



## Important Information for Families of Redmond Elementary

2008-2009

### Miss Janice J. Heid

Miss Heid is the Principal at Redmond Elementary. She is available for appointments by calling Barbara Davis, the school Office Manager at 425-702-3419. Our school mission is “To prepare and enable all students through the shared commitment of the home, community and school to be lifelong, self-directed learners who are capable of thinking, reasoning, and participating in a global society. Our mascot is the Hawk and our school colors are red and black.

### Our Office Personnel

Barbara Davis is the Office Manager . She knows just about everything there is to know about Redmond Elementary. If you have any questions about anything, she is a good person to ask.

Kim Fishbauger is our Student Secretary. She knows just about everything about student registration, filling out forms, medication procedures, variances, free and reduced procedures and much more. If you have questions about anything to do with student registration, please give her a call.

### School Hours

Students may arrive on the school grounds no earlier than 8:45 a.m. unless attending a before school activity. Students will remain outside with adult supervision in the playground area until the first bell rings at 8:55 a.m. School begins at exactly 9:00 a.m. and students arriving after 9:00 must report to the office for an admittance slip. If your child will be late or absent please call 425-702-3413 our 24 hr. Safe Arrival line to notify the office.

### Wednesday Early Release

Every Wednesday students are excused from school at 2:00 p.m. AM Kindergarten attends the same hours on Wednesday, 9:00-11:35. This time is used by staff for staff training, planning together, working on our school improvement plans and other important work. This time is a vital time for us as a staff to work together without students. Students may not stay on the playground and play on the big toys after school without parent supervision. They must go directly home.

### Student Early Pick Up and Dismissal

Children will not be released to an adult who is not listed on their Emergency Information Card. We also require a signature in the office of the adult signing the child out from school. We may also ask for ID. Parents may wait in the office while the office calls the student down from class.

### After School Student Pick-Up Procedure In The Building

If you are coming into the building to pick up your child please arrange to meet them in the foyer by the office. Please do not wait in the hallway outside the classroom. Activity in the hallway is disruptive to the students while they are receiving important end-of-day information. We also ask that you respect the learning environment and do not use your cell phone in the building.

### Dropping Off and Picking Up Students

Adult supervision is provided in the drop off areas. Car drop off/pick up of students is to be from the parking lot side of the school off of 169<sup>th</sup> street. Cars may pull through the driveway but **cannot be unattended and cannot block the handicap spaces**. If you park in the lot please review safe crossing of the drive thru area and walking in the parking lot with your child. There is a student crossing guard at the drive thru lane. Do not drop students off in front of the school on 80<sup>th</sup> street or in the bus lane. Please drive slowly through the parking lot and pick-up area—this is a busy place!

**Boys and Girls Daycare** : please park in the parking lot when dropping off and/or picking up your child. Parking in or in front of the handicap parking stalls is illegal. Do not leave your car unattended in the drop-off lane while signing your child in at daycare.

If your child is walking please use all crosswalks with crossing guards. Please do not cross in the middle of the street.

### Safety

To keep our students safe, all visitors to the building, including visiting parents, are required to sign in at the school’s office and **wear an ID badge** throughout your visit to the school. The LWSD does not allow dogs or animals on campus including the outside playgrounds during the school day 8:30 a.m. – 4:00 p.m. This policy is based on the fact many children are allergic to animals and the concern of animal bites occurring at school.

Students are asked not to wear flip flops to school but may wear sandals with back straps. On days they have PE they must wear tennis shoes or sneakers.

## **Bus Transportation**

Bus transportation is provided by the Lake Washington School District Transportation Department. Students assigned to ride a bus must ride, not walk to school for safety issues. Safe walking routes are not designated in neighborhoods for bus riding students. All inquiries and problems should be addressed to the transportation department at 425-882-5120.

## **Recess**

Recess supervision is done by Instructional Assistants hired by the school district. They are trained yearly in areas of safety and supervision. Each recess has 2-6 supervisors assigned depending on the number of students outside at the time. The district requires a ratio of 75 to 1 for recess supervision.

## **Lunches**

School lunches which include a drink (milk or juice) costs \$2.25 each day. Breakfast cost is \$1.00 per day. For those bringing a sack lunch a drink may be purchased for \$ .50. Find below options for payment of school lunches.

1. A child may bring \$2.25 per day.
2. You may set up a meal account for your child by sending cash or check with your child for their account.
3. Deposits to the account can also be made using a credit card by calling 425-702-3393 or log on to Parent Access at [www.lwsd.org](http://www.lwsd.org).
4. A drink can be purchased for \$ .50 for those bringing a sack lunch.

If using the meal account option a positive balance needs to be kept in your child's lunch account at all times. Students owing \$6.00 or more may receive only fruit and milk at a charge of \$ .60.

## **Bicycles**

Students in grades 5<sup>th</sup> & 6<sup>th</sup> may ride bicycles to school only if they have filled out a permission form (available in office) and return it to the office signed by parent/guardian and student. All bicycle riders must wear a helmet and have a lock for their bike. Skateboards or scooters are not allowed on the school grounds.

## **Phone Policy**

Phones are available at school for students use with adult permission. Cell phones must be kept in the student's backpack and turned off during school hours.

## **Birthday Invitation Policy**

Birthday parties are one of the highlights of childhood – for both the celebrant and the guest. Because there are few of us who can afford to invite an entire class to a birthday party or have a home large enough to accommodate 25 children, there are inevitably some children who get left out. This is often followed by hurt feelings, envy, and tears. Just as we try and shelter your children from other uncomfortable social situations such as taunting and put downs, we try and buffer them from situations that make them feel excluded because as children they are often unable to understand adult realities. We ask your help in this matter by not sending ANY birthday invitations to be passed out at school, at recess, or on the way home. We ask that you mail them, hand deliver them to the friend's home, or make phone invitations. You may find the PTSA Student Directory helpful with this task since it includes many of our students' phone numbers and/or home addresses.

## **P.E., Music and Library**

Students attend library once a week for 30 minutes. Our librarian is Mrs. Carol Matheson. The library is also open during the day for students to check out books when there are not classes in the library. Students attend P.E. and Music classes for two 30 minute blocks a week for a total of 4 half hour blocks a week. Ms. Anderer is the music teacher and Nils Dahlgren is the PE teacher.

## **School Counselor**

We have a school counselor who is here full time. Leslie Fields has been the school counselor here at Redmond Elementary for many years. She is highly respected and can be reached at 425-702-3419.

## **PTSA**

The PTSA (Parent Teacher and Student Association) is an organization that supports the academic, social and emotional growth of our students. They provide additional financial support for academic programs as well as enrichment activities for students and families. Please join the PTSA this year and become involved.

### **Neighborhood Schoolhouse**

Neighborhood Schoolhouse is an after school enrichment program. This program provides classes such as art, drama, homework club etc. Family Fun Night once a month is also sponsored by the Neighborhood Schoolhouse. Contact: Jessica Falkner-Horine 425-702-3409

### **Family Support Counselor**

425-702-3409

### **Boys and Girls Club Daycare**

The Boys and Girls Club is an independent childcare program located at Redmond Elementary. To inquire about this program call 206-478-6774 or email: [dmartin@positiveplace.org](mailto:dmartin@positiveplace.org).

### **Important School Number**

Office—425-702-3419

Fax —425-702-3420

Safe Arrival —425-702-3413

Food Service for lunch account

deposits: - 425-702-3393 or

Parent Access at [www.lwsd.org](http://www.lwsd.org)

*Additional information will be available in the Student Management Policy Book*