

DELAWARE CHRISTIAN SCHOOL



Pre-K Orientation

Updated September 2020

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 9:00am 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 Pre-K at DCS?

A. Pre-K students start at 8:30am and full day students are dismissed each day at 3:00pm Half day students are dismissed at 11:30am. Students may enter the building at 8:20am and 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. Parents may also walk their child into the school each day. Half day students will be picked up at the connector at 11:30am. Full day students 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 Commons or playground. A parent or approved adult must sign students out of aftercare. Rates are \$2.50 per half hour and \$2.50 every 10 minutes after 6:00pm.

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 8:45am 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. No, Pre-K is not required to wear uniforms.

Q. Will my child have a snack?

A. Yes, the morning snack is provided by the school. The afternoon snack is to be packed in the student's lunchbox.

Q. Do students eat in a cafeteria?

A. No, Pre-K students eat in their classrooms under teacher supervision.

Q. Can my student buy lunch?

A. No, Pre-K students are asked to pack daily. They may purchase a drink. Milk, both white and chocolate, as well as orange juice is available. A lunch ticket will be available to place money on so that your child does not need to carry money each day. Please send this money in to the teacher in a marked envelope.

Q. Is my child required to take a nap?

A. While Pre-K students are not required to sleep, they will have a designated nap time daily. During this time, they will be required to rest quietly on their mat. A book or quiet work is often provided for those unable to fall asleep.

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. Yes, we do have a full-time onsite school nurse. If your child feels ill during school hours, he/she will be directed to the nurse's office. Office personnel will assist and contact you if necessary.

Q. How will I receive classroom and school news?

A. You will be able to access school news three ways. First is through the daily book bag. Please check your child's bag each day for papers and important news. The second 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 third 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. Finally, pertinent school information also comes from a weekly "Monday News" email sent by administration.

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. 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 and special events.