

SEA CLIFF SCHOOL
GENERAL INFORMATION SUMMARY 2015-2016

Christopher Zublionis, Principal

Liz Howell, School Secretary

Candy Capobianco, School Secretary

Lilah Dima, School Nurse

SCHOOL HOURS

Doors open at the sound of the 8:15 AM bell. The school day begins promptly at 8:25 AM. Children who arrive in their classrooms after **8:25 AM** will be marked tardy and must report to the Attendance Clerk in the Health Office before proceeding to their classrooms. The school day ends at 2:30 PM for Kindergarten and 2:40 PM for grades 1-5.

ABSENCE

Please call school, 277-7510 or 277-7511, on the first day of a child's absence. In addition, please send a note to the classroom teacher explaining the absence on the first day of return.

Early Dismissal

Students can be picked up for early dismissal by the parent or guardian first checking in with the main office and then proceeding to sign the student out. When a child is taken ill during the school day, the home will be notified. It is the responsibility of the parent to provide supervision for their child from school to home. **For the safety of all, no child will be released from school without the main office verifying a parent or authorized representative's identification.**

Change of Going Home Arrangements

If there is a change of going home arrangement on a particular school day, the main office must be contacted by email howelle@northshoreschools.org and capobianco1@northshoreschools.org by **11:00 AM that day** or *preferably* by sending in the "Change of Going Arrangements" form (see attached) with your child to give to your child's teacher on the day of the change.

Entering the School Building

All parents and authorized visitors are welcome in the school building for pre-arranged classroom celebrations and other announced classroom or school activities. We ask all visitors to sign in with our security staff upon entering the building after being "buzzed" in the front door. **The front door is the only point of entry and exit for all visitors.** We ask that parents and visitors refrain from entering the school at the busiest times (8:15 to 8:30 and 2:30 – 2:45) when large amounts of students are entering or exiting at once.

Forgotten Instruments, Homework, or Lunch

If your child has forgotten anything at home, please leave it with the school security staff. Students may also call home from the main office if they need something brought to school. It will be expected that students will independently check at the security desk on their way to music lessons or lunch if they forgot something at home.

(Over)

HEALTH AND EMERGENCY INFORMATION

School children are required to provide proof of medical and dental examinations upon entering school and at grades 2, 4, 7 and 10. Forms for this purpose are provided for each child and extras may be obtained from the school office. Please make every effort to complete the children's examinations early in the school year.

It is extremely important to complete the front of the medical form listing persons to be called in emergencies concerning your child.

Be sure that any special health information such as allergies, limitation of physical activity, etc, is provided to the school nurse as well as each teacher the child comes into contact with.

INTERNAL MEDICATION

Medication to be taken during school hours must be delivered to the school nurse in the original pharmacy container. Both prescription and over the counter medications **must** be accompanied by a physician's note and a parent's note giving the nurse permission to administer the medication. Forms can be obtained from the nurse's office, which you can have your doctor fill out, in the event that your child will need medication during school hours.

BUS TRANSPORTATION

Each child eligible for bus transportation is automatically notified of schedules and sent a bus pass prior to the beginning of school. **A child must have a bus pass to ride a bus at any time.** Please notify the teacher if your child who normally rides the bus is not to do so on a specific day. Each child listed for the bus must be accounted for by the teacher on duty. Buses leave school promptly at 2:30 PM.

In case of any questions concerning bus schedules or eligibility, please contact Mr. Frank Meditz at 277-7930.

MEDICAL BUS PASS

Bus passes may be issued to children who need transportation for medical reasons. Requests for medical bus passes are directed to the Nurse, who will issue the Medical Bus Request Form to be completed by the student's physician.

HOME TEACHING

When, for reasons of health, a student will be absent from school for a period of at least four weeks, home teaching may be requested. Requests should be initiated from the Office of the School Nurse, who will provide the necessary form for the family physician to complete.

LOST AND FOUND

There is a lost and found located in the cafeteria which can be visited whenever a child loses something. **BE SURE TO WRITE YOUR CHILD'S NAME ON AN INSIDE LABEL SO THAT WE CAN RETURN THE ARTICLE AS SOON AS POSSIBLE.**