

DELAWARE CHRISTIAN SCHOOL



Elementary Orientation

Kindergarten- 5th Grade

Frequently Asked Questions

- Q. Who do I contact at the school to report my child's absence?**
A. Contact the school office at dcschool@dcschool.org or 740-363-8425 by 9:00 a.m. to report your child's absence. If you receive an answering machine, please leave your name, your child's full name, grade, and the reason for the absence.
- Q. What do I do if my child needs to leave early for a dentist or doctor's appointment?**
A. We encourage students to schedule all appointments during non-school hours. However, we recognize that this is not always possible. If your child has an early morning appointment, report that your child will be late using the same procedures noted above for reporting an absent student. When they arrive, please sign-in at the school office before reporting to class. If your child needs to leave early, a parent must contact the school office stating the date, reason, and time they are leaving. You may pick up your student in the school office and sign them out. If they return, they need to be signed-in.
- Q. What is the policy if I know my child is going to be absent for a few days in advance or if he/she is sick for several days?**
A. Please notify your child's teacher at least two days in advance for planned absences and longer for longer absences. The teacher will make arrangements at that time for class and home work that will be missed.
- Q. What are the start and dismissal times for DCS?**
A. Elementary students start at 8:30 a.m. and are dismissed each day at 3:00 p.m. Students may go to the gym prior to 8:20 a.m. A teacher will be on duty. After 8:20am, students may go directly to their classroom.
- Q. If there is snow on the ground in the morning, will there be school?**
A. School delay and closing information is announced on channel television stations 4, 6, 10 & 28, 610 AM radio and on their websites. The One Call Now group messaging service will be used, also. Please listen for Delaware *Christian School*. Do not to be confused with Delaware *Christian Academy* or Delaware *City Schools*.
- Q. Does DCS have weather related early dismissal days?**
A. As a matter of general policy, no. If a situation requires us to close the school early for a day, you or your emergency contact will be notified. We would do this only in the most extreme emergency.

- Q. What is the procedure for dropping off and picking up my student?**
A. The safety of our students is our primary concern. We appreciate your strict adherence to our policy. Students may be dropped off by car by entering the school parking lot located on Belle Avenue. Follow the car line and drop students off by the school connector. After school pick-up takes place on the far south end of the parking lot. Pull past the gym entrance and stop at an orange cone. A safety patrol student will place your student in your car. Follow the line to exit the parking lot.
- Q. What is the car tag?**
A. The car tag is a tag issued to you on the first day of school. It will have your last name and your child's grade. Hang the tag off of your rear view mirror so that the name is visible to our dismissal aide. This will grant permission for your child to be placed in your car.
- Q. What if I cannot pick up my child?**
A. Please be sure to fill the alternate "pick-up" list given to all students on the first day of school. Call the office and notify them that someone on that list will be picking up your child. If the person picking up your child is not on the list you provided, you need to give the office their name, and car make.
- Q. Is there aftercare?**
A. Yes, aftercare is provided for Pre-K through 5th grade. It begins at 3:30pm and goes until 6:00pm. All students not picked up by then will automatically go to aftercare. Aftercare is located in the Library Lobby or sometimes in the Commons. A parent or approved adult must sign students out of aftercare. Rates are \$3.00 per hour.
- Q. Is the building secured during the school day and is there a main entrance if I visit the building?**
A. School doors are locked at 8:45 a.m. after the school day begins. Any person wanting to enter the building during school hours will be identified, allowed access and then must report to the school office, sign-in, and receive a visitor's pass.
- Q. Are uniforms required each day?**
A. Yes, our school requires campus wear each day. A list of acceptable items can be found on the school's website, www.dcschool.org. Campus wear must be made by Education Apparel (www.educationalapparel.com or 614-876-3030.) They have a store in Hilliard. There is a second hand store offering gently used uniforms in Westerville called The Second Glance. Twice during the year, Education Apparel comes to DCS campus to sell uniforms. Used uniforms are available upon request. Please notify Mrs. Miner if needed.

- Q. I know uniforms are required, but are there requirements about student's hair?**
- A. Yes, please refer to the dress code policy on the school's web site. In brief, student's hair must be a natural color, clean, and neatly kept. Boys' hair must be off the collar, eyebrows, and not covering more than half their ear.
- Q. Do students have lockers?**
- A. Yes, students in 2nd – 5th grade are assigned a locker. However, locks are not permitted and students are encouraged to not leave valuables in their lockers. If it is necessary for a student to carry larger sums of money, it needs to be secured in the school office. Tape cannot be used on the inside or outside of the locker; items can be secured by using magnets.
- Q. Do students eat in a cafeteria?**
- A. No, elementary students eat in their classrooms under a teacher supervision.
- Q. Are school lunch menus available on-line?**
- A. Yes. They are on the school web site under the lunch menu tab on the home page. Lunch items are sold ala carte and available to students each day. Milk costs \$.50. School lunches typically run between \$2 and \$3 per day. Students may choose to pack a full or partial lunch each day. Microwave ovens are available.
- Q. How does my child pay for lunch if he or she is buying?**
- A. Lunch cards may be purchased in any amount. Please send money in a marked envelope to be handed at the lunch line. Cash may be used for one day purchases. If your child forgets his lunch, on an infrequent basis, your child may "charge" his lunch. Charges must be paid back the next day. Any unpaid lunch charges will be billed weekly through FACTS. Please note the Kindergarten only purchases on Pizza and Chick-fil-a Days.
- Q. May my child bring his cell phone to school?**
- A. Only 2nd-5th Graders are allowed to have a cell phone. However cell phone use (including texting) is not permitted during school hours. Cell phones must be turned off and in the student's locker. Parents wishing to contact their child during the school day should do so through the school office. Any cell phone confiscated from a student will be picked up by a parent.
- Q. What is Scrip and how do I participate?**
- A. Scrip is the name of a program where you buy gift certificates or stored value cards for local or national retailers. A portion of the purchased amount is provided back to support DCS. By participating in Scrip, you may use half the rebated amount to reduce your child's tuition expenses.
- Q. What if my child needs medication during the day?**
- A. A medical release to dispense non-prescription and prescription medications must be signed by a parent. If the release form is not on file, a parent will be called prior to dispensing. If your child needs routine prescriptions administered at school, a form must be on file and signed by a doctor.

Q. Do you have a school nurse?

A. No, we do not have a school nurse. If your child feels ill during school hours, he/she will be directed to the school office. The office personnel will handle the situation and contact you if necessary.

Q. Is special dress required for Physical Education class?

A. All elementary students are required to have an extra pair of shoes for gym. The 2nd grade-5th grade the students are asked to change into long shorts or sweats with a comfortable shirt. Gym shirts are available from the office if they prefer to purchase one. Shirts are \$8.00.

Q. What is Edline and how do I get linked in?

A. Parents and students can track student's progress, by subject, throughout the term. Each parent needs an activation code. Parents log-in by going to www.edline.org. For new students, activation codes are available at orientation. For students not attending orientation, the activation codes are sent home during the first week of school. Parents use the activation code to establish a user name and password. Contact the school office if you need an activation code and haven't received one. If you have forgotten your username or password, go to edline.net and follow the directions. Additionally, you can call the school office to have user names and passwords reset. DCS encourages all parents to use Edline as we have sought to reduce the amount of printed paper and mailings that are provided. Thus, Edline is the primary method of communication for school information including the primary method of distributing report cards.

Q. How will I receive classroom and school news?

A. You will be able to access school news four ways. First is through the Monday folder. This folder will contain weekly work and weekly classroom news and announcements. The next is Edline listed above. The third way would be through the school web site, www.dcschool.org. Here you will find the calendar, a link to sports events and other relevant items to DCS. The last is through the One Call system. You will be sent via email the school newsletter and any notes or important school news. You will be sent a phone call if the news is more pressing. An example of this would be no school due to weather.

Q. Are there parent/teacher conferences?

A. Yes, twice per year. Conferences are scheduled during evening hours and are an opportunity for the parents and teachers to discuss the student's progress. Conferences are scheduled for elementary students in November and in April. Parents can contact teachers via email any time during the school year if problems arise.

Q. Does the school provide transportation to field trips?

A. No, DCS does not provide transportation. Transporting students to such events will be arranged by the teacher. Most often car pools are used. Sometimes the students will walk to an event if appropriate.

Q. Is there a Parent School Fellowships?

A. Yes, there are Parent School Fellowships scheduled once a month, except for December and May. Please check the website calendar for these events. They will be key in understanding how parents and the school work together. There are also many opportunities to be involved in the school through the classroom, special events and Legacy Kids.

Q. What is Spirit Day?

A. Spirit Day is the Kick-Off to the Legacy Kids' Servathon. It will be held August 31. Students are asked to dress up with school colors and school spirit. The more creative the better! Prizes are given to a girl and a boy in each class that demonstrates the most school spirit.

Q. What is Legacy Kids' Servathon?

A. Legacy Kids' Servathon is a school-wide fundraising program for DCS. It is the primary fundraising event for the school for the year. Students are asked to send letters to friends, relatives, acquaintances, and businesses to ask them for donations. Funds are used to enhance the school building, buy supplies and support class trips. This once a year event replaces many more traditional fund raising events with which you may be familiar, such as, candy bar and popcorn sales. Informational meetings are held early in the school year and a school-wide Servathon day is scheduled for October 15. Additional information will be sent home and available on Edline and the school web site early in the school year.