



Winfield Elementary School Orientation



The following information will be useful as your child begins Winfield Elementary School.

Contact Information

Please fill out parent/guardian contact information completely on the enrollment forms. Contact information should be kept current throughout the school year in case we need to reach you.

Mornings

Kindergarten -2nd grade drop-off is at the front doors. 3rd and 4th graders are dropped off each morning at the side doors by the track. Students are offered breakfast each morning from 7:20-7:55. At 7:35 the first bell rings and students are dismissed to the classrooms by the teacher on duty. School staff will be in the foyer to assist children to their classes if needed. Students arriving after 8:00 will be counted tardy.

Health

The State of Alabama Department of Education requires a Health Assessment Record be completed for each student yearly. This form alerts school staff of medical conditions. The school nurse is available to meet with parents regarding health concerns or medications the student should take while at school. Any student that requires daily medication must have a completed Medication Authorization form before medications will be administered at school. Medications are to be brought to school by the parents/guardian and under no circumstances are students permitted to bring medications to school.

School meals

Free or Reduced Lunches may be applied for after July 1st @ www.winfield.k12.al.us/applynow. To pay for meals online go to www.paypams.com to sign up. \$1.95 charge for each transaction. Breakfast cost is approximately \$1.25 and served in the mornings beginning at 7:30 am. Lunch is approximately \$2.50 per day (subject to change). The lunchroom offers extra items such as chips, juice, pushups, ice cream, and other treats at an additional cost. Please be aware of your child's purchases as they can quickly add up. If your child's lunchroom account has a negative balance they will not be allowed to charge for extra items and you will receive an automated phone call from the school. If your child has a food allergy our Child Nutritionist, Sandy McCaleb should be notified. Her number is 487-0228. To provide Special diet the school must have a written order from a physician. Students may bring their lunch or snack but it should be brought by the student upon arrival to school.

Classroom behavior and expectations of students

The Student Handbook contains student behavior policies. A copy is located on the school's website at winfield.k12.al.us. By signing the enrollment form, parents are agreeing to the terms of Winfield City School policies. Students will be given clear instructions of what is acceptable school behavior by their teachers. Please stress the importance of following instructions, raising their hands if they have a question, using appropriate volume while talking, walking in the hallways, cleaning up after themselves, and promptness in the restrooms with your child, etc. Acceptable dress codes and hair styles will be enforced. Holes in pants will not be allowed and boys should have clean haircuts that keep the hair off the collar.

Snack

Your child may bring snack from home or purchase it at school. Snacks and water are \$.50 each. Please keep snack money separate from any lunch money. Snack orders and money are collected at the start of the school day by the student's teacher and sent to the office. Snack choices are Cool Ranch and Nacho Doritos, plain chips, BBQ chips, Cheetos, brownie, chocolate chip muffin, blueberry muffin, Rice Krispie treat, or Apple Cinnamon cereal bar.

Library

Students have a wonderful opportunity to visit our school library throughout the year. Books that are checked out from the library should be kept in their backpack when not being read. It is the child's responsibility to take care of the books that are checked out. In addition to having a large selection of books to check out, students are also exposed to various art activities and allowed to visit a book fair during the year.

School Pictures

School pictures are made during the Fall, Spring, and at Christmas. Fall pictures will be featured in the school yearbook.

Dismissal

Kindergarten students that are car riders dismiss from the front doors at 2:30. If your child rides in a car, you will pull up at the front of the building and wait for the Kindergarten teachers to bring your child outside. Name cards are given for parents to place in the dash of the car. Please put your car in park and stay in your car while children load into vehicles. 1st- 2nd grade students dismiss from the front and 3rd and 4th dismiss from the side doors by the track at 2:45. In the event of early dismissal due to weather, your child's teacher will follow the directions you have filled out on the emergency dismissal form at open house. At Open House your child's teacher will have a form to fill out indicating if your child will be a car or bus rider. If your child rides a bus, you will need to find out the bus number before or the night of open house and let your child's teacher know. If changes need to be made to a child's dismissal plan, please send a parent note with phone number or contact the school office.

Phasing In

School will begin on August 11th for grades 1-12. Kindergarteners will begin the Phase-In process on Monday, August 15th. At the beginning of school, Phasing in Kindergarten students is done by having one-third of the Kindergarteners come on three different days. This allows Kindergarten teachers and child more one-to-one orientation to the school and instruction for daily activities. **You will be contacted by the school, the week prior to, and instructed which day your child should attend the Phase-In.** You will be given Monday, Tuesday, or Wednesday for your child to attend. If your child comes on Monday they will not come back on Tuesday and Wednesday. If they come on either Tuesday or Wednesday they will not come on the other two days. All Kindergarten students will come on Thursday and Friday.

Kindergarten Assessment

One requirement for entering first grade is that students must know **all** letters. There will be assessments throughout the year. Please check your child's folder each night and return it to school. ***Retention or Advancement is left up to the child's teacher and principal.**

Field Trips

Two field trips will be taken during the school year. One will be in the fall and one in the spring. Students are required to ride the bus to the destination. Only parents/guardians are allowed to check students out from field trips unless field trip form is filled out prior to trip.

Plays

One of the highlights of the elementary school are our plays. As a grade level students and teachers develop plays to perform. Parents are responsible for obtaining/purchasing play costumes.

Class Parties

Students enjoy Christmas and Valentines parties each year. Teachers will inform parents how they may participate in the parties. The school will not allow deliveries such as flowers, balloons, etc.

Out of District Enrollment

Registration for out of district students does not guarantee enrollment. Factors such as class size can affect enrollment. In district needs are met first.

If you have any questions please call the Elementary School office at 205-487-2305.