

Frequently Asked Questions for New Riley Families

Arrival/Dismissal Procedures

What time and where do I drop off my 5th or 6th grade student in the morning?

8:15 in the South Parking Lot by the gym. This lot is located next to the lot in front of the school. We have a drop off lane run by Mr. Bentley and Ms. Torrento. If you would like to walk your child up to the sidewalk, you are required to park your vehicle in a parking spot, please do not use the Drop-Off Lane. Get ready for Fresh Beat Fridays!

Where do the students line up in the morning?

5th graders line-up in the cafeteria and 6th lines up in the North Gym and in the hallway by the Community Room. Line up for both grades will always be indoors.

Where should I meet my child when school is dismissed?

In the same parking lot where you drop them off. **THIS IS THE ONLY DROP OFF/PICK UP LOT AT RILEY.** It does become crowded and might take 7-9 minutes to go through the lot at drop off and pick up so please plan accordingly, especially when the weather becomes inclement. Please have patience, a smile and please do not be on your cell phone during drop off and pick up time. **Please do not park in the bus lot or in the lots in the back of the school. We do not have supervision and staff will monitor to make sure cars are not parking in these lots. If we do find that this is occurring we will address it on the spot and ask you to follow our procedures. Please be respectful of our rules. The safety and security of our students is of our utmost importance!**

When is recess indoors?

If the temperature with the wind chill is below 15 degrees or if it is raining.

What do I do if my child is going home with a friend?

If a child has permission to go to a friend's house after school, a note from the parents of each student involved must be sent to school. The written note documents permission and ensures safety without confusion. Students will take the notes to the office to be initialed by Riley staff. It is very important that these social arrangements are a predetermined family responsibility. We do not allow students to call parents during the day to make social arrangements.

What do I do if I need to pick up my child early for an appointment?

Please send a note or email to the teacher ahead of time letting them know that you will be picking up your child early. You will need to come into the office and sign out your child. Please allow a few extra minutes in case we are busy in the office. If you call the office after 3:20 p.m. we cannot guarantee your child will be notified of their change in the arrangement of their transportation home

What if I forget to send my child with something and I need to drop it off, for example, instrument or lunch?

We have parent volunteers at the Welcome Table every morning. If you need to drop off an item after 8:30 a.m., you can pull up in front of the school and leave the item with the parent at the welcome table. They will ask you for the student's name and teacher. Then they will deliver the item to the office where we will call your student down to pick up. If after 9:00 a.m. you may drop off in the office and once again, we will call your student down.

SACC-School Age Child Care

How do I get my child to SACC in the morning?

You can pull up in the parking lot behind the school between 7:00-8:30. You can walk your child into the building through Door 21. You will be right by the SACC rooms which are 215 and 216 and sign them in.

How do I pick up my child from SACC in the afternoon?

Same procedures as above, only this time you will be signing your child out and taking him/her home.

Transportation

If my child rides the bus, how will I know the location and time of the bus stop pick up and drop off?

Bus transportation can be found by logging on to Parent Connect. Please arrive 10 minutes early and be patient if the bus is running a little off schedule the first week.

Supply Lists

Does Riley have supply lists?

Yes, we have one supply list for 5th grade and one supply list for 6th grade.

Breakfast/Lunch/Snacks

What does my child do if they are buying breakfast?

They can arrive at 8:15 and walk in Door 7 in the Drop Off/Pick Up lot. . Mrs. Marlett will be in the kitchen. The students will go through the line and they can sit at the table and eat. When the bell rings at 8:27, the students walk to their line up location.

How do we pay for hot lunch?

You can send in cash or a check payable to Livonia Public Schools. You can also go on Parent Connect and use a credit card for a small fee.

How do I sign up for a Free or Reduced Lunch?

We have Free or Reduced Lunch applications in the office. This is now all done online.

How do I know what is being served for lunch?

The menu can be found on the district website on the "Departments" tab

under Food Services. We send home a lunch menu at the beginning of the school year.

Can my child bring a water bottle and healthy snack to school?

Yes students have a snack. The time is determined by grade and child's schedule. You will get a letter from the teacher letting you know if your child is in a Restricted Peanut or Dairy classroom. Please be aware of how much your students are bringing. Snack is a snack in a snack size or sandwich bag size baggie. Please make sure your student is not bringing an entire bag of Goldfish in a gallon size bag or a whole roll of Ritz crackers.

How are the students seated in the lunchroom?

Students eat by grade and may sit wherever they would like, however once at a seat, they are to remain there throughout the entire lunch period.

What time is lunch and recess?

11:10-12:00 for 5th grade and 12:05-12:55 for 6th grade. Students will rotate by trimester as to whether or not they have lunch or recess first. We also mix the groupings so students have the opportunity to meet more students. Classes will always stay together but the groups of classes will change each trimester. Each lunch and recess is 25 minutes long.

Do we have popcorn and bagel days at Riley?

Yes, we have both. Popcorn Days are the 1st Friday of every month(We have one Thursday in November this year). Bagel Days will be the 3rd Friday of every month. This year will be prepay only.

Communication

How can I find out what is happening at Riley?

We send out frequent e-blasts with important information. Eblasts will come from the principal, assistant principal and teachers. Teachers may also email

and use other various apps to communicate. The principal and assistant principal will send out a weekly eblast on Fridays for the following week. There will also be information on the Riley website.

How do I find out who my child's teacher is in the Fall?

On Labor Day Weekend you can log into Parent Connect and find out the name of your child's teacher. You will need your user name and password to log in to Parent Connect.

How do I get involved with PTA?

Our PTA meets monthly and we alternate between morning and evening meetings. We also use Sign Up Genius to sign up for events. There will be members of the PTA Board at Open House and Curriculum Night to share more opportunities with you as to how you can become involved.

How do I contact another student's parents to set up a time for them to get together outside of school?

You will receive a Student Directory with the names and addresses of those families who have opted to publish their information.

Cell Phones

Can my child bring their cell phone to school?

We realize most of our students have cell phones. At no time during the day should your child have their cell phone on them or on. We have phones in every classroom. Students may use if needed. We also have students come and use the office phone if needed. If your child does have a cell phone and they participate in social media websites, please monitor their usage and who their friends are. As a school, we cannot possibly manage what our students do at home on their cell phones so please make sure you are aware of the sites they are on.

Can we send in Birthday treats?

This year, at Riley students will not be permitted to bring in birthday treats such as cupcakes or cookies for the class. We will still celebrate student

birthdays-just with non-edible items. Riley is a healthy school and we want to encourage this for our students. Increased medical needs of our students are also playing a factor. Non- edible items or a classroom donation, such as a student's favorite book will be the replacement.

Health/Medical/Injury

What should I do if my child has an allergy, medical diagnosis or needs daily medication?

Please contact Ms. Torrento, our Elementary Student Assistance Provider, to set up a Health Plan. She has some forms for the doctor to complete before we can administer any medication at school. Students are not permitted to have any medication in their possession at school, including cough drops, vitamins or creams.

If my child gets hurt at school how will I know?

If a child is hurt above the shoulders, Mrs. Green, Mrs. Mozurkewich, or the student will call home and let the parent know an injury was sustained. If it is serious, we will call home immediately to notify you. Please make sure the contact information on the emergency cards is kept up to date.

2018-19 DAILY SCHEDULES

All Grades

8:22 a.m. Entry bell rings

8:27 a.m. Classes begin

3:32 p.m. Dismissal

Half Day Dismissal is at 11:43 a.m.

LUNCH AND RECESS SCHEDULE

5th Grade

11:10-12:00 p.m. Lunch/Recess or Recess/Lunch

6th Grade

12:05-12:55p.m. Lunch/Recess or Recess/Lunch

