



Frequently Asked Questions for Webster Families

Arrival/Dismissal Procedures

What time and where do I drop off my Webster Wildcat in the morning?

At 7:45, as soon as a staff member is present, we begin unloading cars. Mrs. Coon, Mr. Quinn and other staff will direct the parent driver traffic in the morning, please be mindful of their directions. See Webster Drop Off/Pick Up Protocol to learn this routine. If you are arriving to school late, you must come in with your child to sign them in.

Where do the students line up in the morning?

All ACAT students dropped off by parents or in the drop off lane line up inside the fence outside of Door 4 where Mrs. Wahl is on duty. ACT 18 students enter through the busing door or the parent drop off Door 18 beginning at 7:50.

Where should I meet my child when school is dismissed?

Parents not using the Car Pick up lane should park at the back lot in a designated parking spot. Proceed to Door 4 to wait to greet your child when they are dismissed. Mrs. Gezahegn will not release students until they see the eyes of the parent/guardian.

When is line up or recess indoors?

If the temperature with the wind chill is below 15 degrees or if it is raining, we will have indoor line up and indoor recess.

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. Teachers will send the notes to the office. 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 note that students in Families 1 & 2 and ACT 18 have end of the day recess which begins at 2:15. If you have not notified the teacher that you will be picking your child up early **before the 2:15 recess begins**, you will have to wait until the end of the day to pick them up or put on a visitor sticker and go find them on the playground.

What if I forget to send my child with something and I need to drop it off, for example, winter boots or snow pants?

We have parent volunteers at the Welcome Table every morning. If you need to drop off an item after 7:59, 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 classroom so you can go on with your day. After the Welcome Table volunteer leaves, you can drop items off in the office.

Where can I park my car at pick up if the Parking Lot is full?

Some parents choose to park at Jaycee Park and walk to the front of Webster. Parents can also park in the grassy area next to our main parking lot. Mr. Quinn will designate with cones when the grassy area parking is open. Parking here on the first day or in the park is **highly encouraged**. You can also park on neighboring streets and walk to and from Webster using our designated crosswalks.

SACC-School Age Child Care

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

You can pull in and park in the back lot. Enter SACC through Door 5 beginning at 7:00 am. **You will be**

hearing from SACC about obtaining a door swipe badge. Then you will walk your child into the building and go to the SACC room (#25) and sign them in.

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

You can park in the back lot and walk into the building through Door 5 using your swipe badge when you receive it. Then you will go to the SACC room (#25) and sign out your child.

Transportation

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



You will need to go on Parent Connect to find out the pick-up and drop off times as well as the location of the bus stop. ACAT students should also know their shuttle assignment and be prepared to transfer. Please arrive 10 minutes early and be patient if the bus is running a little off schedule the first week.



Breakfast/Lunch/Snacks

What does my child do if they are buying breakfast?

As soon as students arrive in the building they can stop at the kitchen on their way to their classroom to pick up their breakfast. Mrs. Dorazio will be waiting by the kitchen. She will give them a breakfast and they take it back to their class to eat. ACT 18 students will have their breakfast delivered to classroom. We will stop serving breakfast at 8:15 each day. If your child arrives to school after 8:15, they will not be able to buy breakfast that day. The cost for breakfast is \$1.75.

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 www.mypaymentsplus.com to set up an account. You must have your student's ID# when you set up this account. There is a convenience fee. The cost for lunch is \$3.25. The snack cart is also available to students on most days. Items cost between .25-.75 cents. Milk cost .50 cents.

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

The process for FREE/REDUCED lunch needs to be completed annually. Status from the previous school year DOES NOT carry over. This process is done online. We have Free or Reduced Lunch applications in the office if you do not have online access.

How do I know what is being served for lunch?

We send home a lunch menu at the beginning of the school year. Extra menus are available in the office.

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

Yes students can bring a healthy morning snack. You will get a letter from the teacher letting you know if your child is in a Restricted Peanut or Dairy classroom.

How are the students seated in the lunchroom?

Students sit wherever they choose. We do have one Peanut Free table.

Communication

How can I find out what is happening at Webster?

We send out frequent e-blasts with important information. Every Sunday, you will receive an email titled ***This Week at Webster*** which will have all the events listed for the week ahead. Webster also has a website which has a lot of information such as the calendar, school supply lists and upcoming events. You can also follow the principal on Twitter for updates - @WebsterPpal



How do I get involved with PTA?

On the first day of school you will receive your child First Day Folder. Inside you will find forms from PTA sharing ways to join and get involved. We have monthly PTA meetings and you can find a PTA section in This Week at Webster each week. Our PTA also has a Facebook page.

How do I contact another student's parents to set up a play date?

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



Can I send Birthday Party Invitations to school to be passed out?

Teachers and/or students cannot pass out invitations unless **ALL of the students** in the class are invited. We do not want anyone to feel left out or excluded from an event.

Can we send in Birthday treats?

Webster is a Healthy School. Students are not permitted to bring in birthday treats such as cupcakes or cookies for the class. If you would like to celebrate a birthday you can send in items that are not edible or donate an indoor recess game for the classroom. Special arrangements can only be made with teacher permission.



Health/Medical/Injury

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



Please contact Mrs. Richardson our Elementary Support Teacher 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, we call home to notify parents that their child came to the office as a courtesy call. If it is serious, we will call home immediately to notify you and ask you to come and pick them up from school. We will also complete a parent notification form that will go home with your child. Please make sure the contact information on the emergency cards is kept up to date.

DAILY SCHEDULES

7:50 a.m. Entry bell rings

7:59 a.m. Classes begin

3:04 p.m. Dismissal

All students should be picked up *promptly* each day.

LUNCH AND RECESS SCHEDULE

Family 1 & 2 ACT 18 Belczak, Richards & Daoust

11:00-11:25 Lunch

11:25-11:50 Recess

Family 3 ACT 18 Waling, Anglin, Commyn & Little

11:00-11:25 Recess

11:25-11:50 Lunch

AFTERNOON RECESS SCHEDULE

Families 1&2 and ACT 18 2:15 – 2:45 p.m.