



Welcome back to the start of the new school year Crestview Families! Among other things, we believe ensuring safety and preserving the learning environment contribute to the success of our students. It is in that spirit the following guidelines are in place and should be observed by Crestview Families:

MORNING DROP-OFF PROCEDURES: If you drive your child to school, please come to the front (west) parking lot off 71st Street, follow the white arrows and proceed as follows:

- Vehicles will pull forward to the farthest location of the building where there is overhead coverage (white line). Please use caution and drive slowly when entering the school parking lot for everyone's safety.
- Student remains in vehicle until a staff member opens the Door 16 at **7:35 a.m.**
- Children **ARE NOT** allowed to cross the parking lot alone.
- Student exits on the right side of his/her vehicle onto sidewalk.
- To ensure staff and student safety, **REMAIN** in the car rider line until you exit the parking lot. **DO NOT** get out of the line after your child exits the vehicle. The car rider line is a single file exit. Please be patient and stay in line!
- Student walks on sidewalk to Door 16 (until 7:55am) and goes directly to class.
- Student arriving between 7:55am and 8am walks on sidewalk through front door and goes directly to class.
- Student arriving at or after 8am must be escorted in with a parent/guardian.

AFTERNOON PICK-UP PROCEDURES: Should it be necessary to pick your child up from school at dismissal, please come to the front (west) parking lot off 71st Street, follow the white arrows and proceed as follows:

- Vehicles displaying a Crestview Parent Pick-Up tag will pull forward to the farthest location of building where there is overhead coverage (white line). Please use caution and drive slowly when entering the school parking lot for everyone's safety.
- Wait in your vehicle for your child.
- Child will enter vehicle from sidewalk side only.
- Children **ARE NOT** allowed to cross the parking lot alone.
- To ensure staff and student safety, **REMAIN** in the car rider line until you exit the parking lot. **DO NOT** get out of the line after your child exits the vehicle. The car rider line is a single file exit. Please be patient and stay in line!
- Individuals in vehicles without a Crestview Parent Pick-Up tag after September 3rd will be required to go to the main office for identification before the student will be released.
- Adults **MAY NOT** enter the car rider area in the building to pick up a child. Please remain in the car rider line unless instructed by staff member to enter the office for identification.

TARDY/LATE ARRIVALS: Children who are driven to school are considered tardy if they are not in the classroom when the 8:00 a.m. bell rings. **You must accompany your child into the office to sign your child in after 8:00am.** Your child will be considered absent for ½ day if your child is not in the classroom prior to 11:00 a.m. If the student arrives after 11:00 am, your child will be considered absent in the morning and tardy for the afternoon.

ADMINISTERING MEDICATION AT SCHOOL: Non-prescription medication will be administered to students only when provided by and accompanied by written instructions from the parent/guardian. Prescription medication will be administered to students when accompanied by written instructions from the parent and in the original prescription bottle with the student's name on the label. The instructions must include the following: name of the student, name of the medication, purpose, dosage and direction for administration, signature of parent/guardian and date.

- Medication Permission forms are available from the clinic.
- Most medication can be given before the student comes to school and/or after a student returns home. Please schedule medications to require students to report to the office a minimum number of times.
- The office cannot supply aspirin, antacids, ointments, cold remedies, or other over-the-counter medications.
- Please note: If dosage or directions change, we will need a written prescription from the doctor indicating the change or a new prescription bottle with new directions/dosage on the label.

- Students are **NOT** allowed to transport medication home.

SELF-ADMINISTERED MEDICATION: In order to possess and self-administer medication, a student must have a *chronic authorization with the building principal* on an *annual* basis and this authorization must include:

- (1) a *physician's statement* that the student has an acute or chronic disease or medical condition for which medication has been prescribed;
- (2) the nature of the *disease or medical condition that REQUIRES EMERGENCY ADMINISTRATION* of the prescribed medication;
- (3) an *assurance that the student has been instructed to self-administer* the prescribed medication; and
- (4) an *authorization* for the student to possess and self-administer the prescribed medication.

ELECTRONICS: All electronic devices should be turned off and stored in students' backpacks unless the teacher has allowed the devices out for instructional purposes. Students will not be permitted to use their phones during the school day unless given special permission by an adult. If a device is not in a student's backpack, it will be collected and returned at the end of the day.

LUNCH PROGRAM: Your student will have the opportunity to choose between several types of lunches each day. Crestview is an approved school under the Community Eligibility Program. As a result, all enrolled students may receive breakfast and/or lunch at no cost. Adult meal pricing is \$2.10 for breakfast and \$3.55 for lunch.

Students or staff may make prepayment for meals or ala carte items by the week, month, or longer through the food service manager. Prepayment can also be made online through Paypams. Paypams is a parent account management system that is available online at **www.Paypams.com**. This system will allow parents to:

- make payments via Mastercard, Visa, or Discover to their student's food service account,
 - view an account history of what their student has purchased,
 - set up automatic payments,
 - receive email when their student's account balance is low.
- **If you pay by CHECK:** Please be sure that your child's first and last name and teacher's name are on the check payable to Crestview Cafeteria and use an envelope.
 - **If you pay by CASH:** Please put the money in an envelope and make sure your child's name and teacher's name and the amount you enclosed are on the envelope.
 - Students are to turn in lunch pre-pay money to their teacher when they arrive at school.
 - **ALA CARTE ITEMS:** A student may purchase ala carte items from a his/her account **ONLY** if the parent or guardian has signed a permission slip sent out by the cafeteria and is on file in the cafeteria. Please send a separate check to the cafeteria – the cafeteria is unable to give change from a check; i.e., to pay for something in the classroom or a study trip.
 - If you would like to have lunch with your child, contact the school office to make a reservation by 9am on the same day.
 - Visitors may purchase lunch in the cafeteria. Cash payment is accepted.
 - We ask that you **NOT** bring in lunch from a restaurant but instead purchase a school lunch or bring a sack lunch from home. No soda please!
 - If you have any questions regarding your child's account, you may call and talk with the cafeteria cashier or manager.

**** To request assistance with textbook fees, complete the Free or Reduced Lunch Application at <https://paypams.com/OnlineApp.aspx>.**

****No cash will be accepted from a student at the register.**

****A nut-free table is provided in the cafeteria for the students with nut allergies.**

****Family seating is available for visitors having lunch with their child. Visitors are not granted permission to have lunch with other children.**