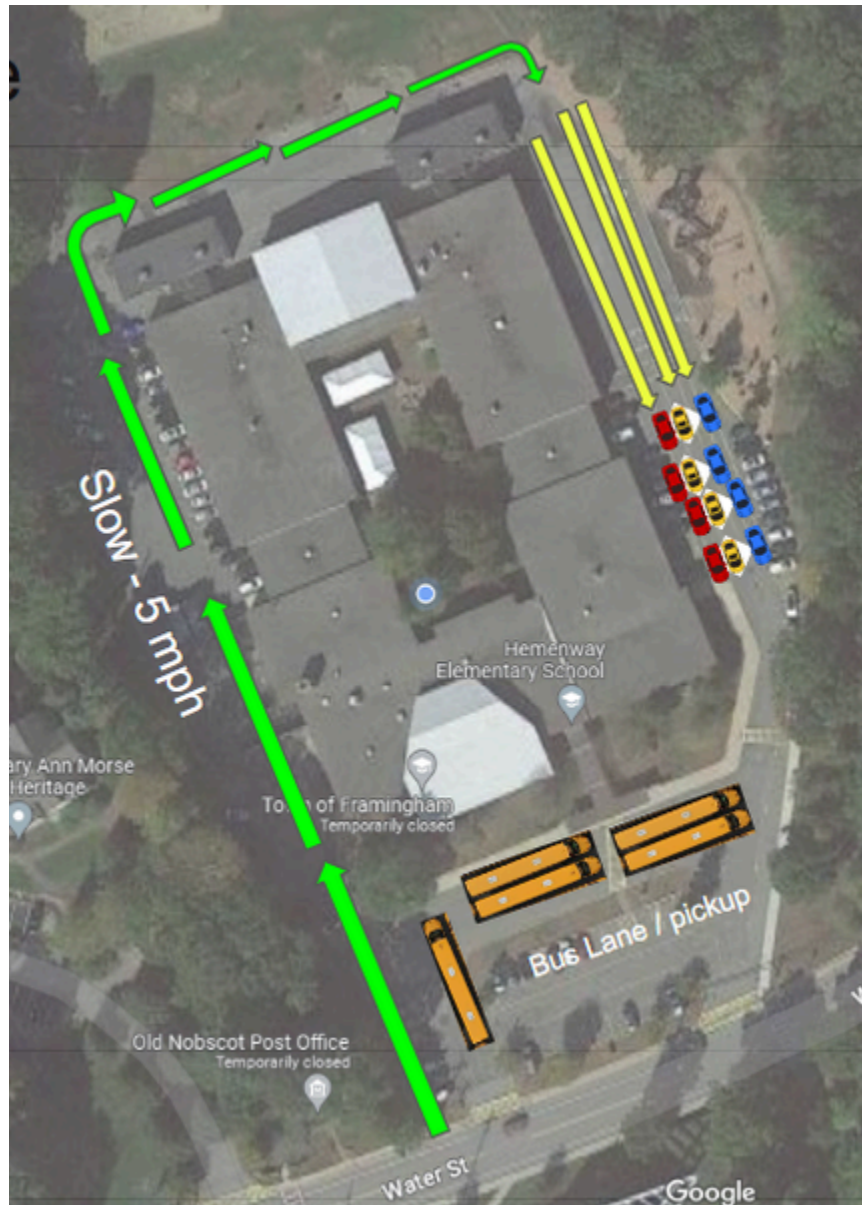
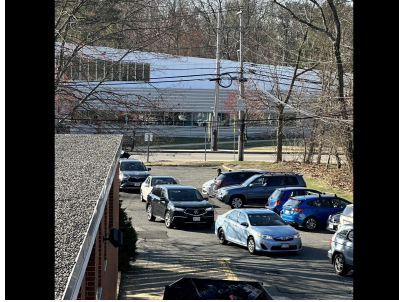
Caregivers with accessibility placards may continue to park in the front lot in designated spots if they choose. Children will be dismissed through the front and dismissed at the flagpole. Please send an email to your child's teacher and mlackard@framingahm.k12.ma.us with this accommodation.

Buses will enter the lot and pull in front of the school. Please do not block the front entrance to allow for buses to enter and park in front of the school.

Parent/Caregiver Pickup -Parking Lot will open beginning at 3:15 pm. Please do not arrive prior to this as it will cause congestion due to the closed gates and recess.

1. All vehicles will enter the lot using the appropriate one way entrance.
2. Vehicles will travel at 5 mph around the back of the building.
3. On the playground side of the building, 3 organized lanes will be arranged.
4. Please pull all the way forward in straight lines as closely as possible to allow for all cars.
5. Turn the vehicle off and exit your vehicle.
6. Students will be escorted out, caregivers are asked to meet their children.
7. No vehicles will be permitted to move until all children are safely in their vehicles.
8. Once returned to vehicles, a staff member will open the gate and dismiss one vehicle lane at a time. Beginning with the lane closest to the playground.

Reminder: McAuliffe Library , There is NO parking for Hemenway families during McAuliffe library hours.



VOLUNTEERING AT THE SCHOOL

CORI Forms

CORI forms are good for 3 years. They are required if you are going to be working or volunteering in the school or on a field trip. See the office staff or the PTO website for necessary forms. Please check in with the office to confirm your CORI hasn't expired before signing up for an event this year.

Helping with events

The PTO is excited to have many fun activities and events this year. We encourage parents to volunteer for any activities listed on our calendar. Please do not hesitate to attend any/all monthly PTO meetings and bring your ideas. There is always a need for volunteers and chaperones for numerous events and field trips – we cannot do it without your help! Please be sure that all CORI paperwork is updated prior to volunteering. We look forward to many fun filled events, and we hope to see you soon!

Room Parents & Liaisons

Room Parents: Grades Kindergarten – 1

Room Liaisons: Grades 2 - 5

One parent volunteer per classroom. Duties may include volunteering in the classroom or on field trip(s) and/or assisting with specific teacher requests. Responsibilities are based on specific teacher needs. It will prove beneficial for volunteers to attend monthly PTO meetings for information regarding school-wide activities and news. More information about volunteering to be a room parent or liaison will be forthcoming.

Library/Media Helpers

Volunteer in the library at a time that is convenient for you! Stock books, help the librarian/media specialist. You can also coordinate and volunteer during your child(ren)'s library/media class time. More information about volunteering in the library will be forthcoming.

Mystery reader

Teachers may ask for "mystery readers" during the course of the year. The mystery reader is an adult who volunteers to come in and read a book to the class. The "mystery" is that the students don't know who is coming to read, and your arrival will surprise and delight all! Please note that you must have a completed CORI form to participate.

WHAT ARE THE STUDENTS DOING?

Parent Teacher conferences

Teachers hold parent teacher conferences twice a year. These are usually held during school hours on early release days. Each teacher will communicate directly with parents for date/time slots. The fall conference is a progress report. The spring conference is a summary of the year and an assessment of your child's progress.

Report cards

The city has a standards based report card system. For more information please follow the link: <http://www.framingham.k12.ma.us/Page/2527>. Report cards are shared twice a year.

Curriculum Nights

In the early fall, Hemenway hosts Curriculum Nights. This is done over two evenings. The first evening is K-2 and the second evening is grades 3-5. The teachers and administration will run through the general curriculum for the year and expectations in every grade. Parents will also see the children's classrooms and have some time to ask questions of the staff and teachers.

Pride Night

In the spring, Hemenway hosts Pride Night. This is an opportunity for the students to show off their projects and classrooms to parents and friends. The teachers may be present, but typically this is a showcase for the students. Children are not only invited, but they are your tour guides and it's a night for them to shine.

HAVING FUN AT SCHOOL

Physical education days

On days when the students have gym class, they will need to bring sneakers and wear appropriate clothing. If they do not have the proper attire they will be asked to sit out for the session. Teachers will provide schedules at the beginning of the year indicating which day your child will have physical education

Winter clothes

When there is snow on the ground, the students can have outdoor recess provided they have snow pants and boots and the temperature is not deemed too cold. Your child must have a winter jacket and gloves/mittens and these items can be left at the school. Without these items the child will have indoor recess.

BREAKFAST, LUNCH AND SNACK

Breakfast begins at 9:00 am in the school cafeteria for anyone who is interested.

Breakfast and lunch are offered FREE of charge

All classrooms have snack time. It is a designated working snack. All of our classrooms are NUT FREE, please provide your child with a healthy snack. Please contact the office if you need assistance. If you have allergy concerns you must discuss it with the school nurse.

Healthy snacks may include: whole fruits and vegetables: apples, pears, peaches, oranges, and grapes. Also try baby carrots, cucumber slices, and pepper strips. Other quick snack options, things like apple sauce, cheddar snacks, pretzels, popcorn, raisins, dried fruit, or fruit snacks. There are many nut-free options out there, please check the labels. This is a time when we stress to children that sharing food is not recommended due to dietary and allergy restrictions. Please discuss this with your children.

What Your Child Needs to Bring to School Everyday!

Backpack

Water Bottle that can be refilled

Easily Opened Peanut Free Snack

Breakfast and Lunch are Free to all students!

Hemenway School Events – Various in school events occur during the school year. This can include assemblies, performances, grade/class presentations. Information regarding school events will be announced via Hemenway and/or teachers when those events occur.

Hemenway PTO Events – A list of PTO events with detailed descriptions, as well as volunteer opportunities will be sent out during the school year.

Lost and Found

The lost and found is located in the lobby to the left of the main door (outside the cafeteria). Please check this regularly.

FUNDRAISING

All of the below programs provide free money to the Hemenway PTO for doing things you normally would in your home.

1. Box Tops
2. Stop and Shop
3. Amazon
4. Mabel's labels

For more information see our website: <http://hemenwaypto.com/donate-%26-free-money>

Direct tax deductible donations are always welcome to the Hemenway PTO. Details for the above listed programs and more can be found at: <http://hemenwaypto.com/donate-%26-free-money>

GIFTS

The state has set a limit on the total value of gifts a teacher may accept. At this time the limit is \$150 total combined value for the entire year. Please be aware this is a cumulative total of all gifts received. This includes gift cards, presents and anything else that would be considered a personal gift. If a teacher receives more than the \$150, the excess funds are turned over to the PTO for use as general school funds. Parents may contribute freely to classroom gifts without limit. This would include school supplies or items for the entire class. Additional information on the gift policy can be found in the Hemenway Parent and Student Handbook.

**The Hemenway PTO
wants to keep our school
community up to date with
news and events.**

**Please scan our QR code to
be added to our email
communications.**

