



**SEA CLIFF SCHOOL**  
**GENERAL INFORMATION**  
**Ms. Megan McCormack, Principal**

*Liz Howell, Principal's Secretary (516-277-7501) Christine Cristofari, School Secretary (516-277-7502)*

*Kathleen Greene, School Nurse (516-277-7510)*

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**SCHOOL HOURS**

Students will arrive at school between 8:20-8:30 AM. The school day begins promptly at 8:30 AM. Children who arrive in their classrooms after 8:30 AM will be marked tardy and must report to the main entrance before proceeding to their classrooms. School dismissal begins at 2:35 PM for grades K-2 and 2:40 PM for grades 3-5.

**ABSENCES**

Please call the school attendance office at **(516) 277-7511, before 8:45 AM**, each day your child is absent. Please note that a doctor's note is required for absences of more than 3 days.

**CHANGE OF DISMISSAL**

If there is a change of dismissal for your child from their typical dismissal arrangement on a particular school day, please fill out the [Change in Dismissal Form](#) to be sent in with your child. **If the dismissal arrangement changes after your child has arrived at school, please email your child's teacher and copy the main office at [scsoffice@northshoreschools.org](mailto:scsoffice@northshoreschools.org) by 10:30 AM.** Please note, this form is not necessary if your child is attending a regularly scheduled club that he/she has joined.

**EARLY DISMISSAL**

Families who will be picking up students for early dismissal must first check in with the security guard and then sign the student out. When a child becomes ill during the school day, the home will be notified. It is the responsibility of the parent to provide supervision for their child from school to home.

- **For the safety of all, no child will be released from school without proof of a parent or authorized representative's identification (usually driver's license).**
- Students will be called down to the main office for early dismissal only after the family has arrived at the school.

**FORGOTTEN ITEMS: INSTRUMENTS, HOMEWORK, OR LUNCH**

We would like to encourage an atmosphere of responsibility, so if your child has forgotten anything at home, please leave it with the school security staff. It is expected that students will independently check at the security desk on their way to music lessons or lunch if they forgot something at home.



### **HEALTH AND EMERGENCY INFORMATION**

School children are required to provide proof of medical and dental examinations upon entering school and at grades 2, 4, 7 and 10. Forms for this purpose are provided for each child and extras may be obtained from the school office. Please make every effort to complete the children's examinations early in the school year. **It is extremely important to complete the front of the medical form listing persons to be called in emergencies concerning your child.** Be sure that any special health information such as allergies, limitation of physical activity, etc. is provided to the school nurse.

### **MEDICATION ADMINISTRATION IN SCHOOL**

Medication to be taken during school hours must be delivered to the school nurse in the original pharmacy container.

- Both prescription and over the counter medications **must** be accompanied by a physician's medical order and a parent's note giving the nurse permission to administer the medication.
- ***For the confidentiality and privacy of all students, only the school nurse may administer medication in the health office. Parents and guardians are not permitted into the nurse's office to administer medication.***

### **BUS TRANSPORTATION**

Each child eligible for bus transportation is automatically notified of schedules and sent a bus pass prior to the beginning of school.

- **A child must have a bus pass to ride a bus at any time.**
- Please notify ***the teacher and the main office*** secretaries via email or the [Change in Dismissal Form](#) if your child, who normally rides the bus, is not to do so on a specific day.
- Each child listed for the bus will be accounted for by the teacher on duty.
- Buses leave school promptly at 2:40 PM.

In case of any questions concerning bus schedules or eligibility, please contact the North Shore School District Transportation Office at (516) 277-7930.

### **USE OF SCHOOL GROUNDS AFTER SCHOOL**

Families are welcome to use the field, playground, or blacktop after school as long as the areas are not being used for school-related events or clubs. **CHILDREN MUST BE SUPERVISED BY AN ADULT AT ALL TIMES** while playing after school. Any student who is not accompanied by a supervising adult will not be permitted to remain on school grounds. Please respect our school grounds by ensuring that children clean up after themselves and by treating the equipment and facilities properly. Any and all formal events must be cleared with the school by calling Mrs. Cristofari in the main office at (516) 277-7502 where you will be required to fill out a building use form and show proof of insurance at least one month ahead of time.