



Olde Creek Elementary School

Olde Creek Elementary

9524 Old Creek Drive
Fairfax, VA 22032

Attendance Line

703-426-3192

Clinic

703-426-3110

Direct Line

703-426-3100

Website

www.fcps.edu/OldeCreekES

Weather and Emergency Messages

FCPS Cable Television
Red Apple 21

FCPS School Calendar

www.fcps.edu/cal.htm

Food Services Student Cost:

Breakfast	\$1.50
Lunch	\$2.65
(2nd entrée)	\$1.75

Notes From Olde Creek

Each year, FCPS produces a *Handbook* for its FCPS families. It contains valuable information you may need throughout the year, including calendars, services and special programs, the instructional program, and information about starting school. Olde Creek Elementary has produced this handout that includes some additional notes that are important for our school community. Keep this in a safe place, as it will be a handy resource for you and your family and will help us get off to a great start for the 2011-2012 school year.

Daily Attendance Schedule

Monday

8:20 a.m. - 12:30 p.m.

Tuesday-Friday

8:20 am – 3:00 pm

Early—8:10 a.m.

Olde Creek Elementary will supervise students starting at 8:05 a.m. To keep our students safe, walkers and car riders should arrive at school no earlier than 8:05 a.m. Students are dismissed to classrooms at 8:15 a.m.

On time—8:20 a.m.

Our first bell rings at 8:15 a.m. Students should be in their seats by the second bell at 8:20 a.m.

Absent or Tardy—8:20 a.m.

If your child is either going to be absent for the entire day or late for any reason, call the school attendance line at 703-426-3192 or email the information to our attendance folder at oldecreekes.attendance@fcps.edu before 8:00 a.m. The attendance line is available 24-7 for your message. If the school does not receive a call from a parent, the absence will be considered unexcused.

Excused Absence and Tardy—Illness of the student, death in the family, doctor or dentist appointment, and observance of a religious holiday

Unexcused Absence and Tardy—

Family trip, child care situation, oversleeping, nonschool-related activity, traffic, or missed bus

Family Trips

We encourage family trips during scheduled school vacations. We strongly discourage such trips during the school year because these extended absences interrupt sequential learning in many subject areas. We must withdraw any student who is absent from school for 15 days or more from our enrollment. Upon the student's return, a parent must again officially enroll him or her.

Release of Students during the Day

Parents should send a written request to the teacher when your child must leave early. Parents must report to the office to pick up and sign out their child. Children will not be released to anyone other than a parent or guardian without a written request signed by a parent and are not allowed to walk home alone midday. Early pick ups at the end of the day must occur 20 minutes before the final bell.

Calendars

Olde Creek follows the standard attendance calendar, available at www.fcps.edu/cal.htm. This calendar includes holidays, breaks, grading periods, and early release dates. Information about days missed and makeup days are also available.

Keep Us in the Loop. How Do We Contact You?

Your emergency contact information is vital to us and to you. It accompanies your child everywhere he or she goes – even on field trips. Phone numbers, addresses, and the names of the adults you permit to take your child from school should all be kept current.

You can input, access, and update your child's emergency care information via the FCPS program, weCare@school, which is available through the Parent View account on FCPS 24-7. It is fast, easy, and safe.

The paper version of the emergency care form is still available. It is not necessary to complete both the paper and the online version.

Clinic Services

When to Stay Home

Students with a rash, watery and inflamed eyes, fever, sore throat, vomiting, or diarrhea should stay home until a doctor determines symptoms are not contagious. The FC Department of Health recommends children remain home fever-free for 24 hours prior to returning to school.

When We Will Call You

Our clinic works to control and manage exposure to contagious diseases. We will call for these symptoms:



- Fever over 100 degrees
- Persistent abdominal pain
- Vomiting
- Unexplained rash
- Diarrhea
- Head lice
- Inflamed eyes with discharge
- Persistent cough

Children with these symptoms should be picked up as soon as possible. Keep all emergency numbers current. We ask that you notify the clinic if your child has head lice, strep throat, chicken pox, or other contagious illnesses.

Physician's Note Needed

Some rashes, pink eye, impetigo, ringworm, and scabies can be passed among students. We require a note from a physician for any child with these symptoms and it should state the child is not contagious before returning to school.

A booster dose of Tdap (tetanus, diphtheria, and acellular pertussis) is required for all students entering sixth grade if at least five years have passed since the last dose of tetanus-containing vaccine.

Medication at School

Prescription and most over-the-counter medications require strict adult supervision. Forms to authorize school staff to administer medication are available at school and online at www.fcps.edu/forms

Guidelines:

- Parent must bring medication to and from school.
- Child must have first dose of new medications at home.
- Parent must personally collect unused portions of medications. If unclaimed, the medication is destroyed.
- Parent is responsible for submitting a new form to the school for any changes in dosage or time of administration.

Food Services

How to Pay

Online— www.myLUNCHMONEY.com

The service has a \$1.95 fee per transaction. The balance can be checked by computer or phone.

Check— Send a check made payable to Olde Creek Food Services to the cafeteria manager in the morning. Include your child's name and teacher's

name. Indicate if you want meals only. A notice is given to your child when they have 3 lunches left.

Cash—Parents can deposit cash in their child's account at the manager's office or students may pay by cash daily.

Free or Reduced Meals

Food and Nutrition Services mails application forms to all families in August. Forms must be completed and returned for new or renewed consideration.

Got Milk?

Daily milk options include 1% chocolate, unflavored, and skim milk for 60 cents. Vanilla soy milk is available upon request for 75 cents.

A la Carte

Snacks are available as a supplement to a lunch. Students must have a school or home lunch in order to purchase a snack.

Healthy and Safe Meals

We strongly encourage healthy lunches and discourage students and families from bringing in fast food, carbonated soft drinks, and glass bottles.

Join Your Child for Lunch!

No advance notice is needed; just check in at the office and meet your child's class in the lobby. Outside fast food/restaurant/deli food is discouraged for food safety and sanitation concerns. Adult lunches cost \$3.65.

Your Child

Security, Visitors and Volunteers

Olde Creek welcomes parent volunteers. All volunteers are required to stop at the main office to sign in and receive a badge to wear when visiting the school. We do not permit younger children, friends of students, or students from other schools to visit classrooms except with the principal's approval. Any pet/animal visiting the school must have principal approval and be accompanied by a parent. Parents seeking to observe in a classroom should notify the classroom teacher and principal. Observations are limited to thirty minutes to preserve the learning environment for all children.

Olde Creek enjoys the support of an extensive volunteer program. Typically, volunteers work with students, assist in the library, help with art projects, perform

clerical jobs, prepare instructional materials, or work on PTA projects. You may sign up at Back to School Night or contact your child's teacher, the school office, or a PTA officer to participate. All volunteers are required to view the volunteer training prior to volunteering in the classroom.

Personal Property

FCPS does not assume responsibility for the personal property of students and does not purchase insurance for their property. Olde Creek ES urges parents and students to carefully consider the types and value of property taken to school. Unidentified articles found in the school are placed in the café in the lost and found. **If you choose to allow your child to carry a cell phones to school, they must be kept turned off and out of sight or they will be confiscated and only returned to a parent/guardian.**

Discipline

We expect students to respect the rights and privileges of others and accept responsibility for their own actions and the consequences of their behavior. The FCPS discipline code is presented in Regulation 2601 and the Student Responsibilities and Rights brochure.

Homework

Homework is a key point of contact between home and school. It is assigned to reinforce skills taught in the classroom and to enrich the school experience. Teachers decide on the amount and type of work considering the level, maturity, and ability of the child, gradually increasing the responsibility for students in grades 1 – 6. Parents should create a home environment that reinforces the importance of education. The Parent Resource page links to valuable information. (www.fcps.edu/parent.htm)

Parties

Room parents and the classroom teacher make arrangements for the class parties, which are limited to two per year. Room parents may request a one-time donation from families to help defray costs.

Student Progress Reports

You will receive a printed Progress Report shortly after each of the four nine-week grading periods in the school year. At the end of the first nine weeks, a Parent-Teacher Conference will be held to discuss your child's progress. Additional conferences can be requested throughout the year by contacting your child's teacher.



School Clothes

We expect students to arrive dressed in proper attire for school activities.

Clothing should fit, be neat and clean, and conform to standards of decency.

We do not permit:

- Clothing with improper language or images
- Sagging or low-cut pants, low-cut necklines, tube tops, spaghetti straps, halter tops, backless blouses or blouses with only ties in the back, short shorts, and clothing constructed of see-through materials.
- Head coverings, such as scarves or bandannas, unless required for religious or medical reasons.
- Shoes with roller blades

Tennis shoes or shoes with rubber soles are necessary for physical education classes and active recess play.

Transportation

Routines and Family Plans

Children thrive on the consistency of a routine. You should make changes in transportation **only** when necessary. If you require a change from routine, send a note to your child's teacher on the morning of the change. In cases of partnering children, we must receive a note from both sets of parents. Buses operate at capacity and cannot accommodate extra passengers. Play dates should be arranged after your child has arrived home.

Kiss and Ride

(8:05–8:20 a.m. and 3:00–3:10 p.m.)

- Drop off and pick up your child only in the Kiss and Ride traffic pattern.
- Pull your car forward as far as possible in the line.
- Make sure that your child exits your car on the building side.
- Do not pass other cars in line.
- If your child needs assistance carrying something inside or getting something out of the car please park and walk your child

Bicycle Safety

Students in grades 4-6 may ride their bikes to school, provided they have a signed permission letter from a parent, understand bicycle safety and have a lock for their bike. Bikes can be locked to the fence behind the building.

Bicyclists should follow these guidelines:

- Obey safety patrols, and automobile traffic rules, including signaling for turns and stopping at intersections.

Bicycle helmets are mandatory to ride to school!

Bus Riders and Walkers

FCPS provides bus transportation for students who reside more than a mile from school. Bus riders should follow these guidelines:

- Refrain from crossing or playing on private property.
- Cooperate with the safety patrols and obey the bus drivers.
- Arrive at the bus stop five to ten minutes before the scheduled pick-up time.
- Remain seated and talk quietly after boarding the bus.

Walking students must use designated paths, sidewalks, or the crosswalk where safety patrols are stationed.

Parking and Picking Up Children

Virginia state law forbids the passing of a school bus that is loading or unloading children. We do not allow parking in front of the school during arrival and dismissal. Avoid parking in front of the school after 3:00 p.m. or noon on Mondays. Please use the crosswalk when bringing your child into school or picking them up.

Field Trips

During the school year, classes may take field trips that relate directly to the regular instructional program. Parents must return permission slips no later than the day before the scheduled trip. We cannot accept verbal permission. For safety and insurance reasons, younger siblings may not accompany parents on field trips.

Resources

Communication

Parents can find the latest news about school events and happenings via the:

- School home page at www.fcps.edu/OldeCreekES click on the Friday Folder button.
- FCPS 24-7 Parent View at <http://fcps.blackboard.com> for online access to class
- Keep in Touch e-mail system.

Your Child Needs Your Involvement

Students achieve when their parents communicate and model a valuing of the importance of education. We need you to attend:

- Open House to meet the teacher of your child on 9/1/11 at 8:45 – 9:45 a.m.
- Back to School Night to learn about the grade level curriculum and expectations on 9/22/11 at 6:30 p.m.
- Your child's Parent-Teacher Conference to learn about progress and concerns
- Volunteer opportunities for class events
- School events and activities.

PTA

Please join our PTA! Every dollar raised goes directly back to your child's education. The PTA assists with paying for field trips, SMARTBoards, computers, printers, books classroom materials, playground equipment, family celebrations, and much more!!