

Carnation Elementary

F A Q's - Frequently Asked Questions

What time does school start and end?

Daily Schedule

9:15.....	Students arrive any time between 9:00 and 9:15am
9:20.....	Tardy
9:15-11:50	Morning Kindergarten session
12:50 -3:25.....	Afternoon Kindergarten session (if available)
9:15-3:25.....	All Day Kindergarten & 1 st -5 th Grades
8:00-4:30.....	Office Hours

Children should not arrive at school before 9:00am. There is no playground supervision and we cannot assume responsibility for the children's safety. At 9:00am students go directly to the playground. The first bell rings at 9:15am and students are tardy if they are not in their classrooms by 9:20am and must check into the office for a Tardy Slip (unless it is a late bus issue). Students participating in the Breakfast Program may come between 9:00 and 9:15. Please make every effort to have your children arrive before 9:20am.

What if my child is absent from school?

Please call the school office at 425-844-4550 and leave a message at any time. Remember to state the reason for your child's absence. By Riverview School District Procedure P3005-5, the following are valid excuses for absences or tardiness:

- A. Participation in school-approved activity. To be excused, this absence must be authorized by a staff member and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.
- B. Absence due to illness, health condition, family emergency. The parent is expected to notify the school office, via phone, fax or e-mail, of the absence or send a signed note of explanation with the student within ten (10) working days upon his/her return from school.
- C. Absence for parental-approved activities, including religious purposes. This category of absence, which must be submitted in writing prior to the absence, shall be counted as excused for purposes agreed upon by the principal and the parent. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. **Planned Absence Forms are available in the school office and must be approved by the principal BEFORE your child's absence.**
- D. Absence resulting from disciplinary actions – or short-term suspension.

If you do not call the Carnation Elementary Office, we will consider the absence unexcused. We do make "Safe Arrival" calls when we have students absent who were not reported to the office but this is usually done by parent volunteers. If volunteers are not available this can use a tremendous amount of personnel time, so we ask that parents take responsibility for making one call for every absence to save us from making multiple calls each morning. Always call the school office, even if you have spoken to their teacher. Also, we are required to code the reason for your child's absence when we excuse the absence. Please leave a reason with your message or we will have to record it as unexcused.

What do I do if I have to pick up my child early from school for some reason?

To ensure that a child is taken from school only by an authorized person, a note from home must be presented to his/her teacher and cleared through the school secretary before the child is released. When the parent arrives to pick up their child they will sign them out and the secretary will call them down to the office. Any student being dismissed prior to regular dismissal time should be met at the office where the student must be “signed out” by the parent or guardian. No one is to leave the school grounds without permission. All excused dismissals from school must be cleared through the office. Students are not allowed to leave the school grounds while waiting for their bus.

My child has medication needs during the day. What do I need to do?

All medications, prescription and over the counter (including topical creams, cough drops, Tylenol and other various over the counter drugs) must be authorized by a physician using the official district Oral Medication Authorization form available in the office or on the RSD web site (www.riverview.wednet.edu) in the Parent Information section. For your convenience we could FAX a copy of the form to your doctor after you have filled out the parent section. Students are authorized to apply topical creams when a doctor’s authorization is on file in our office. They would come to the office to do this.

When should I keep my child home? or When will my child be sent home for illness?

- Temperature of 100° (F) or more (When a child has a fever, wait until their temperature is normal (98.6) for 24 hours before you send the child back to school.)
- Vomiting or diarrhea
- What appears to be pink eye, with or without drainage, until treated
- Lice, lice eggs, or scabies until treated - Riverview School District has a nit-free policy.
- Chronic cough
- Injury that needs a medical opinion
- Body rash, especially with a fever

I need to change the bus pickup or drop off location or the way my student gets home from school (ie. being picked up by a different person, walking home with someone, riding the bus to a different place). Whom do I call?

For temporary or occasional changes, call the Carnation Elementary School Office at 425-844-4550 any time before 2:45 PM, if at all possible. **VERY IMPORTANT: *We cannot guarantee we can get to students in time if we receive a call after 3:00 PM.*** For permanent changes in transportation, please call the RSD Transportation Department at 425-844-4540.

How much is breakfast and lunch?

Current School Meal Prices – 2009-2010		
Elementary School	Lunch	Breakfast
	\$2.75	\$1.50
Reduced (K-3)	\$0.00	\$0.00
Reduced (4-12)	\$.40	\$0.00
Adult	\$3.75	\$2.50
Milk	\$.50	\$.50

A-La-Carte –A variety of snacks are available during lunch. A-la carte prices and products to be determined by availability and cost to district.

Free and Reduced price meals are available to all students in the district who qualify. Applications for free or reduced lunches may be obtained through the school or district office or on the district website Food Services Section: <http://www.riverview.wednet.edu/foodservice.htm>.

How do I purchase Breakfast or Lunch for my child?

Carnation Elementary has a “Bank-a-Meal” program in which you pay ahead for each child. If your student eats school meals daily or even occasionally, you must deposit money into your child’s account. Each student receives a code for their account. As they use that code, the account is debited automatically. The same account is used for both breakfast and lunch. You may send in any amount to be deposited. If at all possible, please pay by check. It is much easier for us to process and less likely to be lost.

Please be sure to include your student’s name and teacher on the check. **If sending cash or a check, it MUST come in an envelope with student name and teacher name on it.** Reminders are sent home when funds for two lunches are left on your students’ account. If for some reason your child forgets to bring in money, they are allowed to “charge” 2 times and receive a lunch. After that they will be offered a plain peanut butter or plain cheese sandwich and a drink of water, as an emergency lunch.

Starting this year all Riverview School District parents may view their child’s food service account and add money to their child’s account using the “[Family Access Program](#).” Please visit the RSD website for more information and look for your login and password coming home with your child.

My Child’s lunch account doesn’t seem accurate. Who should I contact?

First call the kitchen at Carnation Elementary at 425-844-3468. Please leave a detailed message for Galen. If you have left a message and have not received a call by the following day, you may call the RSD Food Service Department at 425-844-4560 to speak with the lunch coordinator. The cashier is usually at school from about 8:00am to 3:30pm.

What is the process for sending notes or money to school?

Students should give all notes and/or lunch money to their classroom teacher at the beginning of the day. Teachers then send all pertinent notes, bus pass requests, and money to the office to be processed.

I am confused about the calendar and am unsure about whether my child comes to kindergarten on a specific half day. Where can I call to clarify?

The classroom teacher should be able to answer your questions. The CE school office (425-844-4550) and RSD Receptionist (425-844-4500) can also give you that information. Also, a district calendar will be sent home for each family after school starts in the fall.

During school events, I cannot find parking. Do you have any suggestions?

Parking can be tricky on some days here at Carnation. We encourage parents to park in one of the three parking lots, if space is available. Or, parents can sometimes find spots along Morrison St. Please do not park along any curb that is painted **RED**. That is considered a **FIRE LANE** and is a violation of city fire code. Your car may be towed at the owner's expense.

What if I have changes to information such as phone number, address, emergency contacts, health information, or changes to our parenting plan?

Please call the Carnation Elementary Office (425-844-4550) with any and all information changes as soon as possible! Parents are responsible for getting and updating all paperwork and court documents to the office in a timely manner.

Where can I find Lost and Found items?

Our Lost and Found for clothes, backpacks, lunch boxes is located inside the Multipurpose Room in the big wooden box. Small items such as jewelry, toys, electronic items etc. are kept in the office. Please check with one of the secretaries to claim these items. **PLEASE** write your child's name in coats and hats that may be left on the playground during recess. We can return these things to their owners if we know who they belong to. Also write their name on their backpacks, lunch bags and boxes. The Lost & Found is cleaned out twice each year and items not claimed are donated to a charity.

Emergency Closure

See our district calendar or the Riverview School District web site for information concerning emergency closures due to weather concerns, etc.

Transportation

Any questions about bus transportation, routes, pick up or drop off times please contact the Transportation office at 844-4540.

Check out the Riverview School District web site for more information.

www.riverview.wednet.edu