2022-2023
SCHALM ELEMENTARY SCHOOL
IMPORTANT INFORMATION FOR PARENTS TO KNOW

SCHOOL HOURS:

First bell – 8:10 am
Second bell – 8:15 am
Dismissal – 3:06 pm
Half-day dismissal is 11:25 am

Breakfast Hours are 7:55 am -8:10 am. Students must enter the office door. When students are done with breakfast, they will go outside to wait with the other students until the bell rings.

Please do not send your children to school before 8:00 am and please be here on time at the end of the day to pick them up or instruct them to go directly home. We do not have school personnel to watch the children outside before and after school.

If your child is going to be late or absent, please call the office at 248-655-4949. You can call anytime and leave a message if you don't want to wait until morning to call. If your child is not in school they are considered unexcused until we hear from you. We must call within 24 hours to change the unexcused absence to an excused absence.

LATE ARRIVAL & EARLY DISMISSAL

For safety reasons, parents must walk children into the office and sign students in and out when arriving late or leaving early. Please do your best to get your students to school on time. We know there are days that are challenging for everybody-however, when children are late to school it sets them up for a rough start to the day.

Children not picked up after school in a timely manner will be sent to childcare and you will have to pay the after school childcare fee when you pick them up.

SCHOOL MEAL INFORMATION

Breakfast and lunch menus are available on the Clawsonschools.org website. Also available on the food service page is the Nutrislice link with nutritional information for each of the meals. This will come in handy if your child has food sensitivities.

There are also payment instructions on the food service link.

Students may bring or buy their lunch. The lunch order is taken along with attendance first thing in the morning. If your child is going to be tardy and is going to need to purchase a lunch, please make sure the office is aware so they can get your child's lunch order placed with the rest of the class.

MEDICATIONS AT SCHOOL

Students are not allowed to take any prescription medications at school without a form filled out by their parents and their doctor. If your child needs to take a non- prescription medication for a short period of time we have a form for parents to fill out and we can administer the medication at school. Medication must be in the original container. We DO NOT have any medication at school.

ILLNESS AND INJURY AT SCHOOL

COVID-19 -- Our school will be following all CDC guidelines relating to illness and health. Therefore, this will be updated as needed

If your child is ill, please keep them home. If your child has diarrhea or vomits, please wait 24 hours since the last incident before they return to school. Children with a fever must be fever free for 24 hours (without medication) before they return to school as well. Again, PLEASE keep your children home if they are sick.

If your child gets sick at school we will call you. Please make sure your emergency contact information is correct and have some backup contacts for us to call. If your child has a fever, vomits or has diarrhea at school, you must come and get them or send an emergency backup to pick them up in a timely manner.

If your child gets hurt at school (and they will) all we have to take care of them is ice and band aids. We will call you if your child has a serious injury. Please make sure your emergency information is up-to-date. Every year we have one or two students that break an arm or leg at school and parents need to be notified.

PARKING LOT PROCEDURES

HELP KEEP OUR STUDENTS SAFE

- Please observe the stop signs and use the crosswalk.
- Please find an appropriate place to park if you are waiting to pick up your child; park in a parking spot. Please do not wait in the drop off lane, keeping it open for emergency vehicles.
- Please do not block the drop off lane during drop off and pick up times.
- Please do not block the bus lane.
- If you feel you must get out of the car to help your child, please park in a parking spot.
- Escort your child through the parking lot.
- We have installed a crosswalk in the back parking lot off of Elmwood. If you park and walk your child to or from the building, please use the crosswalk to get to the school or back to the parking lot.
- If you are driving through, *please stop* when you see others crossing in the crosswalk.
- Encourage children to WALK whenever they are near the parking lots.
- Drive **slowly** and carefully through the parking lots.
- Parents must walk children into the office and sign students in and out in the office when arriving late or leaving early.
- Please be respectful to each other; our children are watching.
- Thank you so much for working with us to keep our children safe.

VISITORS WELCOME

Due to COVID-19 this information may change. We will be following all CDC guidelines..

Please check in the office and obtain a visitor's pass and check out again at the conclusion of your visit.

All visitors must have a background check on file. Forms are available in the office and online, a color copy of your driver's license must accompany the form.

Forms must be turned in at least 2 weeks prior to volunteering for any event.