



First School Policies and Procedures

1. **The online Key School Student/Parent Handbook 2018-2019** provides information, guidelines and procedures applicable to the entire Key School community. The Handbook is posted on the Parent Portal in August.
2. **Arrival** time is 8:00 to 8:20 a.m. A parent, other designated adult, or designated Key School Student Walker must walk with a First School child to his or her classroom and greet the teacher. Before Care is available for Kindergarten through 4th grade if you have signed up and obtained a spot for your child.
3. Any child arriving after 8:20 a.m. is a **late arrival** and will be recorded as absent until the parent signs the "Late Arrival Sheet" at the desk of Bridgette Michaels, First School Administrative Assistant.
4. Parents must call Bridgette Michaels at 443-321-7866 by 8:20 a.m. to report their child's **tardiness or absence**.
5. **Children who ride a bus** will be picked up by a First School staff member and walked to class. Parents should provide an afternoon snack that children riding the bus will have at 3:00 p.m. A First School staff member will walk with the children to get on the afternoon bus.
6. **Dismissal** time is 12:00 noon for part day Key-Wee, Pre-School, and Pre-Kindergarten students and 3:10 p.m. for full day Key-Wee, Pre-School, Pre-Kindergarten, and Kindergarten students. Parents are asked to wait outside the First School Building until the teachers open the classroom doors. Please try to leave the Key School campus within fifteen minutes of the 12:00 noon dismissal (by 12:15 p.m.) and within thirty minutes of the 3:10 p.m. dismissal (by 3:40 p.m.) so that the First School Playground can be safely used by the After School Program.
7. Please communicate with the First School if there is any type of **change in plans for departure** including the After School Program, going home with a friend, and being picked up by a friend.
8. **Messages for teachers** can be left with Bridgette Michaels at 443-321-7866.

9. Parents should send a **nutritious snack and lunch** if their child will be having lunch at School. **Please exclude candy, gum, nuts, and soda.** The First School is a **nut-free environment** due to the large number of First School children who have life-threatening allergic reactions when exposed to nuts or nut products.
10. **Birthdays** are special and simple in the First School. Classroom celebrations will include singing, wearing a crown, and making a class birthday book or card. Due to the high number of food allergies in the First School, no food from home (cupcakes, etc.) or goody bags are permitted.
11. **Invitations** to outside of school parties should be mailed or emailed. Please try to include the entire class or all the boys or all the girls in the class, to avoid hurt feelings.
12. To register your child for the **After School Program**, [complete the 2018-2109 After School Program Registration form](#) and return to Sue Clayton in the Business Office. Children attending the late session must be picked up no later than 5:30 p.m. Be sure to **sign out your child** from the After School Program; otherwise, the Business Office will bill you for the entire afternoon.
13. To register your child for **free Before School Care**, [complete the online form](#). **Children eligible are from Kindergarten to 4th grade only.** Registration is required. Before School Care is located in the Arts Building and begins at 7:30 a.m. every morning. Parents must escort their children into the building and sign them in with a staff member. Contact [Becky Fetters](#) if you have questions.
14. Key-Wee, Pre-School and Pre-Kindergarten children staying for the early session of the After School Program should bring a **small blanket, towel or sheet** for rest time. The size of a Key School resting mat is 23 ½ inches by 48 ½ inches. The blanket, towel or sheet should be taken home and laundered on weekends.
15. Parents are asked to sign and return the [Parent Authorization/Blanket Permission Form](#) by the first day of School so teachers can take the children for a walk to Hillsmere Beach when the weather is ideal. Parents are notified in advance of field trips off campus.
16. All First School children need a **child-sized tote bag or backpack** in which to carry personal belongings, including a **water bottle**. Some School communications and your child's work will be sent home via the tote bag or backpack.
17. All Key School parents have access to the **Parent Portal**. Unique usernames and passwords will be provided to all parents. If you have questions about accessing the Parent Portal, contact the Communication Office.
18. Letters from your child's teachers, photos and other information are found on the class's **Haiku page**. Haiku pages are accessed via the Parent Portal.
19. **Thursday Reminders** will be emailed by the First School to all families and will provide information pertaining to All School, the First School Division, Key-Wee, Pre-School, Pre-Kindergarten, and Kindergarten for the upcoming week.

20. As a **security** measure, all doors of the First School are locked at 8:20 a.m.

22. **Proper shoes** are an important part of your child's effective participation in P.E. class. Key-Wee and Pre-School children should wear tennis shoes on P.E. days. We require Pre-Kindergarten and Kindergarten children to have a clean pair of tennis shoes that will be kept at School and used for only indoor Physical Education. In some cases Velcro fasteners or slip-on type shoes have allowed students to be more independent in the shoe-changing operation.