



***Westdale News
Back to School Edition
September 2018***

Westdale Families,

Welcome to those of you who are new to Westdale and welcome back to those of you who are returning.

Our first day of school is Tuesday, September 4th. Our team at Westdale for the 2018-19 school year is: Young Fives-Jeanne Watz, Kindergarten- Autumn Romain, Andrea Torres, Kim Stec, and Kellie Wolpert, First Grade-Nicole Hartwick, Anne Kowalski, Dana Saenz, and Alicia Watt, Second Grade-Kelly Garant, Amanda Goidosik, Kris Mikoleizik, and Sara Miller, Physical Education-Melissa Bordeaux and Damon Amey, Music-Mary Casler and Emily Rupp, Art-Jeff Fitzgibbon, Social Worker-Alissa Tablish and Special Services-Lisa Loeffler and Amanda Smith.

Back to school is such an exciting time. With that excitement and change come many questions about procedures, schedules, etc. It is my hope that this newsletter addresses these for you and your child. Please don't hesitate to call if something was not covered.

On behalf of the team here at Westdale, welcome to a new school year! If we can be of any assistance, please do not hesitate to contact us.

Karen Volk

Arrival Times

Students participating in the Before School Program and Breakfast Program can arrive no earlier than **7:10 a.m.** Students in these programs should enter in the doors at the north end of the building and go directly to the gym. Students are not allowed in the hallways until 7:30 a.m.

Those students not participating in the Breakfast Program or Before School Program should arrive **no earlier than 7:30 a.m.** Drop off for these students is at the main entrance. These doors will not open until 7:30 a.m. Students will enter the building and may sit in their assigned area (Y5 students on the ledge in front of their classroom, kindergarten students in the kindergarten hallway, first and second grade students in the first and second grade hallway).

Entering the Building

Starting the first day of school, the exterior doors will be locked from 7:45 a.m. until 2:37 p.m., the end of the school day. Access into the school will be allowed only through the main office. Once the school day begins parents are not allowed to interrupt class unless previous arrangements have been made with the teacher.

Breakfast and Lunch

The breakfast and lunch program will start the first day of school. Breakfast costs **\$1.40**. Lunch will be **\$1.85**. A la carte milk is **\$.60**. The menus are posted on www.stcs.org and the September menu will be sent home the first day of school. The menu for the first day of school breakfast is cereal. The first day of school lunch is pizza. Breakfast is served from 7:10-7:30 a.m. and needs to be complete by 7:40 a.m. Lunchtimes are by grade level: Young Five and Kindergarten 11:00-11:40, First and Second Grade: 11:40- 12:20.

Parents are welcome to visit during the lunch hour and have lunch with their children. They must check in at the office first. In accordance with STCS Board policy, fast food or food from restaurants **ARE NOT** allowed in the elementary cafeteria. Students will not be permitted to walk home for lunch, but parents may sign a child out and back in during the lunch hour.

Our computerized system gives you the option to pay as many days in advance as you wish. Each family should have received a Free and Reduced lunch application in the mail. If you did not receive one and need one, applications are available in the school office.

Bicycle Riders

Children may ride their bikes to school if accompanied by an adult. A rack is in place in front of the building. It is recommended that all bikes have locks. Once a bike is placed in the bike rack, it will be left there until school is dismissed. A crossing guard is available at the exit of the school to help students cross S. Center Road.

After School Programming

After School Activity Club (ASAC) information is available on the STCS website and latest edition of Ed Works. To register or with questions, please contact Community Education at (989) 797-1847. Community Education Staff will also be available at Curriculum Night to enroll students.

Emergency Forms

An Emergency Form will be sent home with each student. Should your child become ill or injured at school, this form will provide us with directions of who to contact and where to contact them. **It is important that this be filled out completely and returned to school the following day.** Throughout the year, we understand that phone numbers may change. It is very important that you keep the office updated on these changes.

Attendance Procedures

When your child is absent from school, be sure to call the office at 797-1827 and report the absence before 8:30 am. You may leave a message on the voice mail if you are calling before or after office hours. If your child is tardy or returning late from an appointment, it will be necessary for you to sign them in before going to class. **Remember, if your child comes in after 8:05 a.m. it is considered a half day absence.** If a student is signed out more than 20 minutes before the ending time of the school, a half day absence will be recorded. Students who are signed out within 20 minutes of the ending time will be marked tardy. Attendance will be monitored closely and referrals for excessive tardies and absences will be referred to ISD Truany Officer.

Please send a note to your child's teacher if you wish to pick up your child during the school day. If someone other than you will be picking up your child, be sure that we have **written permission on file.** **We will ask for picture identification.** It will be necessary for you or the person picking up your child to come to the office to sign them out. Teachers will not release a child without permission from the office. A child will be released only to the parent with custody rights. If there are problems concerning custody, please see the principal. **A copy of legal custody papers must be in the child's school file.**

School Supplies

Although we provide school supplies at school, many parents have asked us to give ideas for purchasing their child's own supplies. Each grade level has a list posted on the Westdale website.

Dress Code

The school laws of the State of Michigan require a student to attend school in appropriate dress. Unacceptable for school are tank tops, cutoffs, short skirts and short shorts, bare midriffs (stomachs & belly buttons), hats in school, and clothing bearing objectionable words or pictures. All students must wear footwear to school. Sandals can be worn to school but for safety reasons students will be asked to change into tennis shoes for outdoor recess and gym class. **For safety and sanitary reasons, rubber flip flops are not allowed to be worn to school at all.** Tennis shoes are required for gym class.

Mark Clothing

Please mark your child's first and last name on all their belongings including coats, hats, boots, backpacks, etc.

Medication

STCS Board of Education has a district wide medication policy. We encourage medications to be given at home. However, if your child needs to be given medication (prescription or over the counter (even aspirin and cough drops)) during school hours, **it will be necessary for you and your doctor to fill out the proper consent forms.** These forms are in the office and must be filled out every year.

Visits to Westdale

Visits by parents, grandparents, guardians, etc. are welcomed at school. In accordance with STCS Board policy visits must be arranged at least 24 hours advanced with the classroom teacher. Class begins at 7:45 am and at that time we ask parents to leave the building so instruction can begin. If you need to talk with a teacher please do so before classes begin in the morning or after classes end in the afternoon. For the safety of everyone and in compliance with district policy, all visitors **must sign in, in the office and wear a visitor's badge.**

Volunteering

To protect the safety and welfare of our students and staff, it is now required for all volunteers to complete a background check. These forms will be handed out at Curriculum Night and available that you will need to complete and return to the Westdale office. When you return the form we will need your Michigan Driver's License or State Identification to make a photocopy of. This information will all be forwarded to the Superintendent's Office for the background check to be completed. This form must be completed every school year and before you will be allowed to volunteer.

Food & Drink in the Rooms

In all elementary schools, in order to preserve the flooring and prevent stains, we have established stringent rules for food and drinks in the classroom.

-Morning Snack time- Fruit, and dry food such as granola bars, "goldfish", graham or other cracker products that produce only crumbs are okay because they can be easily vacuumed up.

Birthdays

Treats are welcome to celebrate your child's birthday. We ask that you keep it **short and simple** as to not take away from classroom learning time. **Please send only pre-packaged items where the ingredients are listed.** We have many students with food allergies and need to know all the ingredients. If you choose to send a treat for your child's birthday, please send just enough for the class. To avoid hurt feelings, we ask that you not hand out birthday party invitations at school. **Balloons and flower are not allowed in school.**

Recess

Recess is held every day. During wet or extremely cold weather, recess is held inside. Parents who request that their child be excused from recess must supply a doctor's note.

Closing of School

If a decision is made to close the schools due to bad weather conditions or any reason, STCS will send out a phone call to each family. Also, local radio and TV stations will broadcast such information.

Picture Day

School Picture Day is scheduled for Friday, October 5th. Ordering information will come home with your child during the first week of school. Retakes will be November 15th.

PTO

There are many ways you can volunteer your time and talents to our PTO. Please check out the PTO table at Curriculum Night. Our first PTO meeting is September 19th at 6 p.m.

Traffic and Parking

In the **morning**, one lane will be open in front of the school for drop off. This is a ***kiss and go lane***. Please drive slowly and **stay in line** until it is your turn to drop off your child. Have your child ready to exit the car from the **side of the vehicle that is closest to the school** when you pull up to the school. For the safety of all, please have your child exit on the passenger side of the car. If you need more time or wish to come into the school, please park in the parking lot. **No Parking is Allowed in the Drop Off Area.** The Saginaw Township Police Department is working with us to enforce these policies.

At **dismissal**, the circle drive in front of the building will be closed to all traffic except buses. If you are picking your child up, park in the parking lot and meet your child at the appropriate exit (1st grade will exit the doors at the north end of the building, 2nd grade will exit at the main entrance, and kindergarten out the doors at the kindergarten end). There is also additional parking along Draper Street. **Children will not be allowed to enter the parking lot unless they are accompanied by an adult.** Please help to ensure the safety of all by following these policies.