

Frequently Asked Questions

GENERAL/ATTENDANCE

School Hours

- School starts at 9:15 AM and dismissal is at 3:30 PM.

What if my child is late coming to school?

- After checking in with our school security officer, please escort your child to the office and sign him/her in on our student sign-in board. We will issue him/her a tardy pass which he/she will take to his/her teacher.

What if my child is sick at home, who do I call?

- If your child is ill in the morning please call the office or email us by accessing the Report Attendance tab on our website. The Illinois State law requires us to call and check on the child and see that they are safe. If you do not call us by 10 AM we will make every effort to reach you on all your phone numbers on your child's emergency form.

What if my child gets sick at school? What if you can't reach me?

- The nurse or a secretary will call your home and work numbers listed on your child's emergency form. If we do not reach you, we will call the other emergency numbers you have listed on your form. These numbers are extremely important and should be updated as information changes.

REGISTRATION/START OF SCHOOL

After registration, how do I find out my child's teacher (room number, bus information, bus times, etc.)?

- ALL STUDENTS MUST BE REGISTERED EVERY YEAR
- Kindergarten students can register early in Spring

- **General Registration is in early August. This is only for kindergarteners who did not register early, 1st, 2nd graders and any new students. Please access Nelson's website (www.ecusd7.org/Nelson) for the registration dates**
- **Kindergarten students will receive a phone call from their teacher the week before school is scheduled to begin and will be invited to attend Kindergarten Orientation**
- **All students will receive a letter detailing information about their teacher, bus number, lunch prices, etc**
- **The letters will also give you detailed information on expected bus behavior**

When can my child get acquainted with the school, teacher, classrooms, etc?

- **Teacher representatives and the building principal are available during Spring kindergarten registration & general registration (please access our website (www.ecusd7.org/Nelson) for these dates**
- **Kindergarten students will receive a phone call from their teacher introducing themselves the week before school is scheduled to begin and will be invited them to attend Kindergarten Orientation Day**
- **Building Walk Through: This provides an opportunity to bring your child to school to find their classroom and to get better acquainted with the layout of the building (teachers are not in attendance)**

How do I know what school supplies we need to buy?

- **Our supply list can be found on our website**
- **The list is also included in each registration packet**
- **Our supply list can also be found at local stores around Edwardsville**
- **Kindergarten teachers will provide this information to parents and any additional supplies that should be brought to KG Orientation**
- **Supplies may be brought in over a period of days if the students need to carry them on the bus.**

CAFETERIA/LUNCH

How do I pay for lunches? How much is lunch?

- You can access the MyLunchMoney.com website. This will allow you to place money on your student's account. The website is not accessible until your child starts school and is assigned an ID number.
- You can send money in with your student to have it placed on their account
- You can send money in every day with your student
- Lunch prices vary but can be found at the top of the lunch menu that is sent monthly

What if my child forgets his lunch money or lunch box at home?

- Your child can borrow that day from the cafeteria
- You may send the money in the next day

Can my child bring lunch?

- Yes, your child may bring his/her lunch when they choose
- Milk is available for purchase in the cafeteria

PLAYGROUND

What if my child is having a problem on the playground and/or bus?

- There are two monitors on the playground during lunch recess, encourage your child to tell an adult immediately
- If it occurs during a classroom recess, encourage your student to tell his/her teacher immediately
- Parents can also call the school to discuss their concerns with their child's teacher or the building principal

Will my child go out to recess if it is cold?

- Students will go outside if it is 15 degrees or above
- Please dress your child for the weather (as we do not have adults available to supervise children when they can not go outside)
- It is better for the child to be over-dressed where layers can be removed than to be under dressed for the temperature.

BUS/TRANSPORTATION

Will my child ride a bus?

- You child will be assigned to a school bus serving your particular address
- Bus riders are dropped off in front of the school with adult supervision
- We ask that you choose either bus or car rider as their regular method of transportation, otherwise your student may be confused
- If you wish to change the way your student is getting home, **YOU MUST SEND A NOTE OR EMAIL THE OFFICE & YOUR CHILD'S TEACHER INFORMING THEM OF THE CHANGE IN TRANSPORTATION**
- You can access our website (www.ecusd7.org/Nelson) and click on the Report Attendance tab if you wish to change how your student is getting home
- If there is not notification from a parent, your child will be sent home in same manner they usually go home
- Due to the age of our students, any change in transportation must be from parents, not students

What if my child does not get off the bus?

- Please call us right away (656-8480)
- We will contact the First Student immediately to locate your student
- We will stay on the line or have you call us back when the child arrives. We always have open communication with First Student and **finding a missing child becomes our #1 priority when the situation arises.**

- If there is a problem after our office closes at 4:30 PM, please contact First Student at 656-0125, please be able to tell them your child's bus number

What if I need to change my child's afternoon transportation?

- If you know in advance (evening before or early AM before the child leaves for school), please send a note, call or email the office and your child's teacher
- You can inform us by accessing our website (www.ecusd7.org/Nelson) and clicking on the Report Attendance Tab
- If a change occurs after the child is in school, please call the office (656-8480) and we will relay the information to the teacher

What if I want to drop off or pick up my child from school?

- Our back parking lot is the dedicated area for our car pool line (you access this area via Terry Avenue)
- High Street is strictly used for bus transportation
- For drop off, please drive up into the lower parking lot (via Terry Avenue) and drop off your student
- This area will have adult supervision from 8:45-9:15am & 3:30-4:00pm
- If there is not an adult there to receive your child, please park your car and walk your student into the office to sign him/her in
- During dismissal you can access the car pool line via the back parking lot
- Please stay in your car and your student will be brought/sent to you in the car pool line
- If you choose to come to the door, an assistant will radio inside for your student

MISCELLANEOUS

What if my child forgets his gym shoes for PE?

- If he/she forgets their gym shoes he/she will need to sit out of PE
- You may have your student wear gym shoes every day or keep an extra pair in their locker

Do you have before and after school care?

- The YMCA's Latch Key Program is housed in the cafeteria of our school
- The YMCA provides their staff members for their Latch Key Program
- The students may be dropped off at the lower level no earlier than 6:15 AM and must be picked up by 6:00 PM.
- To enroll or to get more information please contact either YMCA in Edwardsville (Esic 656-0436/Meyer Center 655-1460)

I filled out a volunteer form last year, do I have to fill out a new one this year?

- Volunteer forms must be completed every year if you are planning to chaperone on field trips or volunteer in the building

Will my child be able to go on a field trip if I have not signed and returned the permission slip?

- No, students must have a fully completed and signed permission slip in order to attend field trips
- If the permission slip has not been returned by the day of the field trip, your child will remain at school

Do I really have to fill out the medical release on the field trip form every time my student goes on a trip?

- Yes, phone numbers and medications often change
- For the safety and welfare of your student the Medical Release Form must be completed for each field trip.
- If this portion of the Permission Slip is incomplete, your child will not be able to attend the field trip and will remain at school
- We do not take verbal permission over the phone so the Permission Slip must be completed in order for your student to attend field trips

Can my student pass out party invitations at school?

- **ONLY IF EVERYONE IN THE CLASSROOM IS INVITED**
- If you are only inviting certain students, please do not send nor bring the invitations to school for distribution

Can I bring siblings to school for parties?

- No, siblings should not be brought to school for birthday parties or classroom parties
- Make sure to contact your student's classroom teacher to arrange celebrations of birthdays

What kind of treats can I bring for parties?

- Please communicate with the classroom teacher on possible allergies prior to purchasing treats for parties
- All treats must be store bought and in the original packaging
- No homemade food can be brought to school
- No balloons can be brought to hand out at parties

What happens when school is closed due to snow or other problems? How are we notified?

- **The school district has an automated notification system that will call your current phone numbers to notify you if school is closed for the day. Generally you will receive the call between 5:00am-7:00am**
- **The local TV and radio stations will be notified and the information will be shared on their channel**
- **If school is already in session and the weather turns bad, the district will monitor the severity of the weather and determine by 11:00 AM if school will be dismissed early (early dismissal is 3:10 pm). The automated calling system will be activated for this reason so please make sure that all of your phone numbers are updated regularly**

