



## Information Sheet

### Student School Day Hours -

Monday - Friday                      7:50 AM-2:40 PM

### Parkview Office -

218-742-3801 - secretary

218-742-3802 - principal

218-741-8522 - fax

Office Hours - 7:30 AM - 4:00 PM

### Attendance Line -

218-742-3800

### Bus Garage -

218-741-6240

### School Nurse -

218-742-3821

Nurse's office hours - 8:00 AM - 2:30 PM

### Release times/pick up times and doors:

Pre-K =

Door #1 @ 2:30 PM

Kindergarten =

Cafeteria Door @ 2:40 PM

1<sup>st</sup> grade =

Cafeteria Door @ 2:40 PM

2<sup>nd</sup> grade =

Door #1 @ 2:40 PM

The student handbook may be viewed on the Rock Ridge School District website at:

<http://rrps.org> If you would like a printed copy, please contact the Parkview Elementary office secretary.

K-2 students may be dropped off for school starting at 7:20 AM. Students will enter and go to eat breakfast, or go to the playground. Drop off will be at the main entrance of the building (door #1). Please help us to make the drop off a smooth process by having your child ready to get out of the vehicle. If your child needs help getting out of the vehicle, with their gear, etc., please park and walk them to the door.

Breakfast is served for students from 7:20-7:50 each morning. If your child eats breakfast at school, they should enter the breakfast serving line when arriving at school. Breakfast will be served and eaten in the cafeteria. Please drop off your child early enough for them to have enough time to eat breakfast prior to reporting to class.

Students will have a daily snack time. Students will need to bring a snack to school unless otherwise noted by your child's teacher.

Lunch time is by grade level. Recess time is by grade level. Playground aides will be supervising students during recess time.

Students may receive a hot lunch or bring their own "cold" lunch to school. All families **MUST STILL** complete an application for educational benefits form. This information should have been emailed to all families for completion via an online google form. Breakfast and lunch are free to all families.

If your child will be absent for the day, please call the school's attendance line before 8:15 AM. All absences will be handled through the office, not with classroom teachers. Please familiarize yourself with this attendance policy in the elementary handbook.

Please send a note to your child's teacher if his/her afterschool destination is different from the norm.

Note: If you need to change your child's after school plans during the school day, please call the office secretary at 218-742-3801 by 1:30 PM.

**DO NOT LEAVE A VOICEMAIL OR EMAIL MESSAGE WITH THE TEACHER!**

Pick up will be at 2:40. All parents must park and come to the assigned door to pick up their child. Each family will be given "pick up cards" for their child so that our staff can easily identify who you are coming to pick up. If you do not have the card available, you will be asked to show identification. Only people on your child's emergency contact information sheet will be allowed to pick up your child, unless they have a note.