

# Procedures at Gaines Elementary School



**SCHOOL DOORS OPEN AT 8:33 AM.** If your children walk, or are dropped off at school, please be sure they do not arrive before 8:33 am. One exception: students who are going to have breakfast in our cafeteria will be admitted at 8:23 am.

**CALL IN ALL ABSENCES.** Please call the school office to report your child's absence or if he/she will be late arriving.

**ATTENDANCE POLICY.** The Swartz Creek Community Schools **requires that parents contact the school by telephone, email, or note in the even of a student absence** in order for the student to receive an "excused absence" on the record. **REPORT ALL COMMUNICABLE DISEASES TO THE OFFICE.** Please call the office to report such diseases as Chicken Pox, FLu, Measles, Rubella, Pink Eye, Head Lice, Mumps, Hepatitis, Meningitis, Scarlet Fever, Strep Throat, Scabies, Encephalitis, and Whooping Cough (Pertussis).

**MARK ALL YOUR CHILD'S POSSESSION WITH HIS/HER NAME.** You wouldn't believe the number of items that end up in our Lost & Found at the end of the school year. Please mark book bags, coats, boots, hats, gloves/mittens, and other clothing items with your child's name.

**TOYS MUST NOT BE BROUGHT TO SCHOOL.** In spite of what your child might tell you, we do not allow toys to be brought to school. However, in some classrooms, "Show and Tell" is part of the curriculum. If that is the case, the teacher will let you know that your child may bring toys or other items to school for that purpose and on a specific day. Otherwise, all toys should be left at home. This includes such things as dolls and stuffed animals, toys, trucks and cars, baseball cards, game cards, electronic games, radios etc.

**PLEASE BE SURE YOUR CHILD IS DRESSED APPROPRIATELY FOR OUTSIDE RECESS.** Students go outside every day for recess unless it is raining or it is below zero (including wind chill). Please be sure your child is dressed to spend 20 to 25 minutes outside each day.

**PAYMENT FOR SCHOOL LUNCHES MAY BE MADE BY CHECK OR ON SWARTZ CREEK WEBSITE.** If you would like to pay for lunches and/or breakfasts in advance, please make a check payable to **Swartz Creek Community Schools**. You can also pay at [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com). If your child is absent during the period of time which you have paid, the lunch credit will be carried over for him/her on our computerized debit system. Occasionally, a student will forget lunch money and we allow that student to "charge" a lunch. The limit is one time. Student lunch price is \$2.50.

**THE SCHOOL COLLECTS THE FOLLOWING ITEMS:**

**General Mills Box Tops for Education**  
**Aluminum can pull-tabs for Ronald McDonald House**