

Roswell North Elementary School: Front Office Q & A 2009/2010

- ◆ **If I need to change my child's dismissal plans what do I do? What information do I need to include on a "Transportation Change Request" note?**

Students give notes from parents/guardians to their homeroom teacher on the morning of the requested change.

Include:

Date of the change (please send notes the morning of the requested change)

Teacher's Name and Grade

Student's first and last name

How and When: How child will be going home from school. If someone other than yourself will be picking up your child from school, please provide their first and last name and phone number.

Parent/guardian signature and phone number to contact if there are any questions.

***To insure the safety of our students, no verbal transportation changes will be accepted.
All requests must be in writing and received by the teacher
the morning of the requested change.***

- ◆ **Do I need to check in somewhere with someone when I come to Roswell North?**

We ask that all Visitors and Volunteers sign-in at the front office.

- ◆ **What is the latest time that I can pick up my child for an afternoon appointment?**

Early pick-ups from school must be made before 2:00 p.m. in the front office. The front office is locked from 2:15 p.m. – 3:00 p.m. during the dismissal process. (*Please don't forget to send a note to your child's teacher the morning of the early pick-up. We have been instructed by Mr. Huff to enforce the "No note, no early pick-up" rule. Sorry, you'll have to wait until dismissal to pick up your child if you did not send a note to the teacher.*)

- ◆ **After what time will my child be counted "Tardy" to school?**

The morning school bell rings at 7:50 a.m. Students are counted "Tardy" if they come in the classroom after the bell rings. All students should be in their classrooms by 7:45 a.m. so that they can start their school day off smoothly. And remember, students who ride the bus to school are never counted tardy.

- ◆ **When can I eat lunch with my child?**

Mr. Huff asks that you wait until the third week of school to eat lunch with your child. After that, you are welcome any day. Find out your child's lunch time, sign in with the front office about 5 minutes before that time, meet your child in the lobby by the cafeteria when the class comes to lunch. Enjoy your lunch. (The Fulton County Food and Nutrition Office requests that no outside vendor food/fast food products be brought in to the cafeteria).

- ◆ **Entering the Building**

When you enter the school, use the main entry in the front of the school. All other doors will be locked during the school day. Stop by the front office and sign in. Sorry, visitation is not allowed in the classroom during the school day unless previously approved and arranged with the teacher.

◆ **How can I meet with my child's teacher?**

Simply email or call your child's teacher to set up a time/day for a conference. There is also a designated Parent Conference day in October. Check the calendar in the first day packet for the date. Sorry, visitation is not allowed in the classroom during the school day, unless previously approved and arranged with the teacher. Appointments and conferences are set before or after school hours.

◆ **Can my child ride a bus home with a friend for a play date?**

Sorry, no. Due to liability issues, children cannot ride a different bus to another student's home for play dates, birthday parties, etc. All bus changes have to be approved by the Transportation department.

◆ **How does Carpool work?**

Register for a carpool number at Open House. You will be given two numbers to put on the dashboard of your car(s) during afternoon pick-up. The carpool circle driveway is located on the right side of the building, in front of the gym. Morning carpool is open 7:20 – 7:40 a.m. The afternoon carpool lane is open 2:20 – 2:43 p.m. Students who have not been picked up in the afternoon by the close of carpool will be brought back inside the school and will wait for you in the lobby/front office area. (If you miss Open House, you may come by the front office any day between the hours of 8:15 a.m. and 1:45 p.m. to get a carpool number).

◆ **My child left her/his lunch at home. What do I do?**

Come to the front office and fill out the "Forgotten Lunch" form. Parents take the lunch to the cafeteria to be placed on the "Forgotten Lunch" shelf. Front office will notify the teacher. Your child will pick it up at his/her lunch time.

◆ **My child left a book/homework assignment/musical instrument at school. Can we come back to school to get in the classroom to get the work?**

Sorry, once school has been dismissed and all students have left the building, students may not re-enter the classrooms.

◆ **My child left homework/instrument at home. What do I do?**

Put your child's name on the homework folder or musical instrument. Bring the item to the front office. The office staff will notify the teacher by putting a note in their mailbox. (Classroom instructional time cannot be disturbed by intercom notification of forgotten homework or instruments).