

## Before the First Day - Organizational hints for parents Parent Tip #10

### Emergency Contacts

Make sure you have current names and **daytime** phone numbers in case the school is unable to locate you in an emergency. Be sure and check with these contacts to let them know you have listed them as an



emergency contact. Make alternative pick-up plans for unexpected problems.

### School Personnel

Keep the names and numbers of important school personnel handy (classroom teacher, principal, assistant principal, school secretary, bus/transportation personnel.) Contact them when you have an interest, problem, or concern.

### Meet the Teacher

If possible, meet the teacher in person. Schools generally have an open house just prior to or after the first day of school.



If you cannot attend, call the teacher and arrange a meeting.

### Transportation Plans

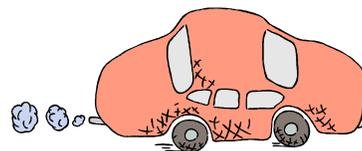
If your child will ride the bus, find out the bus number, along with where and when it stops. Many times this will be listed in the newspaper; if not, contact the transportation department. Write the number on a card for your child so she can become familiar with the bus number. Make plans for getting your child to the bus stop.



Consider what plans you will have in case of severe weather.

If your child will walk to school, make plans for someone to accompany him. Review safety rules from Tip #11. Make arrangements for rainy days and early release days.

If you plan to drive your child, contact the school to find out how and where to drop off and pick up. Schools generally have plans for traffic flow and identifying students when their car arrives.



## Meal Plans/Information

Decide whether your child will take her lunch or purchase school meals. If you wish to pack your child's lunch, milk can be purchased separately. If your child will eat hot lunch, check with the school to find out the price and options. Many schools will allow children to purchase weekly or monthly meal tickets by check. Free and reduced price meal applications should be sent out the first day of school and processed during the first week.

## Attendance Information

(Much of this information may be found in the parent handbook, if one is distributed by your child's school.)

Annual school calendars are usually given out by the school. These include information about start days, ending days, holidays,



teacher planning days, PTA meetings, special activities, etc.

Find out what to do when your child misses school. Generally, a note from the parent/guardian is all that is need for the absence to be excused.

Find out the procedures for a student who arrives late for school. Usually, the child must be

"signed in" at the office before going to his or her classroom.

Find out what the procedure is if your child becomes ill during the school day.

## Parent Organizations

Nearly every school has some form of a parent-teacher organization. These groups usually send home letters to parents/guardians at the beginning of the school year. Attending these meeting is a good way to meet other parents and school staff. They also provide an excellent opportunity to become involved in your child's education.

## Supplies

The schools generally provide a list of supplies that are needed.

This list is often distributed at kindergarten



registration or by the teacher at open house. Since kindergarten classrooms are required to provide a rest time,

many schools ask children to come with a "nap mat" or towel.

Check with your school to see what they request.

