**Welcome to**

**Schofield Elementary School**

**27 Cedar Street**

**Wellesley Hills, MA 02481**



**\*SCHOFIELD BASICS**\*

Office: 781-446-6280

Fax: 781-263-1527

Absence or Late Arrival: *PickUp Patrol* - links on school website in backpack section

WPS website: www.wellesley.k12.ma.us

PTO website: schofieldpto.org

PTO email: schofieldpto@gmail.com



**SCHOOL HOURS**: 8:30 AM to 3:05 PM – Mon., Tues., Thurs., Fri.

* Noon dismissal for all elementary school students every Wednesday.
* Students may arrive at 8:15 and line up on the blacktop with their classes.
* **There is no supervision before 8:15.**
* Students arriving late (after 8:35) must enter the main door and sign in at the office.

**DROP-OFF AND PICK-UP**:

* **Drop-Off** (rain or shine) is between 8:15 AM to 8:30 AM in the lot by the blacktop.
* Please do not enter the circle. Please stay in your car. No parking in the drop-off line.
* At **dismissal** time, cars may enter the circle after the buses leave. Our staff will direct traffic and bring your child to you.
* **Your child’s safety is our priority.**
* **Walkers** – See information in handbook.

**HOW TO REPORT AN ABSENCE OR LATE ARRIVAL** (phone or email)

* You must notify the office daily (by 9 AM) if your child will be absent or tardy.
* For the safety of students, *all default plans must be set up before the first day of school!* It is extremely important for us to know where to dismiss your child at the end of the day. All absences, late arrivals, early dismissals, and changes of dismissal need to be reported in PickUp Patrol. Please check out this video which shows you how to use [PickUp Patrol](https://www.youtube.com/watch?v=HAVjL53ys24).
* **Absence**: Give reason including symptoms if your child is sick.
* **Tardy**: Let us know when your child expects to arrive and if he/she wants to order lunch – hot, cold, or just milk. (Menu is on school website – see Lunch Program on next page.)
* If your child will be absent for an extended period of time, you must inform the classroom teacher **and** the office - ***(PickUp Patrol)***.
* The PickUp Patrol App is NOT downloaded from an app store. The app is a mobile app accessed through the web. Click on [THIS LINK](http://track.spe.schoolmessenger.com/f/a/WgXmN266Gpp0KTF5duBozg~~/AAAAAQA~/RgRk5RtUP0QlaHR0cHM6Ly9hcHAucGlja3VwcGF0cm9sLm5ldC9wYXJlbnRzL1cHc2Nob29sbUIKYurU5wNje1m-uFIVam9yZGFuMTIyNzlAeWFob28uY29tWAQAAAAB) and then add it to your home screen. You must have completed your registration online using the emailed link provided to you by Schofield.

**EARLY PICK-UP**

To pick your child up early:

* Please enter early pickups in ***PickUp Patrol***so we’re prepared for the dismissal.
* Report to the office & the secretary will call the classroom to have your child dismissed to the office. (Please do not go to your child’s classroom.)
* Please arrive a few minutes early to sign your child out in the office.
* Children will be called to the office when you arrive.

**CHANGE IN DISMISSAL**

* Please submit changes in ***PickUp Patrol*** the day of the change. Please make every effort to plan changes **before** your child leaves for school.
* Changes during the day **must** be submitted, no later than 1:45 p.m., but earlier if possible. (11:00 for Wed. noon dismissal.) Please use ***PickUp Patrol****.*

**BUS TRANSPORTATION**

Students living outside a 2-mile radius of the school are eligible for free bus transportation.

Non-eligible students may ride the bus for a fee. See bus information sheet for details.

**LONG WEEKENDS AND FAMILY VACATIONS**

* Parents should not excuse their children from school during the regular school year for family vacations.
* If missing school is unavoidable, students will be expected to make up missed work upon return. Teachers do not provide work for students to do while away.

**NO SCHOOL ANNOUNCEMENTS**

* WPS uses the **School Messenger System** to alert families of weather closures and other time-sensitive information.
* You may also consult local television and radio news stations.
* Please do not call the school.

**PARENT PORTAL** (See WPS website for details.)

* Allows you to access information about your children.
* A letter is sent in the summer with information and an access ID to set up an account.
* You **must input or update** each child’s information at the beginning of each school year.

**CHANGE OF ADDRESS or PHONE NUMBER**

* Please let the office know immediately if you change your address or phone number so we can update it in Power School.
* The update is necessary so you can receive time-sensitive information through the School Messenger System.

**LUNCH PROGRAM**

* You must set up an account for each child using the Parent Portal username & password.
* Menu is online. WPS website > Programs > Food Services > Menu

**RECESS**

* Students go outdoors every day except in inclement weather.
* Students should be dressed appropriately for the weather.

**LOST AND FOUND** (outside the School Office)

* **Please label all of your child’s removable clothing** including boots, sweaters, hats, mittens, scarves, water bottles, etc.
* All labeled clothing will be returned to owners.
* Unclaimed items are donated to charity five times a year.

**FITNESS AND HEALTH**

* Sneakers are required for Physical Education classes.

**BIKES AND SCOOTERS**

* Children in Grade Three and above may ride their bike or scooter to school.
* They may not be ridden down the back path or on school property.

**STUDENT PROGRESS REPORTS** – Four Formal Reporting Periods

* Two Parent-Teacher conferences in the fall and in the spring
* Two written progress reports are issued in January and in June.

**MEDICATION AT SCHOOL**

* Medication must be delivered to the school nurse, by an adult, in the appropriate dosage and in the original pharmacy container.
* There must be a written ”order” from a doctor and a signed parent consent.

**BEFORE SCHOOL PROGRAM**

* Children are supervised in the Schofield Library/Media Center from 7:15 to 8:15 AM.
* The cost is $360.00 per semester per child (Subject to change.)

**AFTER SCHOOL PROGRAM**

* Wellesley Community Children’s Center (WCCC) - 781-235-1474
* www.wccc.wellesley.edu
* [shawn@wccc.wellesley.edu](mailto:shawn@wccc.wellesley.edu)

**COMMUNICATION – Please check backpacks and email daily.**

* Backpack
* VIP or other type of folder signaling immediate attention needed. Folder must be returned the next school day.
* *The Schofield Connection* – Monthly School Newsletter online (See PTO website)
* *All-School Information* - School-wide system for email notifications from Principal and/or PTO president. Messages are automatically sent to your email address. This is the **primary method of communication**. **Please check email daily.**
* If you do not have email, please contact the office for alternate communication.

**ANNUAL SCHOOL EVENTS**

This information is a sampling of a few events in a typical school year, but some additions, deletions or change of date may occur in any given year.

* BACK TO SCHOOL NIGHT (September)
* SCHOOL PICTURE DAY (September)
* WINTER SOLSTICE CONCERT – Grade 5 – (December)
* STUDENT-FACULTY BASKETBALL GAME – (January)
* SONGS OF FRIENDSHIP AND LOVE – Kindergarten - (February)
* SONGS ACROSS THE GLOBE – Grade 2 - (March)
* REGIONS FAIR AND CONCERT – Grade 4 - (May)
* RECORDER CONCERT – Grade 3 - (May)
* SCHOFIELD ROAD RACE & FUN FAIR – (June)