

Decatur Classical School

Parent Handbook

2017-18

Dear Decatur Parents & Family,

We are thrilled to welcome you to the 2017-18 school year. There are so many ways for us to work together. We hope that this handbook will serve as a guide for your family. Please take a moment to read through and feel free to contact us with any questions.

Sincerely,

Yolanda Luna-Mroz & Chelsea Branch

Morning Procedures & Information:

What time can I drop my child off in the morning?

- Early drop off begins at 7:30am on the playground. If you arrive before 7:30am, please stay with your child.
- You are welcome to stay with your child on the playground until the bell rings at 7:45 am.
- Teachers will pick up students at their assigned spots on the playground at 7:45am. (see **Map 2: Morning Line-Up Locations**)
- In the event of rain, heavy snow, or if the temperature is below 40 degrees, students should enter the building through door #4.

Where can I drop off my child in the morning? What are my options?

(see **Map 1: Kiss & Go Drop-Off**)

- Kiss & Go:
 1. Begins by the 'Kiss & Go Drop Off' sign near the playground, past the bus lane.
 2. Cars must pull up to the drop off lane (heading south) and put the car in park.
 3. Children will be greeted by a staff member/volunteer in a vest who will open the door on the passenger side.
 4. *Parents should not get out of the car.* Kiss your child goodbye in your vehicle.
 5. **Children are to exit on the passenger side of the vehicle only.** Exiting on the driver's side results in the child being exposed to moving vehicles on the street.
 6. Once the staff member/volunteer closes the car door, parents can carefully pull away from the drop off lane.

- Parking: Families can find parking in the neighborhood and walk together to the playground.
 - Parking is not allowed in front of our school or in the parking lot.
 - There is no parking on either side of Sacramento between Lunt & Estes.

- Busing: Buses park and drop off students in front of the school on Sacramento. The bus lane is reserved strictly for buses. Do not park in the bus lane.

- Additional Guidelines:
 - Please do not drop children off at the parking lot entrance or in the parking lot.
 - Do not park, pull over, or drop off on Sacramento (aside from using Kiss & Go). It causes serious congestion and puts students walking or crossing the street at risk.
 - Remember that we want to be good neighbors in our community. Be considerate and do not park or block driveways or alleys.

- Safety is the most important thing. Help us keep one another safe by following the procedures outlined above.

My child(ren) will take the bus to school. What do I need to know?

- All children requiring bus transportation will be assigned pick-up and drop-off sites, bus numbers and times, by the Chicago Board of Education.

- Please refer to this number when communicating with the school or bus company, Decatur will provide you with this information.

- Children will only be allowed to board the bus to which they have been assigned. The bus drivers are not allowed to drop off or pick up children who are not assigned to their routes, nor pick up or drop off at unassigned locations. Please do not make special requests of the drivers, specifically, special pick-up or drop-off sites.
- At dismissal, your child will be picked up in his/her classroom by a staff member and escorted to their assigned bus.
- If you have questions about bus schedules or routes, please email Mr. Murray at jpmurray2@cps.edu

Dismissal Procedures:

What do I do if my child needs an early dismissal?

- If you pick up your child before 2:45pm, you must go to the main office and sign your child out of school.
- Students who leave before 1:30pm are considered a half day absent.

Who do I contact if my dismissal plans change?

- Parents should communicate with their classroom teacher by email by 1:30 pm with any changes related to their child. *This includes changes such as:*
 - Your child is no longer taking the bus home (please cc jpmurray2@cps.edu on that teacher email)
 - Someone other than you is picking up your child from the playground.
 - Your child unexpectedly needs to attend an after school program such as J at school
 - You need your child to walk home