

# Welcome, Roslyn Road New Families!

## Frequently Asked Questions: Everything you should know about Roslyn Road School!

**Welcome to Roslyn Road School! Whether you're a parent of a kindergartener or an older student transferring into Roslyn, there are lots of things you'll want to know about your child's new school. This will be an exciting journey for your child and for your family—we want you to feel comfortable in the Roslyn Road community, so we've compiled a list of "good things to know" to help get you acclimated.**

**You'll likely have lots of questions during the first few months of school. Much information can be found in your handbook and in the Roslyn Road directory. This handout is intended to be a quick guide to some of the most frequently asked questions.**

If you have other questions or concerns, please feel free to call your teacher; Ms. Rand or Mrs. Harwood in the front office of Roslyn (847-381-4148); principal Mr. Kirk (847-756-2810); PTO president Jenine Mathias (847-382-7731); or Patty Schmitz (New Family Welcoming, 847-277-9623).

### GENERAL INFORMATION

#### **What time does school start and end?**

School starts at 9 a.m. and ends at 3:40 p.m. on Monday, Tuesday, Thursday, and Friday. Each Wednesday, school is dismissed at 3:10 p.m.

Morning kindergarten begins at 9 a.m. and ends at 11:30 a.m. Afternoon kindergarten begins at 1:00 p.m. and ends at 3:40, except on Wednesdays (ends at 3:10).

#### **When is the last day of school?**

The last day of school will vary depending on how many snow days we have. It is usually around the 5th or 6th of June. You will be given this information sometime in May—the date is approved after the possibility of another snow day has become remote. This year's

end of school is June 2nd with no snow days. Traditionally, we make up an additional day after June 2 for every snow day used in CUSD #220.

#### **How does the bus work?**

Your child will be picked up at his or her designated bus stop. Then, the bus will bring your child to the back entrance of Roslyn near the playground. Children will play on the playground until the whistle blows to signify that it's time to line up and go into school. After school, bus riders will be directed to the proper door and will be helped with boarding the appropriate bus.

#### **Where do I drop off and pick up my child?**

For morning kindergarten students or all other grades (those who don't ride a bus), parents drop off their children at the playground on the west side of the school. Because it's often easy for kindergarteners to feel overwhelmed by all the older students during their first weeks of school, a special area back by the tetherball area behind the gym has been dedicated JUST for kindergarten students. Students will place their backpacks (and lunches, if appropriate) in a designated area by their teacher, then play until the whistle blows, signaling that it's time to line up. For the first week of school, children will be led inside by their teachers; after that, playground aides will help children line up and get to their classrooms.

Afternoon kindergarten students will be dropped off at the southern edge of school (kindergarten wing) and will be met by their teachers at the sidewalk at approximately 12:55 p.m.

For morning kindergarten students, pickup occurs at 11:30 a.m. in front of the school. You must come to the main entrance to pick up your child. During the initial weeks of school, try to make a personal contact with the staff member that is with the children until we get to know who you are and your child becomes more comfortable at school.

### **Am I welcome to stay on the playground with my child until school begins?**

All parents are always welcome on the playground in the mornings. You are the best judge of your own child and his/her needs—stay until your child is comfortable being by him- or herself on the playground. We do ask that parents don't come into school at 9:00 a.m., however, as a clean break into school is usually best.

### **How does the traffic flow work before and after school?**

Children are not allowed to be dropped off before 8:45 a.m. as no supervisors are present on the playground before that time. Traffic flow can be a bit crazy in the mornings in the circle driveway, which is one-way. Drop your child off anywhere near the curb, then move quickly into the traffic lane and flow out of the lot. Cars are not allowed inside the area marked off by cones, and parking by the curb is not allowed.

Those children who are being picked up by car after school will wait at the gym entrance (Entrance #14) for their car to pull up. Parents must wait in the car line until they pull up to the gym entrance to collect their child. (See the directory for more detailed information about pick up and drop off).

### **How are students dismissed from school at the end of the school day?**

Students leave the school at 3:40 p.m. on Monday, Tuesday, Thursday and Friday, and 3:10 p.m. on Wednesday. Walkers leave through two main doors. To the north (toward Carriage Trail), they leave through the outer doors by the tetherball courts on the main playground. Walkers to the south leave through the kindergarten entrance. All car riders leave through Entrance #14 (also called the gym entrance). All bus-ers report to the multipurpose room where they are dismissed and escorted by staff to their bus.

### **Will my child have a snack during the day?**

Kindergarteners will have one snack during their time at school; snacks are coordinated by the teacher and brought in by parents each week. Older students will have one or two snacks each day; these should be sent to school individually with students each morning. Please read the food policy in the directory – many children have food allergies and other issues, and many classrooms will have snack lists. Older children are also encouraged to bring water bottles to school if they choose.

### **What is my child's online account?**

Each child at Roslyn Road School has an online account through the District 220 Web site. This account lists attendance and other information, and you can also add funds to your child's lunch card through this account. You will receive more information about how to access the account from the Roslyn Road office.

### **How do lunch cards work?**

Each student is assigned a special card for lunch purchases. You fill the card with money throughout the year, either by sending a check into school or by going online to your child's account and using a credit card.

### **What is the Multipurpose Room?**

This is the room in the center of the school (just outside the office and across from the library) that serves as the lunchroom and as an assembly space.

## **COMMUNICATION WITH THE SCHOOL & YOUR TEACHER**

### **Who should I call if my child is sick?**

Call the office at 847-381-4148. You go through the attendance hotline as well as report an absence. This message will get to you child's teacher.

### **How should I communicate with my teacher?**

All teachers are different, but most welcome phone calls and e-mail communication (can be found in the directory). Sending a note in your child's backpack in the morning is a good way to tell your teacher about doctor's appointments, issues at home, etc. If you have a question about your child's performance in the classroom or about issues relating to other children, it's best to call the teacher directly.

### **How should I communicate with Mr. Kirk?**

Mr. Kirk welcomes phone calls (847-756-2810) and e-mails (pkirk@cusd220.org). If you have questions about school policies, it is best to contact Mr. Kirk directly.

### **What if I need to bring my child late or need to get them early for a doctor's appointment?**

There is a sign in/sign out sheet on the receptionist desk in the office. You must sign your child in or out if they are coming to or leaving school at an off

time. If at all possible, please call ahead and let the front office or your child's teacher know your plans in advance.

### **How can I get a list of names and phone numbers of the children in my child's class?**

Our Roslyn phone directories do not come out until late October. Until then, your teacher should be able to provide you with a list of all the students in your class. We also may have a small supply of last year's phone books to hand out, which will have the numbers of children who have older siblings.

### **What's the best way to get involved in my child's classroom?**

Teachers have programs that enable parents to spend some time each week in the classroom helping out (reading and writing parents, computer helpers, etc.). Your teacher will provide a sign-up sheet.

### **Am I welcome to come to my child's classroom unannounced?**

All visits should be arranged in advance. In general, coming to the classroom works better for all if a pre-set time has been arranged by the teacher and the parent. Unannounced visits are a disruption to the educational day and take time from all learners. Generally, parents are welcome to visit the classroom or school so long as the time of the visit is mutually agreed upon.

### **Do I need to sign in if I am visiting or volunteering?**

Yes. There is a sign-in sheet for visitors and for volunteers at the receptionist desk in the office. Visitors are asked to wear a name sticker and volunteers are asked to wear a volunteer badge. All visitors, including parents, must first enter the office before going into school classrooms or other areas. Please let the front office staff know the nature of your visit. We have a responsibility to know who is in the building and for what reason. We will be introducing a new security system call that will scan photo identification into a database ensuring that all visitors are safe for the school. You will be hearing more about this as we introduce it.

### **What is a Friday Folder?**

Friday folders are the way that many of the Roslyn Road and District 220 committees, organizations, and teachers communicate with parents. Each Friday, you'll receive a packet of information in your child's

backpack. The packet may include information from various PTO committees and school staff. You'll want to read this info over the weekend in case something is due on Monday!

## **YOUR GUIDE TO SCHOOL AND PTO EVENTS**

### **How does the PTO work?**

You pay a small fee to join, and you're welcome to attend all meetings. The Executive Council is an elected board of officers that oversees the many activities that the PTO supervises, including fundraisers, parties, and various projects around the school. You can join committees and volunteer to help.

### **How can I participate in the PTO?**

First, join the PTO by sending in your fees. Then, check out the list of committees in the PTO packet you received this summer. If something appeals to you, watch for signup opportunities and attend the first PTO meeting on Sept. 13 at 9:15 a.m. in the multipurpose room.

### **What is Character Counts?**

Character Counts is a school district and village initiative. Activities at school are planned by a committee based around the six pillars of character: Trustworthiness, respect, responsibility, fairness, caring, and citizenship. Character Counts is tied more broadly to our emphasis on social/emotional learning and growth in developing well-rounded citizens of Barrington and the world.

### **What is the Roslyn Road Variety Show?**

Each year, the Roslyn Road PTO supports a Variety Show in the winter. It's usually held at Barrington High School, and groups of children, parents and staff members sign up to perform acts. It's a fun night for all! It is the parents' responsibility to gather groups together and sign up for and create acts. Kindergarteners generally participate in the Variety Show as a class, where they sing songs to open the show.

### **What are Mini Courses?**

Mini Courses are held in February. They are four-week, extra-curricular classes taught by parents and/or teachers after school. Even kindergarteners can participate in some of these classes! A signup sheet will be sent home in January.

**What is Muffins for Moms and Donuts for Dads?**

These events are held in the winter and are a special time for moms and dads to come to school in the morning with their children. You'll want to plan to attend these events!

**What is the Holiday Gift Shop/Boutique?**

Each November, all Roslyn students have the opportunity to purchase small gifts for family and friends through the holiday gift shop, boutique, and bake sale. This is a fun time for kids to shop by themselves – older children serve as “helpers” and help the younger kids pick out gifts.

**When are class parties held?**

There are three class parties during the year: Halloween (Oct. 31), Holiday (last day before winter break), and the end-of-the-year. These parties are planned by room parents, with all parents welcome to volunteer and/or participate (come take photos!). At Halloween, Roslyn students participate in a special parade around the Roslyn Road neighborhood, usually beginning around 1 p.m.

**What do Parent Helpers (Room Moms & Dads) do?**

Parent helpers plan each of the parties and generally assist with other special days in the classroom. Other parents are always needed to help out the parent helpers!

**What is Camp Timber-lee?**

Camp Timber-lee is a special overnight outing for our fifth graders that has become one of the most important annual traditions for our fifth-grade students. You'll learn more about this as your children enter fifth grade.

**What's the Book Fair?**

Each year the PTO presents a book fair in April. This is a fun-filled time when your child can pick out and purchase favorite books, with the proceeds going to Roslyn Road.

**What are Box Tops?**

Box Tops for Education are a way that the PTO raises funds for Roslyn. All you have to do is cut out the specially marked Box Tops on many different kinds of foods and grocery items and send them in to your child's classroom. We get 10 cents for each box top collected!

**What is the Roslyn Field Day?**

At the end of May, to close the school year, Roslyn hosts Field Days and “Roslyn at Ravinia.” It's a special day full of outdoor games and activities and a concert on the lawn. A special picnic lunch is provided to students that day.

**Have a great year, and please don't hesitate to ask questions!**