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PARENT HANDBOOK
2019-2020



Dear Lakota Families,

Welcome to Creekside Early Childhood School, a truly special place for your child to begin his/her Lakota educational journey. At Creekside, teachers and families partner **together to grow** each child to their **greatest** potential. Students are provided with challenging learning experiences that consider their individual **academic** starting points and needs. With a focus on the whole child, we work to develop a community that cares about themselves, others, and the world around them.

Our school motto states:

Here at Creekside we...

Take Care of Others

Take Care of Ourselves

Take Care of this place

twitter account (#Creeksidetweet) for pictures and **current happenings**. Sign up to receive the weekly newsletters on our Creekside website.

We would like to draw your attention to the Protection of Pupil Rights Amendment (PPRA) **included** in this packet. The form explains rights in relation to releasing student information for a variety of purposes, from having a student name accompany a picture in the newspaper, to inclusion in the PTO student directory.

We look forward to an exciting year with you and your child, **f**We know that **this** is not possible without support from our families and community members. We encourage **families** to become involved at our school and volunteer whenever you can. There are many small ways you can offer support. Our PTO (Parent Teacher Organization) is a great way to get connected with other parent **partners** to **find** opportunities to get involved. You can find **the meeting** schedule on our Creekside Webpage. You are a very important part of our Creekside family, and **together**, we can provide an enriching, well-rounded educational experience for all our students.

We believe that open and effective communication is the key to forming partnerships. We encourage you to share your thoughts, ideas, and vision for your child with their teacher. Furthermore, we strongly **encourage** you to call our office at any time with feedback or concerns. It is our responsibility to support parents and teachers to ensure that all our students succeed and grow this year. You can contact us at 513-874-0175 or via email **at**:

Linda.pavlinac@lakotaonline.com or Jessica.skilton@lakotaonline.com.

Look for information about Creekside events and updates in our weekly emails "Creekside Connections" and PTO newsletters. Also, check out our Facebook page and filled with curiosity, wonder, and growth. Please do **not** hesitate to call or stop by if you have a question or concern.

Sincerely,

Linda Pavlinac, Principal

Jessica Skelton, Assistant Principal

2010-2020 STAFF

Kindergarten	Reading Support Team	Paraprofessionals	Office Staff
Rachel Crew	Colleen Dyer	Colleen Hall	Linda Pavlinac
Samantha Frantzis	Sara Kennedy	Sharon Lightburn	(Principal)
Leslie Herald	Ruth Gruber	Tammy Loyal	Jessica Skelton
Sarah Luehrman	Gabrielle Harms .5		(Assistant Principal)
Amanda Majors	Amy Dow .5	Speech	
Megan Milo		Vanessa Overbeck	Pamela Holbrook
Lauren Montgomery	Innovative Specialist		(Office Manager)
Joni Schuster	Jenny Haynes	Nurse	Beth Crew
Lisa Smallwood		Linda Kallschmidt	(Secretary)
	Intervention Specialists		
	Jamie Adams	Media Center	Community Support
First Grade	Erin Tierney	Alison Boyle	Jennifer Russell
Laura Bruns	Bethany Bowling		(Counselor)
Charlotte Elia	Ashley Dockery	OT/PT	Norine Venneman
Jami Fischer		Patti Prince	(Psychologist)
Stacey Johnson	Instructional Aides	Suzanne Smith	Dawn McCorkle
Darby Morris	April Ferland		(Comm. Liaison)
Sara Morton	Darita Hall		Candy Ultizch
Jennifer Mueller	Joyce Herdman		(Catalyst Counseling)
Penny Musser	Lisa Huckery		
Dawn Robinson	Jessica McIntyre		Custodians
Gloria Sprague	Mary Rolling		Joseph Augustis
Amy Winkle	Irosha Peris		Sam Brock
	Sarah Wuebkenberg		Skip Cantilli
Second Grade	Unified Arts		Cafeteria Manager
Morgan Bufler	Karen Tuskey – (PE)		Ian Brubaker
Lauren Eggert	Theresa Debrunner		
Tammy Fetzer	(Music)		Cafeteria Aide
Cheryl Fuertges	Ben Kellerman (Tech)		Teresa Dubose
Julie Kellerman	Lauren Seal (Wonder Lab)		
Jennifer Martin	Laura Siambekos (Art)		
Jennifer Muia			
Cynthia Shropshire			
Beth Waldfogel			
Terrie Williamson			

Important Information

Office Phone Number (513)874-0175 (attendance press 3)

Hours:

All Students - 9:10 AM to 4:00 PM

Transportation Information

As you may be aware, unless your child is open enrolled or has made a session change, Lakota fully transports to all of its early childhood schools. Although transportation is offered by the district, we understand there will be unique circumstances where families may not utilize district provided transportation. Whether you will be using district provided transportation, day care, or parent pick up, it is critical we have a transportation form filled out prior to the first day of school. **Busing information will be available online in the Home Access Center (HAC) beginning August 9, 2019.** In order to access your child's bus route information online, you will need your child's ID number. Students riding the bus will be dropped off along the front sidewalk. Staff will be present to supervise and offer assistance as students walk to their classrooms. For those choosing to drop off their child, parents will walk their students across the parking lot crosswalk to the front door to be dismissed to a staff member. Parking for parents is located in front of the building or in front of the Lakota West Freshman School.

Arrival Time

Our school day begins promptly at 9:10 AM for all students. The doors will open at 9:05 for ALL students - bus riders and parent drop offs. Parents must walk their child to the front door to dismiss them to a staff member. Parents who need to enter the building will need to enter through the office entrance to follow the security protocols.

Dismissal Time

Dismissal will begin at 3:45 PM. If you are picking up your child, please be at Creekside by 3:45 PM. YOU will need your ID in order to pick-up your child. Parents will enter the building at the side door (by the playground) and go straight into the cafeteria to check in and wait for your child.

Notifying the School for Parent Pick-up:

Please send a note to school each time you would like to request your child to leave early or if you are planning to pick up your child from school at the end of the day. If you are unable to send a note with your child, please email your request to contactcreekside@lakotaonline.com no later than 2:30 pm for (PM) dismissal. If you do not send a note or email and you arrive after 3:45 pm for afternoon dismissal requesting to pick up your child up from school, you will need to check at the main office, this process may delay your child's dismissal time. **Once the dismissal process has begun and students are en route to the buses, we will not remove a student from the line or the bus due to safety concerns. You will need to meet your child at the bus stop.**

- **IMPORTANT!** When picking up a Creekside student from school or visiting a Creekside classroom, you need a state issued photo ID, such as your driver's license. You will be asked **EVERY** time you visit or pick up your child. **Please, always carry your ID with you when entering our building.**

Parking at Creekside

Park only in designated parking spots. Neglecting to do so could result in the obstruction of traffic flow and result in the delay of our students' arrival and dismissal.

Bus Passes

In order to ensure student safety, students will be able to ride only their regularly scheduled buses home each day. Parents may only request that a student ride another bus in an emergency situation, such as a medical emergency that creates a scenario where no one will be home to meet the child. Requests to ride another bus must be made in writing to the principal or assistant principal.

Creekside Early Childhood Attendance Procedures

On or before the day of the absence, a parent/guardian should call the office before 9:00 AM (press 3 for the attendance line). This number is available 24 hours a day to accommodate those parents who would like to call the evening before the absence. Emails may be sent to contactcreekside@lakotaonline.com. Please notify the office of all absences. The staff in the office will share this information with your child's teacher. If the school has been notified of an absence, it is not necessary to present a note to the office upon the child's return to school.

- If a parent/guardian has not notified the school of an absence, upon returning to school, the student must present a note stating
 - 1) Date of absence(s)
 - 2) Reason for the absence
 - 3) Telephone Number (parent/guardian)
 - 4) Signature of the parent/guardian
- Phone calls will be made to parents when unexcused absences become excessive.
- Per state law, attendance letters are automatically generated when a student accumulates excessive absences/tardies/early dismissals. This letter serves as a notice of the amount of instructional time your child has missed. While it is not intended to be threatening in any way, it does serve as documentation for students who are missing instructional time. Please try to limit appointments and vacations that are scheduled during school.

Tardy

Any missed portion of the school day up to 4 1/2 hours is considered a tardy. Any missed time beyond 4 1/2 hours will be considered a full day absence, A student who arrives to school after the

start of the student day must report to the office for an admission slip. The Butler County Attendance Officer will work directly with the schools in implementing the attendance policies of the district.

Parent Visits

We welcome visitors and volunteers. However, to help maintain the class routine, visitors must notify the classroom teacher 24 hours in advance of the classroom visit. In accordance with the Lakota Board of Education policy, visitors must report to the building office. You will be asked to sign in, show a state issued photo ID, and be given a name tag to wear while at school so school personnel know that you have checked in at the office. Upon departure, please sign out in the office and return the name tag. This is to ensure the safety of all children.

Lunch Information

Here is some basic information about all-day kindergarten, First, and Second Grade lunch.

- Lunch times are scheduled between 11:00 AM and 1:30 PM.
- Students' lunch times are scheduled for 30 minutes.
- Students can pack a lunch or buy a lunch at school.
- Lunch can be purchased for \$2.50. A la carte items are also available.

*** To apply for free and reduced lunch, to access EZpay, and to see the daily menu go to our Creekside web page and under Quick Links on the left, click on Lunch Menus.

HALF DAY KINDERGARTEN PARENTS: please fill out an application for free and reduced lunch if you are currently receiving financial assistance. This will allow us to waive your school fees.

Lunch Visits

If parents choose to eat lunch with their child they must sign in at the school office and show a state issued photo ID. We have limited space in our cafeteria, so depending on the number of parents who come on a given day, there may not be space to accommodate parents. We do have a Parent table in the cafeteria for parents to sit with their child.

Birthday Treats

Due to many of our students having food allergies and sensitivities, any treats sent in by families to celebrate birthdays must be non-edible items (i.e. stickers, pencils). This will help to ensure the safety of all students, especially those that need close adult supervision when determining safe foods.

Birthday Invitations

Also, if parents choose to invite classmates to birthday celebrations outside of school, families may use the PTO-sponsored school directory to mail birthday invitations to home addresses. **Birthday invitations will not be permitted to be passed out at school.**

Discipline Policy

Children are encouraged to take part in negotiating and problem-solving to learn how to direct their own actions and behavior. When necessary, behavior is monitored and more adult intervention may be utilized to redirect inappropriate behavior. If a student displays inappropriate behaviors that are harmful to self or others while on school premises, that student may be removed from the school environment by a building or district administrator. A meeting will be scheduled with the parents/guardians of the student to discuss the consequences related to the student incident. At that time we will begin creating a student success plan to prevent future infractions.

Student Code of Conduct

The District Student Code of Conduct, including Student Dress Code information, can be found in the District Parent Handbook that has been provided electronically. If you do not have access to a computer, please call our office and we will send home a hard copy to you.

School Fees -ONLINE! There are instructional fees for kindergarten, first, and second grade students. This money is used for supplies and instructional materials that your child will bring home, such as paper, books, math manipulatives, and science supplies. We encourage you to pay your school fees as soon as possible. Fees can be paid with exact cash or by checks payable to Creekside Early Childhood School. Students' report cards will be withheld if fees are not paid. Beginning August 8, 2019, parents can make payments through Lakota Online by going to www.lakotaonline.com and clicking on the EZpay link under Quick Links. In order to pay online you will need your child's student ID number and a credit card. Fees for K 2 students are \$30.00.

- *If payment is made by check, the check may be collected electronically if it is returned for insufficient or uncollected funds.*
- *Note: Credit Card User Fee As part of the ongoing budget reductions to the general operating fund, parents using a credit card to pay for their student's fees and meals will be charged a convenience fee per transaction. This fee will cover the projected cost of the processing. If you have a financial concern, please feel free to contact our office so that arrangements can be made. In order to have your fees waived you will need to fill out the free and reduced lunch application online. See directions under the Lunch Information above. This applies to all grades, including Kindergarten. **Withdrawal from School***

If you will be moving from our school, it is important that you fill out papers so that we are prepared to transfer

records to your new school. Fee refunds are prorated and sent upon request. Let us know an exact date as soon as possible.

CECS Communication

Important information about Creekside will be e-mailed to all parents monthly. In order to receive an electronic version of this information, please visit the Info Center website at infocenter.schoolmessenger.com and select "Sign Up". If you do not have an active email account, please let us know in the office in writing and we will make sure that you receive a hard copy version of any information that goes home. This is an important step in order for you to stay well informed of all that we do at Creekside.

Illness Policy

Please be advised, that if your child is presenting illness with a fever, vomiting or diarrhea the student is not permitted to return to school until being **symptom free for at least 24 hours**.

Medical Forms

According to state law, students must have current medical records on file with the school nurse. Students are not allowed to attend school unless all immunizations are current.

Medication Policy

Providing medical care to a student is the responsibility of the parent and should not be assumed by the school. Whenever possible, it is preferred that students not be expected to take medication during school hours. If it is absolutely necessary that medication be administered during school hours, these procedures must be followed:

- Written permission for dispensing medication (prescription or over-the-counter, including cough drops) must be obtained from the student's parent and physician. The administration of any medication without the order of a physician and the permission from the parent or guardian is interpreted as practicing medicine and is prohibited by law.
- The School Medication Permit must be completed by the parent or guardian and the physician. This form is required by Ohio law. A separate form is required for each medication. New forms must be submitted each school year as well as for any change in medication or dosage. NO medication will be given without this information. Students are not permitted to carry medication to, from, or during school. The parent is to deliver the medication directly to the school nurse or clinic aide. All medication must be delivered in the original container, properly labeled with directions, for administering. The student's name and exact dosage must be clearly visible on the container. When a medication has been discontinued, any remaining medication must be picked up by the parent within one week after discontinuation or it will be disposed of by the school nurse.

District In Service Days

This year there are four teacher in-service days. Students will NOT attend school on these dates. These days are used for teacher training and professional development. The dates, which are the

same throughout the Lakota School District are:

- Tuesday, September 3, 2019
- Monday, October 21, 2019
- Tuesday, November 5, 2019
- Friday, January 3, 2019

School Delays and Cancellations Please check www.lakotaonline.com on days when it is necessary to delay or cancel school. On days of inclement weather, please do not call the school about delays or cancellations unless it is an emergency. As soon as a decision is made, it is immediately posted. Families will be notified through phone by the One Call Now system. We encourage families to be proactive about checking online or TV in addition to the phone call. Telephone lines need to be open to communicate with police, school officials, and bus drivers. It is also aired over Cincinnati, Hamilton, Middletown, Fairfield, and Oxford radio stations. Radio stations are notified through a central Cincinnati system. The following radio stations are called directly:

- WLW AM 700 Cincinnati
- WMOH AM 1450 Hamilton
- WMUB FM 88.5 Oxford
- WKRC AM 55 Cincinnati
- WCKY AM 1530 Cincinnati

On rare occasions Lakota has dismissed school early due to inclement weather. However, all students should have a plan for what they should do if they arrive home and their regular childcare provider is not present.

