



2018-2019 Kindergarten Orientation

North Dickinson Elementary School
August 14, 2018

Mr. Brian S. Gochenour, Principal

Purpose

- School Routines and Procedures
 - Simultaneous session with students and kindergarten teachers, Mrs. Monismith and Miss Musser during the session. Parent(s) will join in classroom when our discussion concludes.
- Introduction of Available Staff
 - Principal Introduction
 - Counselor, Mrs. Kathryn (Katie) Wiechelt
 - Nurse, Mrs. Anna Ellis
 - Secretary, Mrs. Pat George

Contact Information

- You may contact the school by phone or e-mail at any time.
 - Phone: (717) 240-6800 x56805
 - School Office Hours 8:00 a.m. – 4:00 p.m.
 - Mr. Brian Gochenour, Principal (gochenourb@carliseschools.org)
 - Mrs. Pat George, Secretary (georgep@carliseschools.org)
 - Mrs. Katie Wiechelt, Counselor (wiecheltk@carliseschools.org)
 - Mrs. Anna Ellis, Nurse (ellisa@carliseschools.org)
- Please use the phone for immediate contact, as e-mail is not always checked immediately. (i.e. – pick up, not bus)
 - Staff may not respond to e-mail for 24 hours.

Daily Schedule

- Parent Drop-Off ~ No earlier than 8:15 a.m.
 - 8:20 – 8:25 a.m. is ideal. This is based on available supervision.
- Arrival Bell: 8:30 a.m.
- Tardy Bell: 8:40 a.m.
- Dismissal: 3:20 p.m.

- The CASD operates on a six day cycle.
 - Monday, August 20th will be a Day 1.
 - On a snow day, that cycle day is skipped and the snow make-up day becomes the missed cycle day.

Student Drop off and Pick-up

- Students should be dropped off and picked up in the designated area.
 - Enter zone from north entrance (near HVAC).
 - .pdf information ~ will be resent to all families via e-mail.
- Keep flow of traffic moving to avoid a back up of vehicles on the road.
 - Ideally, students should always enter/exit car from passenger side.
 - Students will not enter a car beyond the red line on the sidewalk/exit doors near the Kindergarten room (~3 vehicles/large cones).
- Students should be escorted to and from office if arriving after 8:40 a.m.
 - School doors will automatically re-lock at 8:40 a.m.
 - Sign-In student at office window at this time.
- You may always park in a space and walk your child to the door in the morning, as well as park and wait at the flagpole for your child in the afternoon.
 - We will not release students to parents beyond the red line (near bus zone sign).

Visitors

- Visitation and parent involvement is always welcomed at North Dickinson Elementary.
 - This will differ from grade to grade and class to class.
 - Please communicate with the teacher in advance of a planned visit/volunteer time.
- All visitors must sign in at the office and display a visitor's badge/sticker at all times.
 - Please be prepared to show ID at any time.
 - Notify family members that may be visiting or picking up student.
- Visitors/Volunteers policy and guidelines are available by accessing the "volunteer information" link on the side of the main CASD website (Quick Links).
 - Quick reference cards available from Mrs. George tonight!

Attendance

- If a student is absent from school due to illness:
 - Call the school that morning to report the absence.
 - Promptly complete and return excuse/note.
 - Any absence or tardy without an excuse after three school days becomes unexcused.
 - Truancy letters are issued from the district after three unexcused days.
 - Letters are also automatically generated when a student reaches 10% of the total number of days (8 of 80).
- Pre-Arranged Absence
 - Students may be granted up to five days per year.
 - Forms may be found on the school website or picked up in the school office.
- Kindergarten Attendance
 - Although not mandatory in the state of PA, state law requires that once you begin attendance, you adhere to all attendance and truancy laws.

When to Keep Your Child Home From School

- Fever: A temperature over 100.0. Students need to remain home until they have been fever free (under 100.0) for 24 hours without the use of Tylenol or ibuprofen.
- Vomiting (unless a result of coughing)/Diarrhea (3 or more episodes): Students need to remain home until they have had no vomiting or diarrhea for 24 hours.
- Head Lice: Students may return after being treated with lice shampoo and most of the nits have been removed. They must be checked by the school nurse before being allowed to return.
- Rash: Especially with fever or itching. If you have a doctor's note stating it is a "non-contagious rash," they may return if they are not too uncomfortable to focus on school.

When to Keep Your Child Home From School

- **Eyes:** Eyes are sometimes swollen and irritated by allergens or virus. Because of the extremely contagious nature of Bacterial Pink Eye, we ask you to consult with your doctor before sending your child to school with these symptoms: Thick mucus or pus draining from eye, or if eye is red, puffy, itchy or painful. Your child can attend school 24 hours after starting medical treatment for bacterial Pink Eye.
- **Severe Sore Throat/Cough:** Especially with fever, or swollen glands in the neck. A frequent cough can be a distraction to the class.
- If you have any questions, feel free to call the nurse!

Medication Policy

(Full Policy Available Online)

- Prescription medications:
 - Must be in the prescription bottle with current date and the name of the student on the bottle.
 - A written order from the health care provider and a note from the parent stating how many days the medication is to be given must be completed. See the school nurse for the form or download from the health services website.
- Non-prescription medications:
 - Parents may send a non-prescription medication to school with their child provided it is kept in the nurse's office and is accompanied by a note from the parent requesting that it be given. The medication **MUST** be in its original container or packaging. No unlabeled tablets in envelopes or baggies will be given. Medications should not be sent with elementary students who ride a bus to school. This includes cough drops/throat lozenges!

Donations Are Always Accepted!

- Clorox wipes
- Hand sanitizer
- Kleenex
- Underpants/socks

Bus Information

- Students should be at their bus stop at least five minutes before scheduled arrival time.
 - Five buses at North Dickinson (2, 4, 6, 8, and 10).
 - Kindergarten will travel to and from school with students in grades 1-5.
- Safety of all students is the top priority on the bus.
- Students are expected to behave the same way that they would in the classroom.
 - Audio/Video
- Please be patient through the first few days as timing will be off while routes are learned.

Breakfast/Lunch

- Chartwell's (Food Service Vendor)
 - <http://www.chartwellsschools.com> (Provider Information)
 - <http://carliseschools.nutrislice.org> (Menu Information)
 - Mrs. Jenny Clites (Kitchen Manager) – 717-240-6800 x56123
 - Other important food service information found under “Student Services>Child Nutrition Services” on CASD main page.
- Point of Sale – Debit Card System
 - www.myschoolbucks.com
 - Envelope to school (Student name, teacher, amount enclosed)
 - Breakfast: \$1.90
 - Lunch: \$3.00
 - Milk: \$0.75
 - All students approved for free/reduced lunch must pay full price until application is received.

Field Trips

- Teachers will select chaperones from the approved list (volunteers with clearances) on file in the office.
 - Chaperones must ride bus to location.
- Unapproved adults/chaperones are not permitted to follow or meet students at field trip location.
 - This compromises the current state laws and board policy regarding “cleared” adults on field trips.
- Three different clearances must be completed and on file with district.
 - Child Abuse, Criminal Background, FBI Fingerprint
 - Residency verification form can be completed in lieu of an FBI fingerprint check, however anyone not a resident of PA for 10+ years cannot use this option.

Birthdays

- Birthday invitations cannot be distributed at school.
 - Please make arrangements to distribute them outside of school.
- Birthday treats may be distributed to the entire classroom at a time convenient for the teacher.
 - Allergies
 - Communicate in advance with the teacher for planning purposes.
 - All birthday treats will be handled in the classroom during the afternoon timeframe.

Communication

- The majority of communication from school will be done electronically.
 - Weekly newsletter called the Bronco Beat.
 - Teacher newsletters/updates.
 - School website (www.carliseschools.org)
 - Select North Dickinson from "Schools" menu.
- Please keep the school current on information regarding your child.
 - Infosnap (e-mail/phone changes)
 - Custody Documents
 - Phone and e-mail changes

Thank You!

- Thank you for attending tonight's presentation. If you have any individual questions, please ask!
- I look forward to working with each family at North Dickinson this year!
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