

# Frequent Questions and Answers for Roachdale Elementary

## FAQ's: Enrollment Information

Q. What is the cut-off date for Kindergarten?

A. Kindergarteners must be 5 years of age on or BEFORE Aug. 1.

Q. How do I enroll my child at Roachdale Elementary?

A. New students enrolling in our school for the first time should be accompanied by an adult. The following items must be presented at the time of registration: Original birth certificate, current immunization records and previous school information. Any type of guardianship papers or court orders against anyone must be presented at first visit if applicable.

Q. Can I pick up enrollment forms?

A. We do require first time enrollment to be present while filling out paperwork. You can do this between the office hours of 8am – 3:30pm Monday through Friday.

Q. Can my child start school immediately after completing the forms?

A. We need time to process your child's enrollment information and place them in a classroom with a desk and chair and inform the bus garage to alert the driver of a new student pick up and drop off. Your child can then start 24 hrs after enrolling.

Q. What is the book rental fee?

A. Each year a book rental fee is assessed for every student. Each student's book rental fee is used to pay for consumable items, hard back books, and materials fee. Book rental fees will be posted on Harmony and, in addition, a paper invoice will be send home with a student if the fee has not been paid prior to the start of the school year. Checks should be made out to Bainbridge Elementary. You may also use a credit or debit card through our online eFunds or even electronic transfer from your checking account. To access eFunds go to the Roachdale Elementary home page of the website and select "eFunds for Schools". Financial assistance is available as needed through paperwork you can obtain through the website also or at the Elementary Office. Failure to pay book rental can result in the account balance being forwarded to small claims court.

Q. Can my child celebrate his/her birthday at school?

A. We realize birthdays are a special time. Birthdays will not be celebrated with food or snacks any longer individually. We will celebrate with an end of the year celebration with a small party for everyone in the classroom. Our liability of food allergies will not allow any more drop-off of food items. The principal will recognize each student weekly with a birthday announcement at that time and a birthday pencil. Balloons or flowers will not be accepted in the office for delivery to students.

Q. How do I contact my child's teacher?

A. During school hours it is best to email or leave a voice mail message for the teacher. It is important for your child's teacher to be able to contact you when they have time and during the day they are busy

with students. Please call the office to be transferred into the teacher's voicemail or reference the staff website listing to contact via email.

### **FAQ's: Attendance/Absence Information**

Q. What are the school hours?

A. Monday – Friday, 8:30a.m. – 2:50 p.m. (Arrival begins 8:00am - Tardy is 8:31a.m.)

Q. What do I do if my child is tardy?

A. Every effort should be made to get students to school on time. You must accompany your child into the office and sign him/her in. At that time, we will instruct your child where his class might be and send him there. Do not, for any reason, allow your child to enter the building without a parent or guardian. If tardiness becomes frequent, or if a student is not signed in by an adult, a conference will be set with the principal, parents and possibly the student. If students are tardy due to circumstances beyond their control (i.e. power failure, weather conditions, late bus) no tardy report will be filed. A child who is tardy will not be eligible for perfect attendance. Please remember the State of Indiana holds us accountable for our attendance. Students absent from school for vacations and appointments negatively affects their ability to learn, and state funding.

Q. How do I report a student absence?

A. Please call 765-522-1732 each and every time your child is absent. Our voicemail system will take calls between the hours for 4:00p.m. and 7:30a.m. Upon reaching our voice mail, please leave your name, your child's name and teacher's name, the date and the reason for the absence. If the child is ill, the following information would be helpful to the nurse to help track illnesses going around the school: type of illness, fever, headache, sore throat and any diagnosis made by a physician. If a student misses school due to illness, he/she is not allowed to participate in after-school activities, clubs, programs or practices. REMEMBER, a child must be fever free and/or vomit free for 24 hours without the use of a fever reducing medication prior to coming back to school.

### **FAQ's: YMCA Information**

Q. Is there childcare available after school?

A. Yes, The YMCA provides childcare at Bainbridge Elementary after school from, 3:30pm – 6:00pm. Space is limited. Students must be registered first.

Q. Is there a fee for the YMCA childcare after school?

A. Yes, Tuition is charged on a daily, weekly and monthly basis.

Q. Where is the YMCA located for after school care?

A. The YMCA utilizes all schools for their after school care. This year it will be at Roachdale. Please use Gym circle (car rider's location) for pick up.

Q. Who do I contact if my child is NOT going to attend YMCA after school care on a specific day?

A. It is important to contact both the YMCA director and your child's school to ensure that your child is dismissed from the school correctly.

Q. Where do I sign up?

A. You may sign up with a form you can request from the school or online.

### **FAQ's: Café Information**

Q. What is the school lunch procedure?

A. Student in K-5 are able to bring their lunch from home or purchase a hot lunch. The Café offers hot lunch choices daily. Check the menu for the schedule. Each child is finger coded for their account.

Q. How do I deposit money into my child's account?

A. Parents can send a check or cash into school in an envelope with the child's name on it. Please mark Lunch Money on the outside of the envelope. If sending in a check put the student's name on the memo line of the check. There is an electronic payment method on the website to pay your child's lunch account through called "My school account" with a picture of an apple. Parents may log in and check out the amount in your child's lunch account and make payments into it as needed.

Q. How much does lunch cost?

A. For 2016-2017 school year student lunch is \$2.65. An ala cart milk cost \$.40. Adult lunches are \$3.50. There are extra's you can purchase. If you do NOT wish your child to be able to get extra snacks please send a note with your child's name on it that you do NOT wish for him/her to buy extra's.

Q. Am I allowed to have lunch with my child?

A. Parents are allowed to eat lunch with their child. Please call the school by 9:30a.m. the day you would like to join us for lunch. You must make a lunch reservation regardless of whether you plan to eat or just wish to reserve a seat. Please do not contact your child's teacher to make a lunch reservation. Remember: You must sign in at the office to obtain a visitor's badge before going to the cafeteria. Please allow students to adjust to the start of school and café routine before joining them for lunch. We ask that guests wait until after Labor Day in September before calling to be a lunch guest. You cannot pass food out to other students that you bring in from outside. We have allergy restrictions that could be detrimental to certain students if given the wrong thing to eat. For every child's safety and our own liability, we ask that parents not accompany their child to the playground. Due to many end of the year activities lunch reservations will be discontinued two weeks prior to the end of the school year.

Q. Do I need to have a background check on file to be a lunch visitor?

A. At this time we do not require background checks done for lunch visitors. This does not say it will not come into effect soon into the school year. We will let you know of any policy changes as they happen.

Q. How long is the lunch period?

A. The student lunch is scheduled 30 minutes.