

# Kilgour 101

## Quick Reference Guide



### DAILY BUSINESS

**Drop-Off/Arrival:** All students are to be dropped off at the front entrance of the school. Students are to enter through the front door where staff will direct them through the cafeteria and have them go to the playground on out-days. Classes line up outside at 9:10 a.m. (A bell rings and the children “freeze” in place until the playground supervisor blows a whistle for them to line up with their class quietly and without running.) On rainy, snowy or cold days (aka in-days), Kindergarten – 3<sup>rd</sup> grades should enter through the front doors and assemble by their classroom door. Grades 4<sup>th</sup>-6<sup>th</sup> are to enter through the front and assemble in the cafeteria for teacher pickup.

Playground supervision begins at 9:00 a.m. **(Children are not allowed on campus before 9:00 a.m. without a parent or guardian to supervise them).** Tardy bell rings at 9:15 a.m. If your child arrives after 9:15 a.m. they must report to the office for an admittance slip. Tardiness may be excused if the student brings a note signed by the parent or guardian stating an acceptable reason as determined by the admitting staff member.

**Breakfast:** Free breakfast is available for all students in the cafeteria from 9:00 a.m. to 9:10 a.m. each day.

**Lunchtime:** Hot lunches are available daily as well as regular or chocolate milk. If your child wishes to purchase a hot lunch, he or she needs to pay for it before school in the cafeteria. The cost is \$1.75 per meal including milk. Parents are welcome to join their child for lunch, however, seating is limited and you **must sign-in first in the main office.**

**Dismissal:** At 3:35pm for Kindergarten and 1<sup>st</sup> grade/3:45 p. m. for 2<sup>nd</sup>-6<sup>th</sup>. **There is no playground/on-grounds supervision provided after school.**

**Bus riders:** The buses will load in the parking lot near the playground and are supervised by school faculty/staff. Bus riding students must board the bus unless they have written permission from a parent/guardian for other arrangements. No student who is not an approved bus rider may ride the bus (example: No student can ride bus home for play date).

**Car Riders** are escorted to the front sidewalk for pick-up.

**Walkers** are escorted to the side or front entrance. A crossing guard will be located on designated streets for assistance.

**There is no school staff supervision of students after dismissal.** All Students are to leave school grounds after school unless attending CRC or an extracurricular activity. No students may stay after school to play on the playground or soccer field or with friends, without prior approved parent/adult supervision. Notify the school office if you are going to be late picking up your child. It is best to have a back-up plan in place for such occurrences. **A student must have written permission from a parent/guardian to leave school with a friend or adult other than parent/guardian.** In order to secure a safe environment parent/guardians are asked to adhere to these policies.

**Before & After School Program:** A Before and/or After school supervised program is available through the Cincinnati Recreation Commission. Contact the Oakley CRC at 321-9320 for details. Care is available beginning at 7am and after care until 6pm, Mon – Fri.

**Parking:** Parking lots are for **STAFF Parking (designated parking spaces), and for senior tutor/volunteer parking.** Please show cooperation and refrain from parking in Kilgour’s lots. By parking in the designated staff spaces, we prevent staff from reporting to student locations on time, providing instruction and causing delay to the educational process. We value our students educational experience and as a result, remind and ask again for PARENTS/GUARDIANS to NOT PARK OR DROP OFF/PICKUP in the parking lots. Please park on the street along Herschel or on the side streets.

**NO Pets on School Property:** Due to various allergies and phobias, pets are not permitted on school grounds, especially during ARRIVAL and DISMISSAL . For the safety of everyone, PLEASE DO NOT tie dogs to the tree, fence or other areas on the school property. Pets are asked to be kept on the front sidewalks (public areas).

**Visitors:** All visitors are to report to the main office through the front doors and sign-in, obtain and wear a Visitors Badge upon arrival. If there is a need to drop off an item (lunch, homework, etc.) visitors/parents are to report to the main office (not classroom) and the student will be called down to the office to pick up the item.

**Absence:** Students are expected to be in school on time each day. Students should not be sent to school with a fever, vomiting, and diarrhea or with highly contagious conditions such as impetigo, pink eye, etc. **Call the office at 363-3000 to report your child's absence that day.** For the well-being of all school community members, students are asked to be **Fever Free for at least 24 hours before returning to school.** Students returning to school after an absence must have a written excuse from their parent/guardian indicating the date and reason for the absence, the student's name and phone number, and must be signed by the parent/guardian. If an absence is unexcused, missed schoolwork or tests may not necessarily be made up.

**Illness while at School:** Kilgour currently has a Health Assistant at school. If your child becomes ill, the teacher will send him/her to the health office and the health assistant will contact you about your child's illness. Do not send your child to school with a fever, diarrhea or vomiting or any known contagious conditions (impetigo, pink eye, etc.). Teach your child to cough into his/her elbow instead of his/her hands to help decrease the spread of germs in the classroom. Instruct your child to wash his/her hands after using the restroom and before eating. It is important that the school office has a phone number to reach someone in case of illness or an emergency. There have been instances when a sick child has had to wait at school for hours. Notify the school of phone number changes immediately!

**Medicine:** While at school: Inhalers are allowed to be in a student's possession if we have a medication form on file. It is necessary to have a Cincinnati Public School Dispensing of Medication by School Personnel form completed by the prescribing physician for each medication (including over the counter) your child is to receive at school. The medication will be locked in a cabinet in the Health office and administered by a designated member of the school staff.

**Severe Weather Procedures:** When severe weather is predicted or occurs, parents should check out the CPS website or local television and radio stations for announcements about school closings or delays. Alerts are also available on the CPS mobile app. The most complete, detailed information is available on the district website [www.cps-k12.org](http://www.cps-k12.org), including answers to Frequently asked Questions about the procedures. CPS rarely dismiss schools early, but it does happen occasionally. Please make sure the school office has the correct emergency contact information. We need a local phone number on file.

## **COMMUNICATION**

**School office # is 363-3000.** Our office staff is very busy performing school and office duties. Please show your cooperation and patience.

**Phone Calls/Voicemail /Email:** Classroom teachers and staff have a direct telephone number, voicemail and e-mail. However, calls to the classroom during the school day interrupt the instructional program. Voice messages may be left on the teacher's voicemail during school hours. Throughout the day and evening, telephone message can be left on voicemail.

**Daily Folders/Tuesday Envelopes:** For grades K-2, a folder is sent home daily and contain homework packets, schoolwork and important information from teachers and school staff. For grades 3-6, Tuesday Envelopes are sent home weekly. However, check your child's backpack daily for important information. You may use these daily folders and Tuesday envelopes to send letters to school with your child for his/her teacher, other school staff, or school organizations.

**Websites:** Our website address is: [www.kilgour.cps-k12.org](http://www.kilgour.cps-k12.org). A wealth of information is also available on Kilgour's PTA website: [www.kilgourpta.org](http://www.kilgourpta.org). CPS website is: [www.cps-k12.org](http://www.cps-k12.org).

**The Synopsis:** The Synopsis is Kilgour's biweekly newsletter that keeps our school community informed about important dates, principal updates and school events/activities. Sign up to receive this great source of information at <http://kilgourpta.org/synopsisissues>.

**Kilgour School PTA Facebook Page:** The intent of the Kilgour PTA FB page is to inform the Kilgour parents and community of upcoming PTA events throughout the school year and direct everyone to more detailed information on our website. Instead of the page serving as an open forum, it is intended to be used as an information stream. It will not contain pictures or videos of Kilgour students or their whereabouts (e.g. field trips).

**PowerSchool:** PowerSchool is the computer system used by Cincinnati Public Schools to keep track of student information. It helps parents be an active part of their children's education and keep track of academic progress on a daily basis. This system is accessed through a website: <https://powerschool.cps-k12.org/public/>.