

# *FAQ DOCUMENT*

## *SCHOOL POLICIES AT A GLANCE*

For all students

### **How do I drop my child off at school?**

If you are driving your child to school, pull into the driveway and join the line of cars on either the curbside or the wall side of the driveway. If your child is not comfortable exiting the vehicle on their own (toddler and children's house students as well as many lower el students), they may wait in the car until a teacher or older child escorts them from the vehicle to their classroom. The success of the drop off line depends on each car pulling as far forward as possible, teachers and other staff members will assist your child even if you pass the door nearest to your child's classroom. Please remember this, as stopping early to drop your child off for your convenience will cause the cars behind you to overflow onto Fairmount Boulevard slowing traffic for other drivers in the area.

When leaving the Ruffing Driveway remember that you may only turn right onto Fairmount Boulevard - Left turns onto Fairmount, from the Ruffing driveway are prohibited by city traffic laws.

### **Can I walk my child to school?**

Absolutely! Many parents park on nearby side streets (Ashton, Shelburne, and Exeter) and walk their children to the school's door.

### **How do I pick my child up from school?**

The pick-up process is similar to drop-off. If you choose to drive, just wait for a teacher to approach your car with your child. Teachers learn to recognize your car very quickly.

### **What do I do if the Ruffing driveway is full?**

If there is no room in the driveway for your car, wait in the right lane of Fairmount Boulevard. Do not block the apron.

### **How do I let the school know that my child is sick?**

Please call Karen in the office and tell her that your child won't be attending school. She will notify your classroom teacher and arrange for a note to go out to the rest of the classroom if a contagious illness is involved (your child's name will not be included on the note).

### **How do I let the school know that my child will be going home with a friend etc?**

If you know about a change in your child's pick-up plans prior to the school day, you can note to the classroom teacher. If plans are made after school has begun, just call Karen and she will tell the classroom teacher.

### **How do I pick my child up for an appointment?**

Send a note for your child's teacher with the estimated time of pick-up. If you forget to send the note, call Karen in the office and let her know. When you get to school, go to the office and let Karen know you have arrived, then proceed to the classroom(s) to pick up your child(ren). You'll need to sign the student(s) out on a sheet at Karen's desk.

### **Where do I park for Ruffing Events?**

If the event is during the school day and there is no room in the Ruffing parking lot, find a spot on one of the nearby side streets. If it is an evening or weekend event, spots are available in the school lot and on both sides of the driveway.

## Toddler Community & Children's House Students

### I can't find slippers in August - will any other kind of shoe work?

Yes, any shoe that your children can take on and off themselves (slip-on) and can easily distinguish from their other shoes will work. These shoes will stay at school. Crocs are definitely ok!

### Does my child have to eat the snack?

No, snack is optional. It is not served to the group, children who would like to have snack, serve themselves in groups of two.

### Do I have to order milk for lunch?

Milk service is available to all students who eat lunch at school, including the Children's House, All Day, Extended Day and Toddler Community and Siesta Program. It can be ordered for a cost of \$60 per year. The Children's House, 3, 4 and 5 year old students and the Toddler Community receive milk with their morning snack at no cost to you. The milk is produced without the aid of the artificial bovine growth hormone, rBST. If you would like to send your own milk instead of ordering it, please feel free to do so.

### Will my extended day child need a gym uniform?

No. Gym uniforms are only for the students in first through eighth grade.

## Lower El

### Does my child need slippers?

The Lower El teachers will let you know what your child needs for his particular classroom. In general, the teachers will ask that your child keep a pair of shoes at school for recess and other outdoor activities.

### How many gym uniforms do I have to order?

You only need to order one set of shorts and one shirt. If you anticipate laundry issues, you may choose to order a back-up uniform (or two).

### What do I do if my child has not yet received a uniform and gym classes have already begun at school?

If this is your child's first year with a uniform, it may not be here in time for the first couple of gym classes. Francine Barnett knows this and does not mind at all.

### Are there any rules about putting my child's name on the shirt?

You may use a Sharpie or iron-on letters. Just make sure your child's first name is on the front and back of the shirt, across the chest on the front (lower placement makes it harder to read).

### What is that badge on some of the uniforms?

That's the Presidents' Physical Fitness Challenge badge. As part of their physical education curriculum, the students undertake the Presidents' Physical Fitness Challenge each year. Children who have earned badges in the test traditionally wear them on their gym uniforms. If your child has just moved up from Children's House and he has a badge, go ahead and sew it to the gym shirt.

### Should my child wear the uniform to school or bring it with them?

Most students wear their uniform on gym days. In colder weather, they wear sweats over their gym shorts. If your child doesn't want to wear the uniform to school, ask the teacher about time to change into his gym clothes.

### What happens if my child forgets his uniform?

Nothing. Wearing a uniform helps children to practice being responsible and prepared for their activities. There is no penalty for forgetting the uniform.

### Anything else I should know about the gym uniform?

Make sure your child athletic shoes with non-marking soles (many children keep a pair at school). They should wear white socks that show above the shoe. Children with long hair should have it tied back and out of their face for gym class.