

Dear One Room Families,

In consideration of the health, safety and productivity of our students in the new school year, we want to remind you of important One Room procedures and policies:

- Our doors open at 7:30 a.m. Breakfast is served until 7:55. Classes start promptly at 8:00 a.m. Dismissal is between 2:30 p.m. and 2:45 p.m.
- If you arrive after 8:00 a.m., parents are REQUIRED to sign their child in to school. Students are required to show a tardy pass to get into their classroom.
- The student uniform policy requires all students to wear One Room t-shirts and closed toe athletic shoes along with appropriate bottoms. Bottoms can be khakis, jeans, skirt and longer length shorts. Parents will be called to bring a change of clothes if the students are not dressed appropriately.
- We recommend at the beginning of the year that all students in grades VPK-1<sup>st</sup> bring in a change of clothes in a ziplock storage bag. Accidents do happen ☺.
- We are no longer allowing backpacks on campus. 3-ring zippered notebook binders will be all that is necessary to transport school work to and from home daily. VPK & Kindergarten students may carry grocery store sized tote bags or messenger bags.
- We recommend that you label all your children's belongings with permanent marker –jackets, binders, water bottles, lunch boxes, etc. Lost and found items that are labeled are easily returned to the student, those that are not labeled and unclaimed will be donated to Haven Hospice after 1 week in lost and found.
- No students will be allowed to consume snacks during the school day outside of approved snack and lunch times.
- We will be having monthly birthday parties on the last Friday (or Thursday) of the month. Please coordinate with your child's lunch room teacher for bringing in cupcakes, etc., on that day only. Treats brought in outside of those days will be kept at the front office and returned to you when your child is picked up at the end of the day.
- Parking lot etiquette: Please enter and exit the parking lot at an appropriate speed (15 MPH) . Do not park in front of the dumpster. No dropping off your student in the middle of the parking lot, you must pull into a space. Please refrain from playing loud music while in the parking lot. The rules are stated with the intention of keeping all students safe. You must be mindful of all children when you are at the school.
- The ENTIRE ORSH & ORMS campus is smoke free-including the parking lots.
- After school information:
  1. After School hours are 2:30 p.m. – 6:00 p.m. Late pickup fees occur starting at 6:01 p.m.
  2. After school enrollment may be capped during the year. If you know you will need after school services this year, we recommend you sign up during the Meet the Teacher nights or the first day of school. Only students pre-registered with payments received prior to 8:00 a.m. Monday, 7/20/15 (the first day of school) will be able to attend after school that week.
  3. After school students must consistently attend and pre-pay on a full time or part time basis in order to keep their enrollment current. Failure to do so may result in losing your child's place in the after school program.
  4. All fees must be paid for the current week by 8:00 a.m. Monday mornings (or 8:00 a.m. on the first school day of the week). We cannot accept late payments. Your student can not attend after school if they are not prepaid.
  5. If you would like you child to attend after school only occasionally, you can only do so by paying a drop-in daily rate of \$10.00 for the first child, and \$5 for each sibling (that is a daily rate). This is only allowed if space in the program is available. You must notify the school of a drop-in student AND pay ahead by 8:00 a.m. of that morning. To guarantee space, you SHOULD pre-pay and notify the school well ahead of time.
  6. All school policies remain in force through the after school day. Students who fail to follow these policies will be removed from the program.

More information regarding the new school year will be provided at the Meet the Teacher events. We encourage you and your student to attend, even if you have been a member of the One Room family for years. Information on when your child's Meet the Teacher is being held is located on our website at [www.orsh.net](http://www.orsh.net) .