



## Frequently Asked Questions

- **Listserv:** If you have not yet signed up to be on the **Squadron Line School listserv**, sign up on the [Squadron Line School website](#) (then click on Email Notification and follow the directions). This is the primary method of communication from Squadron Line School and the Simsbury school district. If it is not possible for you to register, please let our main office staff know.
- **PTO:** For important information regarding PTO sponsored events, afterschool programs, and many other exciting opportunities, please visit the [PTO website](#). This user-friendly website will help keep you informed of all the wonderful work that our PTO does to enhance learning at SQL. Please also sign up to text messages by texting @sqlpto 81010 and the PTO Facebook page group (Squadron Line School PTO). Sign up to stay informed of all the fabulous opportunities that our PTO supports!
- **Absences/Tardy Arrival:** In the event your child is to be absent, please contact the school prior to the beginning of the school day and advise of the absence. When calling (860) 658-2251, Ext. 112, please include the following information:
  - child's name
  - grade
  - teacher
  - reason for absence

If your child is absent and the school is not advised, the school will attempt to reach you as soon as possible after the beginning of the school day to verify the absence. Please note that an email will be sent home upon your child's 6th absence and a letter at 10. A note must accompany the child when they return to school for the student's 10<sup>th</sup> absence and all absences thereafter. Please see page 9 of the Elementary School Handbook for additional information.

- **Arrival:**
  - School begins at 8:45 a.m. Students are allowed in the building after 8:30 a.m. when faculty and staff are in classrooms to supervise.
  - If a child arrives after 8:45, he/she should report to the main office along with their parent/guardian for a tardy pass. Students riding the bus who arrive at school after 8:45 a.m. will not be marked tardy.
  - Procedures:
    - Please pull up as far as you can in the drop off lane to let your child off.
    - Be sure that students exit the car on the right side directly onto the sidewalk.
    - Do not leave your car unattended.
    - Please be cognizant of busses in the drop off lane that have their lights on and stop sign extended. This means that children are exiting the bus onto school property. Vehicles are prohibited from passing busses at this time. Vehicles are allowed to pass busses when there are no lights and the stop sign is not extended.
- **Bike to School:** Children in grades 4-6 may ride bikes to and from school with written parental/guardian permission and must wear a helmet. Students also must walk their bikes once on school property for safety reasons.

- **Breakfast:**

- Breakfast is available daily in the cafeteria for \$1.75.
- Our cafeteria accepts cash, checks payable to the Simsbury Public School Cafeterias or online payments through [MyPaymentsPlus](#). To learn more on how to set up an online account visit the nutrition service tab on the Simsbury Public Schools website.
- Any remaining monies on student online accounts will be carried over to the following school year.

- **Change to Regular Dismissal:**

- Please be sure to let after school providers of any change in dismissal so they can update their attendance for the day. (i.e., SEED and Educational Playcare)
- Early Dismissal: Please send a note in with your child indicating full student name, teacher and pick up time.
- Change in Regular Dismissal Routine: Please send a note in with your child with any change in dismissal, i.e. picking up in the gym or needing a bus pass.
- Permanent Dismissal Change: Please send a note in with your child with any permanent pick up change, i.e. will be picking up on Monday's every week.

- **Dismissal:**

- School ends at 3:20 p.m. To ensure a safe and orderly dismissal students being picked up will report to the gym at 3:15.
- Walkers are dismissed at 3:15 p.m. and should leave the building through either (1) the front entrance, (2) the door near the flagpole or (3) the back door at the bottom of the ramp.
- **Procedures:**
  - Please park in a designated visitor parking spot. Additional spaces are available in the back parking lot.
  - Do not park in the drop off/fire lanes.
  - Please reserve the handicapped parking spaces for vehicles with the appropriate sticker.
  - If you are picking your child up from school, the main doors of the building will be open from 3:10 p.m. – 3:20 p.m. Please wait in the vestibule until the doors unlock. If you need assistance, please push the buzzer to enter the main office. Please refrain from going to your child's classroom during dismissal. This is a very busy time of day and teachers need to ensure that students are listening to the announcements so they don't miss their bus. If you would like to see your child's teacher, please leave him/her a message in the main office or via e-mail.

- **Lunch:**

- Lunch will be served on all early closings.
- Our cafeteria accepts cash, checks payable to the Simsbury Public School Cafeterias or online payments through [MyPaymentsPlus](#). To learn more on how to set up an online account visit the nutrition service tab on the Simsbury Public Schools website.
- Any remaining monies on student online accounts will be carried over to the following school year.

- **Medication:** All medication (prescription and over the counter) requires a current MD order, must be in the original packing and contain your child's name (hand written or prescription sticker). Medication should be brought to the school nurse by an adult.
- **Moving:** Please let the main office know if you are moving. We will provide you with the necessary forms to ensure your child's school records are forwarded to their new school in a timely fashion.
- **School Closing Notifications:** If you would like to receive a text or email alert when Simsbury Public Schools are closed you can sign-up directly with either of the television stations listed. WFSB – Channel 3 NBC – Channel 30
- **Snacks:**
  - Just a friendly reminder that all SQL classrooms are peanut/tree nut free to ensure a safe environment for all students. We ask that you do not send any peanut/nut products to school for classroom snacks. Peanut/tree nut products are still allowed in the lunch room. [Snacksafely.com](http://Snacksafely.com) offers a Safe Snack Guide that may be useful for classroom snack planning.
  - In addition, we ask that families and staff use non-edible items for birthdays, celebrations and rewards. This will ensure that all students can fully participate. Classroom teachers and/or room parents will be communicating with you about plans for celebrating student birthdays and other classroom events that involve fun, food-free alternatives. We appreciate your understanding and support.
- **Volunteer Policy:**
  - Effective August 28, 2013 volunteers/chaperones providing services to students when not in the direct presence of a Simsbury Public Schools employee (Level II Volunteers/ Chaperones) are required to complete consent forms regarding the release of information for a background check.
  - **Level II Volunteers/Chaperones are defined as follows:**
    - accompanying a class on a field trip in which the plans include that students be divided into small groups supervised solely by the volunteer chaperone for any length of time;
    - chaperoning an overnight trip;
    - working in direct contact with students without the direct presence of a Simsbury Public Schools employee; coaching in a volunteer capacity.
  - If you anticipate assisting us as a Level II volunteer and you are interested in being included on this list, please visit our website at [www.simsbury.k12.ct.us](http://www.simsbury.k12.ct.us) and click on "Volunteer Opportunities" under "Quick Links". There you will find the two forms that need to be completed and returned to the Human Resources Office. Please feel free to contact [Cindi Freilinger](#), Human Resources Coordinator, for details.