

# Frequently Asked Questions

## What time does school start and end?

Daily Schedule

9:15.....Students arrive any time between 9:00 and 9:15am

9:20.....Tardy

9:15 - 11:50.....Morning Kindergarten session

12:50 - 3:25.....Afternoon Kindergarten session

9:15 - 3:30.....Grades 1 - 5 and All Day Kindergarten

8:00 - 4:30.....Office hours

Children should **not** arrive at school before 9:00am. There is no playground supervision and we cannot assume responsibility for the children's safety. At 9:00 am students go directly to their classrooms. Students are tardy if they are not in their classrooms by 9:20am and **MUST** check into the office for a tardy slip. Students participating in the Breakfast Program may come between 8:45 and 9:15. Please make every effort to have your children arrive before 9:20am.

## What if my child is absent from school?

Please call the school office at 425-844-4750 and leave a message at any time. You may also email the office at: sandens@riverview.wednet.edu Remember to state the reason for your child's absence. By RSD Procedure P3005-5, the following are valid excuses for absences and tardiness:

A. Participation in school-approved activity. To be excused, this absence must be authorized by a staff member and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so. Please submit a 'Planned Absence' form.

B. Absence due to illness, health condition, family emergency. The parent is expected to notify the school office, via phone, fax or e-mail, of the absence or send a signed note of explanation with the student within ten (10) working days upon his/her return from school.

C. Absence for parental-approved activities, including religious purposes. This category of absence, which must be submitted in writing prior to the absence, shall be counted as excused for purposes agreed upon by the principal and the parent. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. Please submit a 'Planned Absence' form.

**'Planned Absence' forms are available in the school office or on the Cherry Valley website and must be approved by the principal BEFORE your child's absence.**

D. Absence resulting from disciplinary actions – or short-term suspension.

If you do not call the Cherry Valley Elementary office, we will consider the absence

unexcused. We do make "Safe Arrival" calls when we have students absent who are not reported to the office but this is usually done by parent volunteers. If volunteers are not available this can use a tremendous amount of personnel time, so we ask that parents take responsibility for making one call for every absence to save us from making multiple calls each morning. Always call the school office, even if you have spoken to their teacher.

### **What do I do if I have to pick up my child early from school for some reason?**

To ensure that a child is taken from school only by an authorized person, a note from home must be presented to his/her teacher or a phone call made to the office before the child is released. All notes then go to the office. When the parent/guardian arrives to pick up their child they will sign them out at the office and the office staff will call them down to the office. No one is to leave the school grounds without permission. Students are not allowed to leave the school grounds while waiting for their bus.

### **My child has medication needs during the day. What do I need to do?**

All medications, prescriptions and over the counter (including topical creams, cough drops, Tylenol and other various over the counter drugs) **must be authorized by a physician using the official district "Oral Medication Authorization" form available in the office or on the Cherry Valley web site (www.cv.riverview.wednet.edu) listed when you click on Forms.**

For your convenience we could FAX a copy of the form to your doctor after you have filled out the parent section. Students are only authorized to apply topical creams when a doctor's authorization is on file in our office. They come to the office to do this.

### **When to keep your child home or when your child might be sent home.**

If your child is ill to the extent that it will be difficult for him or her to participate in the activities of a normal day, it is best to keep your child home. If your child becomes ill while at school or receives an injury that requires further medical attention, you will be notified immediately.

As a general rule, if your child has a temperature of 100 degrees or above, we will call for them to go home. We will also call with the following:

- temperature of 100° F or more
- vomiting or diarrhea
- what appears to be pink eye, with or without drainage, until treated
- body rash especially with a fever
- lice, lice eggs, or scabies until treated. We have a nit free policy.
- chronic cough
- injury that needs a medical opinion

Please be sure to notify the office if your child will be absent. For additional health information, you may contact our District Nurse, Lynn Sinnema, 425-844-4596 or at [sinnemal@riverview.wednet.edu](mailto:sinnemal@riverview.wednet.edu).

### **I need to change the bus pick up or drop off location or the way my student gets home from school (i.e.. Being picked up by a different person, walking home with someone,**

**riding the bus to a different place.) Whom do I call?**

For temporary or occasional changes, always write a note or call the Cherry Valley school office where a note, pick up pass or bus pass will be written for your student. Please try to call before 2:30 pm, if at all possible. **VERY IMPORTANT: We can not guarantee that we can get a note to students in time if we receive a call after 3:15 pm. We will try.**

For permanent changes in bus transportation, please call the District Transportation Department at 425-844-4540.

**How much does breakfast and lunch cost?**

2009-2010 School Meal Prices

Type of Meal	Lunch	Breakfast	
Elementary School	\$2.75	\$1.50	Adult \$3.75
Reduced K-3 \$ .00 4-5 <sup>th</sup>	\$0.40	\$0.00	
Milk	\$0.50	\$0.50	

**How do I purchase Breakfast or Lunch for my child?**

Cherry Valley has a “Bank a Meal” program in which you pay ahead for your child. If your student eats school meals daily or even occasionally, you may deposit money into their account. Each student receives a code number for their account. As they use that code the account is debited automatically. The same account is used for both breakfast and lunch. You may send in any amount to be deposited. If at all possible, please pay by check. It is much easier for us to process and less likely to be lost. Please be sure that your student's name and teacher's name are on the check and are sent in an envelope. As they learn their account code, that will be a good thing to include on the envelope with their name and teacher name also. Reminders are sent home when funds for two lunches are left on your student’s account. If for some reason your child forgets to bring in money, they are allowed to “charge” 2 times and receive a lunch. After that they will be offered a plain peanut butter or plain cheese sandwich and water, as an emergency lunch.

**My child’s lunch account doesn’t seem accurate. Who should I contact?**

First call the kitchen at Cherry Valley at 425-844-4781. Please leave a detailed message for our cashier. You may also call the RSD Food Service Department at 425-844-4560 to speak with Kay Wetli, Food Services Coordinator or her assistant, Debi Lucas. Our school cashier is usually at school from about 11:00 am to 2:00pm. She may not be able to return your call until the next day.

**What is the process for sending notes or money to school?**

Students should give all notes and/or money to their classroom teacher at the beginning of the school day. Teachers then send all pertinent notes, bus pass requests, and money to the

office to be processed.

**I am confused about the calendar and am unsure about whether my kindergarten child comes to school on a specific half day. Where can I call to clarify?**

The classroom teacher should be able to answer your questions. The CVE school office or RSD Receptionist (425-844-4500) can also give you that information. A district calendar will be sent home for each family soon after school starts in the fall. This is also on the district website.

**During school events, I cannot find parking. Do you have any suggestions?**

Parking is an issue here at Cherry Valley. We encourage parents to park along 3rd Avenue and to walk across the playground to enter the school. The Catholic church across the street, may have spaces available during day time school events.

**What if I have changes to information such as phone number, address or emergency contacts?**

Please call the Cherry Valley Elementary office with any and all information changes as soon as possible. Our online communication tool, Constant Contact sends emails to families about school activities as well as emergency information, such as weather, that impacts school attendance. Please be sure that the office has your current email address.

**Where can I find Lost and Found items?**

Our Lost and Found for clothes, backpacks, and lunch boxes is located by the gym in the two big wooden boxes and on the hooks in that hallway. Small items such as jewelry, toys, electronic items, etc. are kept in the office. Please check with one of the secretaries to claim these items. PLEASE write your child's name in coats and hats, lunch boxes, etc so that they can be returned to their owners.

**Emergency Closures**

Conditions, such as snow, ice, power outages, windstorms, and floods may make it necessary to temporarily alter the operation of schools and/or school buses in the Riverview School District. For the latest closure information for the Riverview School District go to the following link at: **[www.SchoolReport.org](http://www.SchoolReport.org)** or call the Transportation Schedule Line at 425-844-4542

Changes in school operations may involve closure of one or more schools for the day, a later than normal starting time, and/or an earlier than normal ending time. If it is necessary to dismiss students early because of heavy snowfall or a widespread utility outage during the school day, notice of the early dismissal will be broadcast on metropolitan area radio stations and an email will be sent out through our online communication system, Constant Contact. If a school is closed, its before and after-school activities, such as sports events, will be automatically canceled. Community groups using the school after hours should coordinate

their activities with the school principal.

## **Transportation**

If you have any questions about bus transportation, routes pick up or drop off times please contact the Transportation Office at 844-4540

## **Riverview School District and Cherry Valley Elementary websites**

There is a wealth of information about other subjects on the following web sites.

[www.riverview.wednet.edu](http://www.riverview.wednet.edu)

[www.cv.riverview.wednet.edu](http://www.cv.riverview.wednet.edu)

**Cherry Valley now uses an online communication system called Constant Contact that sends email newsletters and event announcements. We are using this instead of a multitude of papers being sent home.**

You may sign up to be included in these emails by letting the office know your email address, which is added to your child's records on the computer, or you can sign up on the Cherry Valley website. [www.cv.riverview.wednet.edu](http://www.cv.riverview.wednet.edu). Riverview School District never sells or gives away this information. This information is entered into your child's private school records.