

## Frequently Asked Questions (Transportation FAQs on back)



### **What time does school begin?**

The school day runs from 8am until 2:30pm. *The doors open at 7:40am.* Please aim to have your child at school every day between 7:40-7:50am in order to complete morning routines prior to 8:00.

### **When is my child tardy and how many tardies can he/she have?**

Your child is considered tardy if he or she has not *entered the classroom* by 8:00am. In general, a child should not be tardy more than 2 times per quarter. This allows for unforeseen emergencies and the occasional morning appointment that you may need to schedule for your child. We do not distinguish between “excused” and “unexcused” tardies. Parents must come to the office to sign children in if they are late. *Please do not drop your child off to walk up the steps unescorted once the adults on morning duty have left.*

### **May I walk my child to the classroom?**

You may walk your child to the classroom the first week of school. If you choose to do so, please get a visitor’s pass from the office prior to walking to the classroom. After the first week, your child should be able to report to the classroom alone. (We are flexible with kindergarten students during the first 2 -3 weeks.)

### **May I talk to teachers when I bring my child to school or pick up my child?**

If you would like to speak with teachers, please schedule a time when they can give you their complete attention. During the school day, the classroom teacher is available only by appointment.

### **What is the best way to communicate with my child’s teacher(s)?**

You may email your child’s teacher or call the office and leave a message on his/her voicemail. Teachers will respond to parent communication within 2 business days. If it is a matter of greater urgency, please call the front office and let our secretary know that you need a quicker response. You are also welcome to schedule a parent-teacher conference at any point during the school year to discuss your child’s progress and other questions or concerns you may have. Teachers are eager to address concerns or questions and welcome parents/guardians initiating contact. Thursday folders are another communication tool.

### **How can I be involved at school?**

We encourage parent involvement and will gladly find a good fit between your talents and our needs! Parents are welcomed to eat lunch with their child. Please let your child’s teacher know in advance if you would like to come in for lunch (Kindergarten parents are asked to wait until October). If you would like to volunteer at the school, please check with your child’s teacher about opportunities. During the year there are several school and/or PTO events that rely on volunteers. Make sure that [you configure your preferences in Powerschool](#) for receiving emails, texts, and phone announcements from the school. Directions for setting preferences are on the division’s website. You can also subscribe to the [Official Venable Parent Calendar](#), linked from the CCS website. All our major events are posted on that calendar.

### **How can I find out my child’s lunch account balance?**

Lunch balances will be viewable in [Powerschool](#) this year. If you would like to make payments online, you may use [MyPaymentsPlus](#) (we are no longer using MySchoolBucks). There are a few simple steps to create an account and monitor your child’s spending habits using this website. A service fee does apply. If you prefer, you can also send a check made out to Venable Cafeteria or cash in a clearly marked envelope in your child’s Thursday folder.

### **What are the school colors and how can I get a school shirt?**

Our colors are red and white. Venable t-shirts are available for sale in a variety of colors and should be worn on Fridays. First graders purchase a t-shirt that is the same color of that of the whole class, and these shirts remain in the classroom for special events, field trips, etc. Student shirts cost \$8 and adult shirts cost \$10.

## **ALL THINGS TRANSPORTATION**

### **What are the procedures for morning arrival?**

#### **Walkers/Bikers**

- Walkers may enter the Gordon Ave. north lobby doors as long as adults on bus duty remain outside. After that, the doors are locked and all walkers should enter the front doors, which remain unlocked until 8am.

#### **Bus Riders**

- Bus riders are greeted by staff on duty on the Gordon Ave. side of the building. They enter through the north lobby doors.

#### **Car Riders**

- Car riders are dropped off in the front circle on 14<sup>th</sup> St. Use the right lane for “kiss and go,” where drivers stay in the car and an adult or Super Star Crew member will assist your child(ren) getting out of the car.
- Please follow the instructions of the adults on duty for when to unload and when to pull forward. We attempt to unload as many cars as possible at once and then move the whole line forward. Stopping in the middle of the lane prevents us from moving traffic through the lane efficiently.
- Car riders enter the building through the front doors.
- Car riders should not be dropped off in any other locations and asked to walk by themselves to the front of the school (especially not the parking lot).

### **What are the procedures for afternoon dismissal?**

#### **Walkers/Bikers**

- Walkers will exit the building onto the patio outside the north lobby (Gordon Ave. side of the building).
- Adults picking up the students will greet the students on the patio and acknowledge the adult on duty.
- Cars are not permitted to pull up to the sidewalk at any time and motion children into the car. This is a safety issue. If you are in a car, please use the car pick-up lane (described below).
- Pedestrians should use the crossing guard and crosswalk if crossing the street is necessary. Please do not cross in the middle of Gordon Ave, as traffic is heavy at dismissal time.

#### **Bus Riders**

- Bus riders exit the building with their teachers through the front doors of the school, where buses are waiting at the end of the day.

#### **Car Riders**

- Car riders wait in the garden area at the end of the day.
- Cars form two lanes of traffic in the parking lot, pulling all the way up to the stop sign.
- Drivers remain in the cars and adults on duty bring your child to you.

### **What if I need to change my child’s transportation plan?**

It is helpful to have a routine plan for dismissal. Any changes in afternoon routines should be communicated directly to your child’s teacher ahead of time through notes in the backpack or email (cc: our secretary, Lori Lawson, on the email). Same-day changes should go through the office no later than 1:30pm. This allows ample time to get messages to teachers before dismissal. Frequent changes increase the likelihood that your child will not get to the right place at the end of the day. Please do everything you can to have a consistent routine from week to week.