

## **Longfellow School Frequently Asked Questions**

### **What if I need to speak to my child's teacher?**

Every teacher at Longfellow has voicemail and e-mail. Please check with your child's teacher for their preferred method of communication. You may also call the main office at 847-520-2755 and our secretary, Mrs. Pitti, will either take the message for you or put your call into the teachers' voice mailbox for you to leave a message. After-hour messages can be left at the main office and will be forwarded to the teacher the next school day.

### **How do I send and receive information to/from school?**

Information will be sent home for parents in each student take home folder that the PTO provides. It is also a convenient way to send notes to your child's teacher. Every month committee chairs submit articles to be included in our PTO newsletter. It will contain upcoming events and ways for you to be involved in our PTO. There will also be a periodic school update from our principal, Mr. Herrejon.

### **Do you have a website?**

The Longfellow school website is [www.longfellow.ccsd21.org](http://www.longfellow.ccsd21.org). The PTO website is [www.longfellowpto.net](http://www.longfellowpto.net) and lists the upcoming events, newsletters and forms.

### **How do I join the PTO?**

Complete the Membership form that is available in this folder and send it in along with your annual \$10 dues. You can also stop by the Membership table at Curriculum Night, the Bash or the Kindergarten/1<sup>st</sup> Grade Ice Cream Social. The Longfellow PTO is a non-profit organization and monies received are used to benefit Longfellow.

### **How can I get involved with PTO events?**

Take a look at the committee listing included in this folder for descriptions and attend our monthly meetings. Feel free to contact any Executive Board member with specific questions.

### **When are PTO meetings held?**

PTO meetings are once per month and last about an hour. Be sure to refer to our calendar included in this folder and put the dates into your calendar. We love to see our parents at our meetings!

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### **What is the ABC calendar?**

The ABC calendar tells you what day your child will be having P.E. if your child is in Kindergarden. If you are in grades 1-5, the ABC calendar will tell you when your child has library, PE, art, and music. Your child's teacher will give you the letter that corresponds with the special. Keep this calendar handy all year long!!!

### **What time does school begin and end?**

School for grades 1-5 start at 8:55 AM and ends at 3:30 PM. Morning Kindergarden begins with the rest of the school and ends at 11:30 AM. The afternoon Kindergarden starts at 1:00 PM and ends with the rest of the school. Your child should not be at school earlier than 8:30 AM if they begin in the morning or 12:40 PM if they begin in the afternoon.

### **What bus is my child on and where is the bus stop?**

Longfellow has 3 main bus routes to service our school for students residing west of Arlington Heights Rd. The route numbers are 111, 112, and 113. A bus route should have been sent to you from District 21, providing you with the closest route to your residence. Please remember to teach your child about bus safety.

### **My child does not take the bus. How does arrival and dismissal work?**

Walkers should enter and exit from the main entrance. When dropping off by car, use the main entrance as well. For dismissal, children will exit via the side door (North side of the building). **Please refer to the traffic flow diagram on the next page.**

### **What if my child will be absent?**

Please call the Health Office at Longfellow (not the main school number) at 847-520-2756 and our Health Assistant will take the call. You can call between 8:15 AM and 9:00 AM. Please inform our staff if your child may be contagious, so we can inform his/her teacher. You can also let them know if you will pick up your child's homework.

### **What if my child needs to go home with another parent or adult?**

Please send a signed, dated note with the name of the person to whom you want your child released.