

Procedures: Gaines Elementary School



- **School doors open at 8:40 AM.** If your children walk, or are dropped off at school, please be sure they do not arrive before 8:40 AM. One exception: students who are going to have breakfast in our cafeteria will be admitted at 8:30 AM.
- **Call in all absences.** Please call the school office to report your child's absence or if he/she will be late in arriving. However, a telephone call does not excuse a child's absence.
- **Attendance Policy.** The Swartz Creek Community Schools **requires that parents send in an absence note** to the school office in order for the student to receive an "excused absence" on the record. The note should explain the reason for the absence and must be received in the office within five school days of the absence. Absences without a note will be marked as "unexcused".
- **The school district has an 800 number for your toll free calls.** If you have a 271- or 288- prefix on your telephone number, you can call any building in the Swartz Creek School system, toll free, by dialing this number: **800-870-8614**. This number will get you a school operator who will then connect you. An operator is available from 6:00 AM until 4:30 PM.
- **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 (Pertusis).
- **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 boxes 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.
- **The two parking spaces just outside the main entrance to school are reserved for 15-minute parking only.** These two spaces are used for the parent who are picking up a sick child, or are dashing in to drop off a lunch or other items.
- **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 (Game-Boy, for example.), 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.** If you would like to pay for lunches in advance, please make a check payable to **Swartz Creek Community Schools**. If your child is absent during the period of time for which you have paid, the lunch credit will be carried over for him/her. The cafeteria personnel keep very careful computer records. Occasionally, a student will forget lunch money and we allow that student to "charge" a lunch. The limit is one charge.
- **The school collects labels, tops, and register receipts.** We collect the following items and we encourage you to collect and send them to us:

Campbell Labels and Tops General Mills Box Tops for Education

Aluminum can pull-tabs for Ronald McDonald House

We also participate in Meijer Community Rewards

These programs bring cash into our school.

Sign up at www.Meijer.com/rewards or 1-800-962-7011.

(Meijer: our building number is 616030.)