

## **SCHOOL PRACTICES AND GUIDELINES**

**ABSENCES:** The school must receive a note or a phone call (847-446-1062 — 24-hour voice mail) by 8:00 a.m. on the day of a child's absence from school for any reason (12:15 p.m. for afternoon absence and 12:00 p.m. on Monday). \* By law, we must account for each child 2 times/day. Children who are ill in the morning should not return to school in the afternoon unless their morning absence and permission to return have been discussed with the school nurse at 847-4461062, before 11:30 a.m. Reporting your child's absence assures you and the school that your child is in safe hands. If a child has been in school in the morning and does not return in the afternoon, please be sure to call the school nurse.

**ALLERGIES:** (1) If your child is diagnosed with a food allergy, please meet with our school nurse. (2) Provide only commercially packaged foods with preprinted labels OR fresh fruits and vegetables OR non-food items (such as stickers or books) for classroom snacks or parties. To avoid any concerns about nut contamination, Dunkin' Donuts is no longer allowed in the district schools as they do not label foods. **Please do not send peanut/tree nut products to school for classroom treats.** Check the ingredients to make sure there are no peanut products in the snack. (3) Have conversations with your child, whether s/he has an allergy or not, about the seriousness of allergies.

**CHILDCARE PROGRAM-ON DECK (BEFORE AND AFTER-SCHOOL):** This fee-based program offers care to Hubbard Woods School children at Crow Island School during non-school hours (7:00--8:30 a.m. and 3:15--6:15 p.m.). Bus service is provided to and from Hubbard Woods and Crow Island. Care will be provided on school holidays by the Winnetka Community House. For program questions, call 847-604-1928; attendance change 847-446-0920 (until 2:30 pm); emergency phone 847-507-7696 (program hours only).

**CONFERENCES:** There are two formal parent/teacher conference periods --- one in November and one in March. Parents and teachers will collaboratively set goals based on student performance in November and reports will be provided in March and June.

**EARLY DISMISSAL:** If a student has an appointment during school hours, s/he must bring a note from home if s/he is to be excused from school. When leaving from and returning to school at these times, the person transporting the child must sign the child in and out at the front desk.

### **EARLY RELEASE (MONDAY):**

All Winnetka Public Schools dismiss early every Monday to provide teachers with time to collaborate around student learning. This time is essential to ensure a high quality educational experience for your child. Skokie and Washburne Schools dismiss at 2:30 p.m. and the elementary buildings (Crow Island, Greeley and Hubbard Woods Schools) dismiss at 2:45 p.m. every Monday.

**EMERGENCY PROCEDURE:** A call will be made to the parent at home or at his/her place of business except when the nature of the emergency does not allow sufficient time; then paramedics are called immediately. If neither parent can be reached, the adult designated on the emergency form and the family physician are contacted. If it is necessary to transport the child to a local hospital, the paramedics can go to one of the following hospitals: Evanston (all head injuries), Glenbrook, Highland Park, St. Francis, or Rush

North Shore Medical Center. If you have a hospital preference, please note this on your child's emergency form. However, in a life or death situation, the paramedics must transport the child to the nearest hospital, which is Evanston.

**EMERGENCY SCHOOL CLOSING:** When the school needs to close due to an emergency, there are several methods of communication which may be used.

1. **Group Phone Call.** We will notify parents through the District-wide group-phone emergency notification system where a representative from the District (usually the superintendent or building principal) makes a call and it immediately is sent out to all home and parents' cell phones via voice and, occasionally, e-mail.
2. **WEB.** Parents can check the District's website, [www.winnetka36.org](http://www.winnetka36.org) for information about emergency closings.
3. **TV/Radio.** Families may tune into the early morning radio and web broadcasts from WMAQ-AM (670), WGN-AM (720), WBBM-AM (780), or FOX-32-TV, WMAQ-TV, WGN-TV and CLTV for announcements of closing, transportation interruptions, equipment breakdowns, etc.
4. **Room Parents.** In some cases, we will engage the help of our room parents to make phone calls to families. With access to our group phone call emergency notification system, however, this is becoming a less-used method of communication.

**FIELD TRIPS:** Be sure to sign the permission slip that your child brings home before each field trip. This is a legal requirement.

**HOURS OF SCHOOL:**

2013--2014	Monday AM	Monday PM	T -- F AM	T -- F PM
Grades K -- 4	8:37 -- 11:10	12:12 --2:45	8:37-- 11:25	12:27 --3:15

Students may enter the building at 8:30 a.m. The playground is supervised from 8:15 a.m. to 8:30 a.m. In case of inclement weather, please send children so they arrive only five minutes prior to the start of school. The district offers before- and after-school childcare for a fee. Call the Winnetka Public Schools office (847-446-9400) for more information.

**KINETIC WELLNESS (K.W.):** If children are unable to participate in K.W. or recess on a particular day, they are required to bring a note to the school nurse from their doctor. A pair of gym shoes should be kept at school for K.W. classes. They should be clean and marked clearly with the child's name.

**LOST AND FOUND:** The lost and found is located along the east hallway near the elevator. Be sure to label your child's clothing with his/her name. Clothes not claimed will be donated to charity at winter recess and the end of the school year.

**LUNCH:** The day includes a lunch period long enough for all students to go home to eat. Students also have the option to stay at school on a fee per day basis. The lunchroom is set up in the auditorium. Weather permitting, the children go outdoors for supervised play either before or after their scheduled time in the lunchroom.

1. When registering with the school district, parents may elect to have their 1<sup>st</sup> through 4<sup>th</sup> grade children stay at school for lunch for some or all of the days of the week. Cost is determined by the number of days elected. Parents also have the option of pre-paying for milk and juice for their children on the days they stay at school for lunch.
2. For children who have not prepaid, the program can also be used on an occasional basis for a daily fee.
3. If a child who is registered for the lunch program opts not to stay for lunch on the day s/he is enrolled (except due to an absence from school), s/he must bring a written note to the school office by 11:00 a.m. or an email from home sent to Joan Kuzel at joankuzel@winnetka36.org notifying the lunch program that s/he will not be staying for lunch. Children who are signed up for the lunchroom program are not to leave school grounds unless notice is given. Parents will be notified if their child has an unexplained absence from the lunch program.
4. Children who stay at school may bring a lunch from home or participate in the hot lunch program offered through the PTO. **Parents are requested not to bring their child a lunch from McDonalds, Panera, or other area restaurants.**
5. Children who leave school during lunch must be under adult supervision.

### **Kiddos Lunch Program**

Kiddos is a lunch management company that works with local vendors to provide nutritionally balanced, kid-friendly meals. All of Kiddos meals are made fresh daily using fresh ingredients. It is a hot lunch option available to students in grades 1-4. Lunches are available on full school days throughout the year except for Pizza Fun Lunch Fridays (about twice a month) and World Travel Lunch days (three times a year). Students may choose to order as many days per week as they like.

The cost of each lunch is \$5.00. You will be able to choose the specific dates you would like to order for. For each day you will be able to choose from a minimum of 2-3 menu options. Once an order is placed you can generate your statement at any time to review your order. Changes can be made on any orders not already processed (orders are processed approximately two weeks in advance). Likewise, Kiddos offers families the opportunity to sign up at any time throughout the year with a two-week advance notice.

For more information or to see a list of preferred vendors, please visit their website at <http://www.kiddoscatering.com/>.

**MEDICATION IN SCHOOL:** The following procedure must be followed for your child to receive medicine in school:

1. The school must have a written order from your physician stating dose, time, interval, side effects, and duration.
2. A signed permission form from parent or guardian (forms available in nurse's office) is necessary.
3. Medication delivered to the nurse should be in the original container -- both prescription and non-prescription -- NEVER a baggie or envelope.
4. All medication is to be administered by the school nurse or parent.
5. For their own protection, children must never carry or take medicine on their own.

**NURSE:** Our school nurse is at Hubbard Woods School each day from 8:30 a.m. until 3:30 p.m. Please feel free to call her with any concerns at 847-446-1062; this is a 24-hour voice mail. Please call the nurse anytime your child has a contagious disease, whether it occurs on the weekend, during vacation, or on a school day. Contagious diseases to be reported include strep throat, scarlet fever, and chicken pox. Head lice should also be reported as soon as they are suspected.

**PARTIES:** Birthday parties or treats at school should be planned in advance by parents and teachers. Simple and easily-managed refreshments are best. Provide only commercially packaged foods with preprinted labels OR fresh fruits and vegetables OR non-food items (such as stickers or books) for classroom snacks or parties. To avoid any concerns about nut contamination, Dunkin' Donuts is no longer allowed in the district schools as they do not label foods. **Please do not send peanut/tree nut products to school for classroom treats.** Check the ingredients to make sure there are no peanut products in the snack.

**PHONE MESSAGES:** Please call the entrance monitor, Joan Kuzel, with important messages for students before 11:00 a.m. and/or before 2:45 p.m. to allow her sufficient time to relay them to the children.

**PRINCIPAL DANIEL RYAN COMMUNICATION:** Hubbard Woods School Principal Daniel Ryan sends out HW E-Notes every Friday to Hubbard Woods School families. Daniel also emails a more in-depth letter to the Hubbard Woods School community every other Monday with Hubbard Woods School updates and information.

**PTO NEWSLETTER:** The Item, the PTO school newsletter, is emailed to HW families every other week. The deadline for notices to go into the newsletter will be posted in each issue. Please email submission to [hwitemeditor@gmail.com](mailto:hwitemeditor@gmail.com).

**PUNCTUALITY:** We ask that you make certain your child is here to begin school on time each day. We value every minute of instructional time and need to have all children present when we start school each morning and after lunch. Each day the doors open at 8:30 and we need children in their rooms ready to begin by 8:40. Each afternoon we open the doors at 12:25 and expect to begin by 12:30. On Mondays the doors open up at 12:07 so that we can begin by 12:12.

**VISITORS:** Parents are welcome to visit at all times. Please arrange in advance a time convenient for you and the teacher. Please respect the integrity of the instructional process — do not “drop in” the classroom during instructional hours. **Visitors must present a valid driver's license or state issued ID and sign in with the receptionist at the front desk upon arrival.**