

**2018-2019**

## **Longfellow School Frequently Asked Questions**

Welcome to Longfellow! We are so happy to have you as part of the Longhorn family. Below is a list of Frequently Asked Questions to help get you acquainted with our school's policies and procedures. If you still have questions after reading these FAQs you can call the main office or email the Longfellow PTO at [bglongfellowpto@gmail.com](mailto:bglongfellowpto@gmail.com). We look forward to a great school year!

Once a Longhorn, Always a Longhorn!

### **Contact Information**

#### **Does Longfellow have information accessible online?**

- 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) (which lists upcoming events, after-school enrichment programs, newsletters and forms).

#### **What are important contact numbers & email addresses?**

- Main office phone number: 847.520.2755
- Principal, Michelle Friedman: [michelle.friedman@ccsd21.org](mailto:michelle.friedman@ccsd21.org)
- Administration, Cynthia Pitti: [cynthia.pitti@ccsd21.org](mailto:cynthia.pitti@ccsd21.org)
- Health Office/Nurse, Marissa Rdzok: 847.520.2756, [marissa.rdzok@ccsd21.org](mailto:marissa.rdzok@ccsd21.org)
- Longfellow PTO: [bglongfellowpto@gmail.com](mailto:bglongfellowpto@gmail.com)

### **Communication**

#### **How is communication sent out to the parents/guardians?**

- **Student Folders**  
Information will be sent home daily from either the teacher, school, the district and/or PTO. Please be sure to review the folder on a nightly basis to stay informed about classroom/Longfellow updates and what needs to be returned to school the next day.
- **Email Communication \*\*Very important – Please Read\*\***  
PTO and/or the school will send updates out via email. The school and PTO use the same email distribution software. Therefore, you must opt-in to have your email address added to the distribution list. If you are not receiving this information, please contact the front office for the Email Registration form. Be sure to include an email address for each parent/custodian that you would like to have receive these communications. If you filled out the form and are still not receiving emails, please send an email to the PTO at [bglongfellowpto@gmail.com](mailto:bglongfellowpto@gmail.com).

#### **How do I contact my child's teacher?**

- Email is the preferred method of communication. A teacher directory of email addresses may be found here: <https://longfellow.ccsd21.org/staff/>

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### Absent From School

#### What if my child will be absent from school?

- Please call the Health Office at Longfellow (not the main school number) at 847.520.2756. You can call between 8:15 am and 8:55 am. Please inform the staff if your child may be contagious, so they can inform his/her teacher. You can also let them know if you will pick up your child's homework. You may also send an email or leave a message for the health staff outside of these hours with your child's name, teacher's name, and reason for the absence.

### Food Service

#### Can my child bring a snack to school?

- Yes. Snacks must consist only of fruit, vegetable, or hard cheese. Students may bring only one of these items. NOTE: *Fruit Snacks* are not allowed. In addition, snacks may be further limited based on allergies in the classroom, which would be communicated by your child's teacher.

#### Should I send my child with a lunch to school?

- A hot breakfast and lunch program is available. Monthly menus are sent home with the students and posted on the [School District 21 website](#) for reference. Payments for breakfast and lunch are recorded using an electronic debit system. An account is created for each student. Parents may manage the account online at [Meal Time Online](#) or send checks or cash to the school office to be posted to their child's account. If you don't wish to order hot lunch, you may send your child with a packed lunch to school. You may also alternate between hot and packed lunch. There is no lunch for kindergarten students. NOTE: There is a nut-free table for students with food allergies.

### Social Media

#### Are there any parent groups on social media?

##### Facebook:

- PTO has a very active & monitored "closed" (private) group on Facebook for parents of Longfellow to ask questions, provide advice, share information/updates about PTO-sponsored events, etc.
- Group Name: **Longfellow Parents**.
- Simply make the group request on Facebook, then the respective group admin will review to ensure you have a student at Longfellow, then you will be added accordingly.

##### Twitter:

- Search for **@21longfellow** to follow Longfellow on Twitter. Follow along for classroom highlights and announcements.
- You may also follow District 21 by searching for **@CCSD21**. Here, you will get all the updates on Board Meetings which are held on the third Thursday of each month at the Gill Administration building at 7:30pm, as well as other information important to the District.

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### Longfellow PTO (Website: [www.longfellowpto.net](http://www.longfellowpto.net) Email: [bglongfellowpto@gmail.com](mailto:bglongfellowpto@gmail.com))

#### What is the PTO?

- The Longfellow Parent Teacher Organization (PTO), for those of you who are unfamiliar with us, is a volunteer organization made up of parents, teachers, administrators, and support staff who are all dedicated to the successful education of our children. The purpose of our organization is to aid the students and staff by providing support for educational and recreational needs; to promote open communication between administration, teachers and parents, and to encourage Longfellow Longhorn school spirit and pride. The PTO uses its resources, both manpower and monetary, to support all the efforts of the staff of our school.

#### How do I join the PTO?

- Membership dues are requested at the beginning of the school year. **Membership is \$11 when paid online and \$12 via cash or check.** You can pay online via PayPal or by check payable to "Longfellow PTO". Complete the Membership form that is available on PTO's website ([www.longfellowpto.net](http://www.longfellowpto.net)) and send it in along with your annual dues. Please be sure to stop by the Membership table at Curriculum Night or the Back to School Bash for more details. The Longfellow PTO is a non-profit organization and monies received are used to benefit Longfellow.

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

- All details are on our website. Please take a minute to review our committees and volunteer opportunities. Parent participation/involvement is what makes our programs a success. There are a variety of options to choose from throughout the year. Parents are encouraged to attend our monthly meetings to learn more about the committees and important school updates. The PTO is an excellent way to get involved with the school and meet other Longfellow families. For more details, please email [bglongfellowpto@gmail.com](mailto:bglongfellowpto@gmail.com). For new families of Kindergarten and 1<sup>st</sup> grade students, PTO will be attending your orientation in late April (but you can reach out any time to express your interest).

## Drop Off/ Pick Up Procedures

Note: Detailed parking lot procedures are located on the last page of this document.

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

Longfellow has 2 main bus routes to service our school for students residing west of Arlington Heights Rd. The route numbers are 111 and 112. A bus route will be sent to you from District 21 a few weeks before school starts, providing you with the closest route to your residence. Please remember to teach your child about bus safety.

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### **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 cement islands along the main entrance. A crossing guard will assist your child across the bus lane. If your child needs assistance to get out of the car, park and then walk your child to the crossing guard or front entrance to avoid creating congestion. Staff supervision starts at 8:30 am, so students should not arrive prior to this time. In the case of afternoon Kindergarten, students should not arrive before 12:50 pm.

For dismissal, children being picked up in the carline will exit via the side door (North side of the building). Please be sure to follow the drop off procedures noted on the last page of this FAQ. This is for the safety of your children as well as the families waiting to drop off sometimes all the way back on AH road.

For Clubhouse: drop off is no earlier than 7:00 am and pick up must before 6:00 pm.

## **Miscellaneous Information**

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

- The ABC calendar tells you what day your child will be having specials such as Library, PE, Art, and Music. Your child's teacher will give you a schedule at the beginning of the year that outlines the letter that corresponds with each special. For example, if your child has PE on "A" days you will know to send him/her to school with gym shoes. This calendar is usually in your child's take home folder.

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

- School for grades 1-5 starts at 8:55 am and ends at 3:30 pm. Morning Kindergarten begins with the rest of the school and ends at 11:30 am. The afternoon Kindergarten 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 12:50 pm if they begin in the afternoon.

### **Is there a Quick Links page I can go to for key info? Are there after school enrichment programs?**

- For quick links to such items as Organic Life's breakfast/lunch menus, online meal deposits, school calendars, school supply list, as well as the listing of after school enrichment programs, please refer to PTO's website at [www.longfellowpto.net](http://www.longfellowpto.net).

### **Is there before or after child care at the school?**

- Yes, Buffalo Grove Park District provides on-site before and after care, called **Clubhouse**. For more details please refer to the following website: <http://bgparks.org/program/clubhouse.aspx> or contact the office phone at: 847.850.2134. Please note that space is limited, register as soon as possible.

### **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. **NOTE:** If you child is in Clubhouse, they will also need to be notified.

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### **What does the LMC and MPR represent?**

- LMC is the acronym for Library Media Center which is on the 2<sup>nd</sup> floor of the Longfellow building.
- MPR is the acronym for Multi-Purpose Room, on the 1<sup>st</sup> floor of the Longfellow building and is used for Clubhouse (before/after care) as well as breakfast, lunch, and other miscellaneous activities for the students.

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### Longfellow School: Important Parking Lot Procedures

To ensure the safety of all of our students and adults, it is imperative that individuals who choose to drive onto our school grounds are familiar with these procedures and observe them at all times.

#### General Procedures

- Drive slowly and carefully at all times (5 mph).
- Observe all stop signs.
- Do not talk/text on cell phones at any time while on school grounds or in a school zone.
- Be alert for children and other pedestrians.
- Cooperate politely with all safety supervisors.
- Never park or drive through the bus lane.
- In the mornings, if dropping off passengers along the cement islands in the front lot, **BE CERTAIN TO PULL UP TO THE "FARTHEST" END OF THE NORTH ISLAND.** (Do not stop in the middle of the islands, as this will create a backlog of traffic behind you.)
- Never park or leave your car unattended along the cement islands.

If your child is an assigned bus rider, please help enhance traffic flow by having your child ride the bus.

#### **A.M. Drop-Off (8:30-8:55 a.m.)**

- Drop off passengers in the front lot **only along the cement islands.** Students (and parents) must cross the lot at the marked pedestrian crossway only. The bus lane (i.e. the lane closest to our building) is designated for buses and day care vehicles. No one else may utilize this lane unless specifically directed to do so by a safety supervisor.
- Do not enter the back lot at any time prior to 3:15 p.m. as this lot is a designated PE/recess area for children.

#### **P.M. Pick-Up (3:30 p.m.)**

To pick up your child via carline, you must go to the north departure area.

Enter our school parking lot (south entrance drive), and proceed slowly in a single file line around the south and east perimeter of our parking lots. Just past the northeast corner of our school, vehicles will be merged to the left allowing students to enter vehicles along the sidewalk area. In order to be away from moving and merging traffic, students must enter vehicles from the rear driver's side of the car only. As students are picked up, to maintain traffic flow, drivers will need to continually move their vehicles forward along the pickup lane. After children are in their designated vehicles, drivers will proceed forward along the north drive until exiting onto Arlington Heights Road. **This process works and takes only about 10 minutes to complete once the students are dismissed from school.**