



ROSLYN ROAD ELEMENTARY SCHOOL

Welcome

Welcome to Roslyn Road School! Whether you're a parent of a kindergartener or an older student transferring into Roslyn, there are lots of things you'll want to know about your child's new school. This will be an exciting journey for your child and for your family—we want you to feel comfortable in the Roslyn Road community, so we've compiled a list of “good things to know” to help get you acclimated.

You'll likely have lots of questions during the first few months of school. Much information can be found in your handbook and in the Roslyn Road directory. This handout is intended to be a quick guide to some of the most frequently asked questions.

If you have other questions or concerns, please feel free to call your teacher; Ms. Rand or Mrs. Harwood in the front office of Roslyn (847-381-4148); principal Mr. Kirk (847-756-2810).

General Information

What time does school start and end?

School starts at 8 a.m. and ends at 2:40 p.m. on Monday, Tuesday, Thursday, and Friday. Each Wednesday, school is dismissed at 2:10 p.m. Morning kindergarten begins at 8 a.m. and ends at 10:40 a.m.

What is Wednesday Weekly?

Wednesday Weekly is the Roslyn Road Official Newsletter. Both PTO and Building Activities are shared each week through this newsletter which is emailed every Wednesday afternoon. If you want to know what is happening and important at school, check out the Wednesday Weekly. If you miss the email the Wednesday Weekly is on the Roslyn Road website.

How does the bus work?

Your child will be picked up at his or her designated bus stop. Then, the bus will bring your child to the back entrance of Roslyn near the playground. All bus riders should have a bus card and scan on and off the bus. Children will play on the playground until the whistle blows to signify that it's time to line up and go into school. After school, bus riders will be directed to the proper door and will be helped with boarding the appropriate bus.

Where do I drop off and pick up my child?

For morning kindergarten students or all other grades (those who don't ride a bus), parents drop off their children at the playground on the west side of the school. Because it's often easy for kindergarteners to feel overwhelmed by all the older students during their first weeks of school, a special area has been dedicated JUST for kindergarten students. Students will place their backpacks (and lunches, if appropriate) in a designated area by their teacher's name, then play until the whistle blows, signaling that it's time to line up. For the first week of school, children will be led inside by their teachers; after that, playground aides will help children line up and get to their classrooms.

For morning kindergarten students, pickup occurs at 10:40 a.m. in front of the school by the bike rack area. During the initial weeks of school, try to make a personal contact with the staff member that is with the children until we get to know who you are and your child becomes more comfortable at school.

Am I welcome to stay on the playground with my child until school begins?

All parents are always welcome on the playground in the mornings. You are the best judge of your own child and his/her needs—stay until your child is comfortable being by him- or herself on the playground. We do ask that parents don't come into school at 8:00 a.m., however, as a clean break into school is usually best.

How does the traffic flow work before and after school?

Children are not allowed to be dropped off before 7:40 a.m. as no supervisors are present on the playground before that time. Traffic flow can be a bit crazy in the mornings in the circle driveway, which is one-way. Drop your child off anywhere near the curb, then move quickly into the traffic lane and flow out of the lot. Cars are not allowed inside the area marked off by cones, and parking by the curb is not allowed.

Those children who are being picked up by car after school will exit the building by gym entrance door #14 head down the sidewalk and wait for their car to pull up. Parents must remain in their car. Supervisors will assist students in the pickup line to their car.

How are students dismissed from school at the end of the school day?

Students leave the school at 2:40 p.m. on Monday, Tuesday, Thursday and Friday, and 2:10 p.m. on Wednesday. Walkers leave through two doors. To the north (toward Carriage Trail), they

leave through door #12 by the tetherball courts on the main playground. Walkers to the south leave through the kindergarten entrance door #4. All car riders leave through Entrance #14 (also called the gym entrance). All bus riders wait in their classroom and will head out door #12 when their bus number is called.

Will my child have a snack during the day?

Kindergarteners will have one snack during their time at school; snacks are coordinated by the teacher and brought in by parents each week. Older students will have one or two snacks each day; these should be sent to school individually with students each morning. Please read the food policy in the directory – many children have food allergies and other issues, and many classrooms will have snack lists. Older children are also encouraged to bring water bottles to school if they choose.

What is my child's online account?

Each child at Roslyn Road School has an online account through the Infinite Campus Web site. This account lists attendance and other information, and you can also add funds to your child's lunch card through this account.

How do lunch cards work?

Each student is assigned a special card for lunch purchases. Parents fill the card with money throughout the year, by going online to your child's IC portal account and using a credit card.

What is the Multipurpose Room?

This is the room in the center of the school (just outside the office and across from the library) that serves as the lunchroom and as an assembly space.

Communication With the School and Your Teacher

Who should I report a student's absence to ?

Parents can report a absence and reason in their students IC portal or my calling the office at 847-381-4148 and using the absence line.

How should I communicate with my teacher?

All teachers are different, but most welcome phone calls and e-mail communication (can be found in the directory). Email is the best way to communicate to your teacher about doctor's appointments, issues at home, etc. If you have a question about your child's performance in the classroom or about issues relating to other children, it's best to call the teacher directly.

How should I communicate with Mr. Kirk?

Mr. Kirk welcomes phone calls (847-756-2810) and e-mails (pkirk@barrington220.org). If you have questions about school policies, it is best to contact Mr. Kirk directly.

What if I need to bring my child late or need to get them early for a doctor's appointment?

There is a sign in/sign out sheet on the reception desk in the office. You must sign your child in or out if they are coming to or leaving school at an off time. If at all possible, please call ahead and let the front office or your child's teacher know your plans in advance.

How can I get a list of names and phone numbers of the children in my child's class?

Our Roslyn phone directories do not come out until late October. Until then, your teacher should be able to provide you with a list of all the students in your class.

What's the best way to get involved in my child's classroom?

Teachers have programs that enable parents to spend some time each week in the classroom helping out (reading and writing parents, computer helpers, etc.). Your teacher will provide a sign-up sheet.

Am I welcome to come to my child's classroom unannounced?

All visits should be arranged in advance. In general, coming to the classroom works better for all if a pre-set time has been arranged by the teacher and the parent. Unannounced visits are a disruption to the educational day and take time from all learners. Generally, parents are welcome to visit the classroom or school so long as the time of the visit is mutually agreed upon.

Do I need to sign in if I am visiting or volunteering?

Yes. There is a sign-in sheet for visitors and for volunteers at the receptionist desk in the office. Visitors and volunteers are asked to wear a Visitor sticker or badge. All visitors, including parents, must first enter the office before going into school classrooms or other areas. Please let the front office staff know the nature of your visit. We have a responsibility to know who is in the building and for what reason. We have a security system that will scan your Driver's License into a database ensuring that all visitors are safe for the school, this system will print a picture badge.

Your Guide to School and PTO Events**How does the PTO work?**

The PTO (parent teacher organization) has a long tradition of working in the interest of all students, promoting school/home communications and implementing initiatives for the best interests of the Roslyn Road School community.

Membership in the PTO is open to all parents/guardians of children enrolled in







Roslyn Road School and becomes active upon payment of annual dues. We'd love for you to get involved! General membership meetings are held nearly every month, and information about these meetings is given in Wednesday Weekly Newsletters. Start times alternate between mornings and evenings to accommodate varied schedules and availability.


Control and management of the affairs of the PTO is vested in the PTO Board which consists of the PTO Executive Council and the chairpersons of all PTO committees. The Executive Council is made up of elected officers, the principal, and two faculty liaisons.



What do PTO dues fund?

ROSLYN
PTO DUES
HAVE YOU PAID?

<https://barrington220.revtrak.net/b220-pt0-menu/pt0-rr/rr-pt0-membership/>

- PARTIES**
Halloween & Valentine Parties

- FITNESS FUN**
Field Day
Family Fitness Night

- FAMILY EVENTS**
Meet The Teacher
Student Success Night
Family Picnic

- STAFF APPRECIATION**
Hospitality Committee
Sunshine Committee
Teacher Appreciation Week

- SCHOOL ENRICHMENT**
Outdoor Learning Classroom
Assemblies
Visiting Author
Reading Night

- YEARBOOK**
This pays for your child's yearbook!


PAY NOW 



How can I pay my dues?

Go to the Roslyn website, click the families tab, then scroll down to Revtrak. Select Membership button.

<https://barrington220.revtrak.net/pto/pto-rr/rr-pto-membership/>

I'd like to get involved in the PTO somehow, what do I do?

Attend general PTO meetings, follow Roslyn's Facebook Page, and watch for volunteer sign-ups on the Facebook page, in Wednesday Weekly Newsletters, or sign-up sheets in your child's classroom. Every year the PTO creates a slate of volunteer opportunities for the following year. Once you have joined PTO, you can volunteer via sign-ups dispersed by committee chairs in Wednesday Weekly or Facebook, or you can sign up to chair a committee. These committees are overseen by the PTO Executive Council. If you are interested in joining the PTO executive council you must have experience as a PTO committee chairperson first.

Roslyn is a wonderful community, and we'd love to have you join the PTO.