

# Upham School Handbook 2019-20



**Upham**  
Elementary School

Academic Excellence  
Commitment to Community  
Respect for Human Differences  
Cooperative and Caring Relationships

## **UPHAM SCHOOL HANDBOOK**

35 Wynnewood Road  
Wellesley, MA 02481

Mr. Jeffery Dees, Principal  
Mrs. Robin Boucher, Secretary  
Office: (781) 446-6285 Voice Mail: (781) 263-1510  
Fax: (781) 263-1507 [www.wellesleyps.org](http://www.wellesleyps.org)  
PTO Website: <http://www.uphampto.org>

September 2019

Dear Upham Community Members,

Welcome to the 2019-2020 school year. The staff at Upham enters the new school year with continued enthusiasm, high expectations, and the desire to further build upon the wonderful sense of community that exists within our school.

This handbook was created for the benefit of the entire Upham community. It is hoped that this handbook will be a valuable resource for all of you.

We hope that you will find the information within this handbook to be useful and that you will keep it for future reference. Please do not hesitate to contact the school at any time for further information.

Sincerely,

Jeffery L. Dees  
Principal

## Upham Core Values

Upham has many goals for our students' academic and social development. We hope to provide an enthusiasm for learning, an excitement for acquiring new problem-solving skills, and ability to work independently and collaboratively. The four core values adopted throughout the Wellesley Public Schools ensure that we create an atmosphere conducive to achieving our goals. These values include:

- Academic Excellence: We engage all students, regardless of learning style, degree of interest or level of subject matter readiness, in activities that encourage intellectual development. We stress perseverance, risk-taking, initiative, resilience and pride as dispositions that support a student's academic growth. We set high standards and expectations and offer the resources necessary for students to succeed.
- Respect: Students are encouraged to respect differences of gender, race, religion and ethnicity. Upham sponsors activities that foster cooperative relationships among all school members, demonstrating our commitment to collaboration and mutual respect. Students are also taught to honor school property and the property of fellow classmates.
- Cooperative and Caring Relationships: Open and honest communications are essential for ensuring constructive relationships. A variety of activities are designed to ensure trust and helpful communications among all members of the Upham community.
- Commitment to Community: We all have a responsibility for the health and well-being of our school and our wider community. Throughout the school year, students may participate in a variety of service projects through the Hearts & Hands program that supports the school or other community groups in need.

## Parent Teacher Organization (PTO)

Dear Upham School Community Members:

Welcome to another exciting year at Upham School! On behalf of the PTO, we would like to extend a special welcome to all the new families, teachers and staff who are joining our community this year. We are thrilled to have you!

We strongly encourage all of you to become involved in the Parent Teacher Organization (PTO) in any way that you can. Your participation, be it through time or financial contributions, partnered with the dedication and commitment of the Upham teachers and staff, will enhance and enrich your child's overall experience at Upham. Parent involvement at our school is a vital part of the Upham school culture, and is a fun way to meet others while participating and impacting your child's time at school.

We hope that you and your family have a wonderful 2019-2020 school year. We look forward to working with all of you to make this a positive, enriching school year for all of Upham's students. Please don't ever hesitate to contact us with any questions, thoughts, or suggestions you may have as the year progresses.

Thanks in advance, for your support, time, and dedication.

Sincerely,  
Hyun Song and Meryl Glassman  
PTO Co-Presidents

### 2019-2020 Upham PTO Officers

<u>Office</u>	<u>Officer</u>
Co- President	Hyun Song
Co- President	Meryl Glassman
Co-Vice President	Jennifer Dube
Co-Vice President	Leanne Leibman
Secretary	Maria Brostom
Treasurer	Peter Welburn

## **Parent Teacher Organization (PTO)**

We are fortunate to have a wealth of talented, enthusiastic parent volunteers. The Upham Parent Teacher Organization is committed to fostering a spirit of cooperation and communication between parents, teachers, and staff, which enriches and augments our children's education.

The PTO sponsors many programs and events throughout the school year. Some events are designed purely for fun and to heighten school spirit, such as the Ice Cream Social/Family Picnic in September, while others are strictly fundraisers such as the Auction and Sports Carnival. Other programs, such as Creative Arts and Sciences, enrich the curriculum by arranging for dance, music and theater performances and science-based programs, while events like the Invention Convention and Recital Night showcase the talent and creativity of our children. Other events, such as the Auction and Sports Carnival, raise significant funds while involving many parent volunteers and providing a social opportunity for the members of our community.

The PTO also supports a number of events designed to celebrate our sense of community. The New Families Coordinator warmly welcomes new families over the summer, in September and throughout the year. PTO volunteers host a Teachers' Welcome Back Breakfast during the first week of school and a Teacher's Appreciation Luncheon in the spring.

We encourage each of our families to become involved with the PTO. Not all PTO activities occur during the day, and the responsibilities of several PTO positions can be fulfilled when convenient for the volunteer. There are many ways that one can contribute to a child's education and learn more about what happens in our school. The PTO holds regular meetings where issues affecting the school are discussed, in addition to guest speakers and special presentations. All parents are encouraged to attend PTO events.

## School Schedule

### School Hours - Grades K-5

- 8:30 am to 3:06 pm on Monday, Tuesday, Thursday, and Friday
- 8:30 am to 12:00 pm on Wednesdays

### Arrival Time

With the exception of some bus students who may arrive early, students should not arrive at school before 8:15 am, as adult supervision is not available prior to that time. In case of inclement weather, check for the red flags, hanging outside the modular classrooms and on the fence in front of Upham, which notify children to report to the gym. **A child who arrives after 8:35 am should enter through the front door and check in at the office to receive a tardy slip to present to his/her teacher.** When reporting tardiness, please indicate whether or not your child intends to buy hot or cold lunch, as the lunch count must be known by 8:45 am.

### Safe Arrival Program

The Safe Arrival Program ensures that parents are notified promptly if their child fails to arrive at school. Parents are requested to call the Upham School Office at **(781) 446-6285** between 8:00 and 8:45 am if a child will be late or absent that day. If a child is absent and the absence has not been reported, the School Secretary will call the child's home no later than 9:15 am to verify that the child is indeed at home.

### Attendance

**Students are expected to attend school each day unless they are ill or there is a family emergency, as regular attendance is essential for a child to make continuous progress in school. If a child's absence is reported (by calling the Safe Arrival number above) it is not necessary to write a note upon returning to school. In the event of tardiness, an explanatory note is requested from parents as a courtesy to the teacher. Tardy students should first report to the Office when arriving at school.**

### Dismissals

At the beginning of the school year each child will submit a form stating his/her standard dismissal procedure (parent picking up, nanny picking up, going home with another child etc.). If this standard dismissal arrangement should change, a blue dismissal form must be completed and provided to your child's teacher. For early dismissals due to illness, medical appointments, or family emergencies, send in the blue dismissal form to your child's teacher and then report to the Office to pick up your child. The Secretary will summon him/her for you. Do not proceed directly to the classroom.

## **Emergency Dismissals**

In a very unlikely case (severe weather conditions or an unforeseen emergency), your child may be dismissed during a school day and the Room Parents will make every effort to reach parents or guardians through established emergency phone list chains. No child will be dismissed unless his/her transportation home is clearly identified. Parents should discuss with their child (ren) the arrangements for transportation and supervision in such an event. If you cannot be reached, the school will refer to the alternate numbers listed in Power School. Please keep this information up to date during the year.

## **No School Announcements**

When traveling conditions appear to place children's safety in jeopardy, the Superintendent's Office will notify the following of school cancellation:

Radio: WBZ, WYTS, WKOX, WEZE, WCRB, WEEI, WGTR, WBCN, WHDH, WNTN

Television: Channel 4, Channel 5, Channel 7, Wellesley Cable Channel 13.

Telephone: (781) 446-6210 – for recorded message

Website: <http://www.thebostonchannel.com/index.html>, <http://www1.whdh.com>

Please do not call Upham School, the Police or the Fire Department for this information. The Wellesley Police Department has created an online signup for text alerts, including school cancellations due to weather. To sign up, go to [www.wellesleypolice.com](http://www.wellesleypolice.com)

On days when school is not officially closed, the decision whether or not to send children during adverse conditions rests with parents.

## **Before School Program**

The Wellesley Public School System offers a Before School Child Care Program from 7:15 – 8:15 am. Parents who wish to drop their children off before 8:15 am can enroll their children in this program for a fee. A teaching assistant will supervise the children until 8:15 am when the children will be escorted to the playground to gather with other students.

## **After School Program (WCCC)**

An After School program is available for children who require supervision after 3:06 pm. This program is available for a fee. Information and applications are available in the Upham School Office, calling Shawn Thompson at (781) 727-9932 or emailing [shawn@wccc.wellesley.edu](mailto:shawn@wccc.wellesley.edu)

## **Special Upham Programs**

### **School Assemblies**

School Assemblies are a significant part of the Upham community and are held throughout the year, usually on Friday mornings. Parents and younger siblings are always invited to attend. Please be thoughtful about younger children being disruptive however, especially during Creative Arts & Sciences performances. Notices of assemblies appear in the front of the handbook and in the Upham Update.

### **Book Buddies**

One of the highlights of the Upham year for many students is the “Book Buddy” program, which pairs younger students in Grades K-2 with older Grade 3-5 “mentors.” Book buddies classrooms meet together approximately once per week to work on Buddy projects and literacy activities.

### **After-School Programs**

The PTO sponsors after-school programming for all students. If you are interested in an after-school program please contact the Upham PTO.

## **Health & Safety**

### **School Psychologist**

The School Psychologist at Upham co-teaches and collaborates with teachers, and provides psycho-educational evaluations and assessments as part of the school’s crisis intervention system. She also provides individual and group counseling services; social skills training for students, and training for staff and parents on topics of specific interest or need. As part of the Social Competency Program, the school psychologist promotes and supports Problem-Solving Steps the children learn in Open Circle. If it is felt that it would be helpful to see a child on a regular basis, parents will be contacted. Also, parents are invited to contact the psychologist at any time with concerns or questions by calling Rebecca Hoitash (781) 263-1510 ext. 2720

### **Nursing**

The purpose of the comprehensive school health program is to encourage the best possible health outcomes for each student and to teach concepts that help students make responsible decisions regarding their own health in the future. Parents are invited to contact the school nurse by calling Ann Warmington, RN (781) 446-6285 ext. 2702

The members of the Nursing Department collaborate with parents and staff to provide



every possible educational opportunity for all students by providing services to support their health, well being, and safety in school.

The comprehensive school health program includes screening procedures, protocols to prevent the spread of communicable diseases, emergency care, and procedures to facilitate school attendance of children with special health care needs. The nurse identifies health related barriers to learning, and collaborates with teachers to accommodate students with special health care needs. The nurse may act as liaison between schools and physicians and/or refer students to appropriate resources within the school or community.

The WPS nursing department employs registered nurses licensed to practice by both the Massachusetts Board of Registered Nurses (<http://www.mass.gov/dph/boards/rn>) and the Massachusetts Department of Elementary and Secondary Education ([http://www.doe.mass.edu/educators/e\\_license.html](http://www.doe.mass.edu/educators/e_license.html)).

### **Emergency Information**

Please keep the emergency information on your child current to facilitate contacting you if your child is ill or injured.

### **School Absence**

Please notify the school when your child will be absent, specify whether it is due to illness, injury, doctor's appointment, etc.

## **Guidelines for School Attendance**

### **Illness**

Students receiving antibiotics for a contagious condition such as strep throat must stay out of school until 24 hours of antibiotic therapy has been completed. Excessive coughing and nasal discharge and generally not feeling well are indications that the child should remain home.

### **Fever**

If your child has a temperature of 100 degrees or above (taken orally) in the morning, it is recommended that (s) he remain home. Students should remain home for 24 hours after a fever has subsided without the use of fever-reducing medication such as acetaminophen (Tylenol) or ibuprofen (Motrin). If your child develops a fever during school hours, they will not be allowed to return to the classroom and will remain in the health office until dismissed to a parent/guardian or the parent's designee.

### **Chicken Pox or Undiagnosed Rash**

If your child develops chicken pox or a rash please inform the school nurse.

### **Injury**

Any student who has sustained an injury that has been treated by a physician or in an emergency room and will have restricted activity for a limited period of time (*cast, stitches, sprains, fractures, concussions, etc.*), must bring a note from the physician stating the nature of the restrictions and when the student can resume participation in health and fitness class, recess, and sports in the upper grades. The student will not be allowed to return to health and fitness class and sports activities until this note is received. If your child sustains an injury, or you feel (s) he should limit her/his activity for 1 - 2 days; or that will affect her/his school performance, you will need to send an explanatory note to the nurse.

### **Dismissal Due to Illness or Injury**

Students who become ill or injured at school will be dismissed to a parent or her/his designee from the office. The child will not be allowed to walk home alone. It is the expectation that a sick or injured student will be picked up as soon as possible.

### **UPHAM SCHOOL GUIDELINES FOR SCHOOL PARTIES AND SPECIAL EVENTS**

“The Wellesley Public Schools is committed to providing a school environment that enhances learning and development of lifelong wellness practices for healthy eating and physical activity. Being mindful of the adverse effects of excess consumption of calories, added sugar and unhealthy fats (saturated and trans fats), good judgment, moderation, and choice will be encouraged in the selection of foods for school parties, activities and fundraisers. Food served at school parties and other activities should provide healthy choice selections.” (Wellesley Public Schools, “Wellness Policy and Implementation Guidelines”, May 2006)

**There will be no food offered for school parties during the school day.**

### **Emergency Contact Information**

It is imperative to keep the emergency information current so that a parent can be contacted in the case of illness or injury. During the year please be sure to update the information in Power School, which is the Wellesley Public Schools online data site.

You should have received a letter from Dr. David Lussier, WPS Superintendent, with your child's personal username and password. This will allow you to access this website. If there are any changes to the information, please update them on this website, as it is essential that we have up-to-date information for every student. In case your child is transported to the hospital, a hard copy of this information will accompany him/her. Unless otherwise indicated by parents, students may be dismissed to persons listed as emergency contacts.

### **Dismissal**

Students who become ill or injured at school will be dismissed from the school to a parent or his/her designee. The student will not be allowed to walk home alone.

## **Communication**

Effective, timely, honest communication between teachers, staff, students and parents is essential to maintain a pulse on a child's progress at school. Report cards, notes, phone calls, newsletters, and articles in *Upham Updates*, *The Reporter*, and *The Wellesley Townsman* are ways in which the school tries to keep parents informed.

### **The Backpack Method of Communication**

Routine communication with parents from the Principal or the PTO takes place via the weekly electronic school newsletter *Upham Updates*. This document will be sent to your home email address every Thursday. Any information that needs to be sent home "hard copy" will be in your child's backpack. Should teachers have specific class-related messages for parents, they will also come home in the child's backpack. Urgent messages or important communication will be sent home via the First Class.

Anyone wishing to update families on PTO or school matters through the Upham Update must have their submission in to Caroline Hudson by noon on the Wednesday before the Update is sent.

### **Communicating with the Principal**

Mr. Dees, Upham Principal, can be reached during the school day by phoning the School Office at (781) 446-6285 x 2701, e-mailing him at [deesj@wellesleyps.org](mailto:deesj@wellesleyps.org) or by requesting an appointment. Mr. Dees has an "open-door" policy and invites anyone to speak with him at any time about anything pertaining to school matters or their children.

### **Reporting on Student Progress**

There are four formal reporting periods during the year: two parent-teacher conferences which take place in November and April, and two written progress reports issued in January and June. Teachers and staff will make every effort to be available for conferences as needed or requested during the interim. In addition, parents are encouraged to attend events sponsored by school to learn more about their child's program and the expectations at the different grade levels. In September, a Back to

School Night is held for parents during which teachers present a brief overview of the curriculum for each grade level, as well as a summary of classroom routines.

### **Parent Participation in School**

As valued members of the Upham community, parents are always welcome. If you plan to visit in your child's classroom, please make arrangements directly with the teacher prior to the visit, as arriving unexpectedly has the potential to disrupt the students' program.

Parents who participate in the classroom are asked to respect student confidentiality and to model the Upham core values, listed on page 9; in particular, they should demonstrate sensitivity to differences of gender, race, religion, and ethnicity between children.

There may also be volunteer opportunities for parents who work during the day and are unable to come in during the school day. Please ask your child's teacher about such opportunities.

**Parents and visitors must sign in and out at the School Office. Identification badges are available for parents and visitors to wear when in the building during regular school hours. If you need to deliver a message, lunch, homework, etc., please leave it in the School Office, and we will be happy to deliver it to your child for you.**

With the exception of the front door, doors leading to Upham are locked during the school day (8:35 am - 3:06 pm). Parents and visitors to Upham are required to enter through the front door using the camera and buzzer system. While we understand that this may result in some inconvenience for parents and visitors, we trust that parents will support our efforts to make the building more secure for their children.

## **General Administrative Information**

### **Social Competency**

All Upham classrooms participate in the Open Circle Social Competency Program. The program supports our core values, having as its goals:

- Building a cooperative, caring environment in all classrooms
- Enhancing the communication, social, and problem-solving skills of individual students
- Enabling students to develop self-control and to take responsibility for their own behavior

These skills have been linked to good social adjustment, development of critical thinking and academic achievement.

The Social Competency curriculum is presented in classrooms during Open Circle time. Open Circle also provides the setting for considering class and school issues, allowing students to apply problem-solving skills and strategies previously learned.

## **Homework**

Homework is designed to provide practice, reinforcement and/or application of skills and knowledge learned in the classroom. Additionally, it promotes individual initiative, personal responsibility and self-direction. There are five types of homework: practice, preparation, extension, optional and independent reading.

In addition to the time represented by the homework guidelines listed below, it is expected that all elementary students will read or be read to each night.

### **Homework time guidelines by grade:**

**Kindergarten:** Occasional homework assignments

**Grade 1:** Periodic homework assignments, typically one night per week

**Grade 2:** Two to three assignments per week, 20-30 minutes each

**Grade 3:** Three to four assignments per week, 30-45 minutes each

**Grade 4:** Four assignments per week, 45 minutes each

**Grade 5:** Four assignments per week, 60 minutes each

## **Vacations and Homework**

Families are encouraged not to take extra vacations during the school year, as children miss important instruction, discussion and activities that allow guided practice of new skills. Instructional time that is missed while a child is on vacation cannot be replaced. Since written assignments are directly related to classroom instruction, practice, and explorations, it is not possible to send class work with students who take vacations other than during regularly scheduled school vacations.

## **Birthdays**

To celebrate your child's birthday in the classroom, you may choose to send in a small special *non-edible* treat for the class, but arrangements with your child's teacher must be made beforehand. Birthday treats have included inexpensive items, books for the classroom, games, or art supplies; often the teacher can make an appropriate suggestion. Each month, the names of all the children whose birthday occurred during that month are posted in the School Office. If you wish to donate a book to the school library in honor of your child's birthday, please call the librarian at (781) 263-1510 x2722, or the Book Donation Coordinator.

## **Lunch**

A thirty-five-minute lunch-recess period is provided for all children in grades 1-5 and for kindergarten children, as full days are added. There are two lunch periods:

- Grades 3, 4, 5: 11:50-12:25 pm
- Grades K,1, 2: 12:45-1:20 pm

Lunch can be purchased daily (except Wednesdays). There is always a cold lunch alternative to the main offering and children must specify a choice of entrée in advance. You can print the menu from the website at [www.schools.whitsons.com/ma/wellesley-public-schools](http://www.schools.whitsons.com/ma/wellesley-public-schools). To pay for school lunches, parents must create an account for each child at [www.myschoolbucks.com](http://www.myschoolbucks.com). Parents may prepay for meals at their discretion or have money automatically put into their accounts on a regular basis. Free or reduced-priced lunches are available for families who qualify. Applications are distributed at the beginning of the year, but may be requested at any time throughout the year.

Lunch counts are taken and orders are placed immediately at the beginning of the school day. Students arriving late should either bring their lunch, or parents may order lunch for a child who will be tardy when calling the Safe Arrival number.

### **Recess**

There are two 15-minute recesses Monday, Tuesday, Thursday, and Friday for students in grades K-5. One recess occurs mid-morning and the other is at lunchtime. Weather permitting, recess is held outdoors. *Please be sure your child has the appropriate outside clothing for the conditions.* Bike helmets should never be worn on the playground. While at recess, the students are under the supervision of Upham staff. Each fall (and as needed), playground rules and expectations will be reviewed with the students. For a safe and happy playground, please encourage your child to respect and follow the directions of the staff.

### **Field Trips**

From time to time, various classrooms schedule field trips to reinforce a particular unit of study, or to build a sense of community for a class or a grade. You will be notified by your child's teachers in advance of any such field trip, including the particulars of the trip (what to wear, what to bring, how they will travel, etc.). *Unless otherwise stated, students should not bring money on field trips.*

### **Lost and Found**

A Lost and Found is located outside the staff room. You and your child are encouraged to check the designated boxes if an item has been misplaced. Anything found in or around the school is turned in to the School Office and placed in Lost and Found.

It is helpful to *label your child's belongings well* and avoid having your child bring items into school that is especially valuable. Smaller items are usually returned to the School Office (e.g. jewelry, wallets, etc.) Items that are left unclaimed for a long period of time are donated, with advance notice, to charity.

### **Dress Standards**

Children are encouraged to attend school in neat, clean, appropriate clothing that can be comfortably worn while climbing on playground equipment, sitting on the floor, or actively engaged in an art project. In addition, *it is essential for the children to dress*

*appropriately for the weather as they generally go outdoors for recess.* The only restriction for students' dress is that it should not detract from the learning environment. Appropriate shoes must be worn for participation in physical education activities (sneakers or other soft soled shoes).

## **General School Rules**

### Hallway

- Always walk
- Conversation ends when students walk in the door
- Hold door for the next person in line
- Walk on the right side of the hallway, single file
- One class enters the building at a time after recess
- Six inch voices in the hallway
- Keep hands at sides

### Recess (Outdoor)

- Stay in view of adults on duty
- One person on the slide at a time. Remain on your bottom and NO WALKING UP THE SLIDE
- Include everyone
- No climbing trees
- No jumping off the equipment (structures/swings)
- Feet inside the swing. Swing sensibly
- Line up immediately when the bell/whistle rings
- Don't distract Kindergarten or other classes by knocking on windows or sitting on ledges
- Walk to and from recess in line
- Refrain from screaming
- Ask a teacher before going inside the building
- Get a teacher if a ball exits the playground
- Sensibly throw the ball at the Wall Ball
- No piggybacks or carrying other students
- Most importantly, HAVE FUN!!

### Recess (Indoor)

- Use an indoor voice
- No running in the classroom
- Share games/activities
- Clean up immediately at the end of the period
- Listen/respect teacher on duty
- Ask permission to leave classroom for any reason

## Lunch

- No visits to the classroom during lunch
- Tell a teacher if you need to use the bathroom or see the nurse
- Take what you ordered
- Remain seated while eating
- Throw garbage away when your table is dismissed

## **Transportation**

Transportation to Upham is accomplished by driving, walking, or by riding a bicycle (if in Grade 3 or above). Riding a bus is an option if a child is participating in the METCO program or requires transportation because of special needs. Bus transportation for most Upham students is not available.

In accordance with Chapter 90, Section 16B of Massachusetts General Law, school buses and personal motor vehicles are restricted from idling on school grounds. “School grounds” are defined as in, on or within 100 feet of a school, athletic field or facility, and any playground used for school purposes or function, which are owned by a municipality or school district. School grounds also include any parking lot attached to such school, athletic field, facility or playground.

### **General Traffic Safety Guidelines**

- Drivers: Please be sure to observe the **5 mph speed limit** at all times.
- The upper and lower drives are one way. Please enter the school grounds via Lowell Road and exit via Wynnewood Road. (The upper drive is located between the school building and the north side of the fenced playground/dismissal parking lot. The lower drive is south of the fenced playground/dismissal parking lot. Please see Traffic and Parking Map.)
- Drivers: Please be aware of walkers and bicyclists entering the grounds at the lower drive crosswalk and the Wynnewood Road sidewalk.
- Walkers: Please use sidewalks and marked crosswalks.
- Bicyclists: Please ride on the right side of the road, with the traffic. Enter school on Lowell Road. Walk bicycles on school property, and park them in bike racks.
- Remember that these procedures have been put in place for the safety of our children. Please be patient.

### **Parking**

- The Dukes Road parking lot is available for parking at any time.
- The west (outbound) side of Wynnewood Road, south of the first driveway is available for parallel parking at any time. Please do not block driveways. Note that parking is ***not*** allowed along the curb by the playground. (Please only park on one side of the road.)



- The fenced playground/dismissal parking lot is available for parking during dismissal only. Please see Dismissal Procedures.
- Parking is ***not*** allowed in the spaces that face the wooden stockade fence along the lower drive. In addition, parking is ***not*** allowed in the spaces along the east side of the fenced playground/dismissal parking lot. These are reserved for staff only. Please see Traffic and Parking Map.

## **ARRIVAL**

- Drivers using “live” drop-off should drop off children each day using the upper driveway next to the building.
- Drivers are asked to proceed in a single line and pull their cars as far forward as possible. Do ***not*** pass other vehicles. This will facilitate a safe and efficient traffic flow.
- Vehicles should not stop in or block the crosswalk. A safety patrol person will be at the crosswalk to assist walkers and bikers between 8:15 am and 8:35 am.
- Drivers should remain in their vehicles. Vehicles should be put in park before allowing children to exit vehicles.
- **Children should exit vehicles on the passenger side only.** Please instruct your children to enter the playground on the west side (next to kindergarten rooms). Parents are to remain in their cars when dropping their children off.
- Caregivers wishing to walk their children up to the school may park in the Dukes Road lot or along the west side of Wynnewood Road. Please see Parking for more information.

## **Dismissal**

### **After School Pick-Up Procedures**

- During dismissal, drivers may park on Wynnewood Road, in the Dukes Road lot, or in the fenced playground/dismissal parking lot. For more information regarding parking on Wynnewood Road or in the Dukes Road lot, please see Parking.
- When parking in the dismissal parking lot, please help maximize the space available for parking by filling the lot in an orderly fashion. After all these spaces are filled, a ***single*** line of vehicles, facing toward the west side of the fence, may be formed down the middle of the parking area.
- Turn off your car engine if you arrive early at dismissal time and are waiting in line. This will reduce the presence of harmful fumes. Upham has a “no idling” policy.
- Kindergarten students will be dismissed via their classroom’s recess door. Caregivers should wait on the playground outside these doors and then escort their children to their vehicles.

- When walking to vehicles parked in the fenced playground/dismissal parking lot, please use the crosswalks. Do not walk into the lot via the vehicle exit.

Please communicate this information to all adults (babysitters, nannies, grandparents etc.) who may be dropping off or picking up children.

### **Arrival and Departure by Bicycle**

Children in Grade 3 and above may ride their bikes to school if they have parental permission. Bicycles may not be ridden on school property. During school hours, students must leave their bikes in the racks that are located between the building wings on the West side of the school. Children younger than Grade 3 may ride their bikes to school when accompanied by an adult, as recommended by the Wellesley Police. Riders must wear helmets in compliance with Massachusetts General Law c.85 s.11 (b): “Any person twelve years of age or younger operating a bicycle or being carried as a passenger on a bicycle on a public way, bicycle path or on any other public right-of-way shall wear a helmet.” Bicyclists are to ride with traffic. For example, bicyclists should enter via Lowell Road and exit via Wynnewood Road just as drivers do.

### **Arrival and Departure by Foot**

Children who walk to school should be instructed by their parents about pedestrian safety rules. Children should only cross the street in designated crosswalks. They should never cross the street from between parked cars and should be reminded to always exercise caution. You should regularly discuss with your child the need for adhering to safety rules when walking to and from the school.

### **In Case You are Late**

Students should be instructed to report to the School Office if they don't see parents on the playground after school, and no other arrangements have been made for their pick-up. A late bell will ring at 3:20 pm and any child who has not been picked up at that time should proceed to the Office. Parents please proceed directly to the Office to meet your child if you are late.

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