



Things to know at FOX HILL ELEMENTARY

In an effort to help ensure our students' safety and security, we ask that all families adhere to the following procedures at all times.

Tardy Procedure

If your child arrives at school after 8:30 a.m., he/she will be considered tardy and **must be signed in at the office by a parent/guardian**. Please escort your child to the office, sign them in and get them a tardy pass. Office staff members will walk your child to class.

End of Day Transportation

Any time your child's means of transportation changes, we ask that you send a note to your child's teacher to request a change. Please avoid notifying office of emergency changes after 2:30 p.m. due to safety and the challenges with communication at the end of the day. **There is no dismissal from the office after 3:15 p.m.**

Dismissal

Dismissal is at 3:30. Students are not dismissed from the office. If you are picking up your child, you must get in the car line and pick them up at door 4 West. All car riders must be picked up by 3:45p.m. If you have arranged to pick up your child early due to an appointment, you will need to come into the office to sign him or her out before 3:00 p.m. **In order to ensure student safety, anyone picking up a student MUST show identification to office personnel in order to take a child off premises – no exceptions! Furthermore, there will be NO dismissal from the office after 3:15 p.m.**

Background Checks

In order to volunteer in a classroom or go on a field trip, parents must have a completed and cleared free background check on file with our office and a new background check must be completed each school year. These checks may take up to two weeks to be processed, so we recommend that you plan well in advance of your event.

Classroom visits

We welcome visitors at Fox Hill. In order to visit classrooms, parents must schedule a date and time with their child's teacher. Pop-in visits are not allowed due to daily schedules and potential disruptions a visit may cause.

Money collection

Throughout the year there will be fundraisers, field trips, pictures, and other events requiring money. Please make sure that any money you send to school is the exact amount. The office is not equipped to give change, therefore any amounts sent to school over the required amount will be considered donations.

Lunch Visitors and Birthday Treats

We welcome visitors at lunch, but visitors must be listed as a contact for the child he/she is visiting. Upon entering the school, visitors may come to the office to sign in and present ID to be checked. Adults may buy a school lunch or bring in a lunch. If you bring a lunch, the office may ask to review the lunch contents for allergy concerns.

*The location and time of birthday celebrations is at the discretion of the teacher and must be arranged in advance.

I understand the above procedures and agree to follow them. I acknowledge that I have given the above information to adult family members who may visit my child at Fox Hill, and understand that they are required to adhere to these procedures. Failure to comply with these procedures may result in my family members, including me, being asked to not visit my child at school.

Child's Name _____ Child's Teacher _____

Parent's Printed Name _____

Parent Signature _____

Date _____