

McKenzie Elementary School

Parent Handbook Addendum

SCHOOL DAY

8:30 am First Bell

8:35 am Tardy Bell

11:10 am Morning Kindergarten Dismissal 12:35 pm

Afternoon Kindergarten Doors Open 12:40 pm Afternoon Kindergarten Begins

3:15 pm All-school Dismissal

Grades 1-4: Students form grade level lines and enter the building through either the front doors or those nearest the gymnasium. Students who arrive after 8:35 a.m. must enter through the main doors on Prairie Avenue, signing in at the School Office before proceeding to class. After every five unexcused tardies, parents will receive an automated email from the District 39 Webmaster, indicating the child's number of tardies, along with a reminder about the importance of on-time arrival.

At dismissal, students are encouraged to exit through the front doors of the school. Parents should arrange a designated meeting place near the front of the building to allow for the safe exit of all students. Students in grades 2-4 are allowed to exit through the rear doors of the building in order to meet a parent or child care provider on the blacktop or playground area. It is vitally important that parents establish a routine pattern for drop-off and pick-up. This enables our students to independently navigate the school grounds. Students who are unable to locate a parent/guardian at dismissal are encouraged to return to the school office for assistance.

Kindergarten: Students enter/exit through the doors located on the south side of the building, adjacent to the Kindergarten classrooms. Staff members welcome students at that door from 8:30-8:35 a.m. and again from 12:35-12:40 p.m. Students who arrive after those times must enter through the main doors of the school, signing in at the School Office before proceeding to class.

At both the 11:10 a.m. and 3:15 p.m. dismissal, students will be released only to the designated parent/child care provider. A note to the teacher and/or phone call to the Health Office is required if a friend/relative is picking up the child. Teachers cannot release students to unauthorized parties.

LUNCH/RECESS

Students spend approximately 20-25 minutes eating lunch in the cafeteria, followed by the same amount of time in outdoor recess. During inclement weather, recess is held indoors.

Monthly menus are available online. Each student is issued a lunch account that parents fund through online credit card payments or by a check sent to the school office. An automated email reminder is sent to the parent when the account falls below \$10.00. NO cash is accepted in the cafeteria.

SCHOOL SPIRIT

The FIRST Friday of each month is designated as SCHOOL SPIRIT DAY. The McKenzie Student Council plans a variety of themes for these special days. Note: Students and staff alike are encouraged to show their school pride by wearing Blue & White McKenzie wear any day of the week! (School Spirit wear is sold through the McKenzie PTA)

SEVERE WEATHER PROCEDURES

In the event of severe weather at dismissal:

- An automated call or email will be sent to parents prior to 3:00 p.m., indicating that students will not be dismissed at their regular time.
- Large signs will be posted on the front doors of the school indicating a delayed dismissal. Should parents choose to leave their vehicles, they will be directed to wait in the school lobby until dismissal occurs.
- Students will remain in their classrooms, or in safe locations, supervised by their teachers, until the weather lifts.
- At that time, students will be dismissed by grade level, exiting via their typical route—walkers and parent pick-up through the front doors and bus riders to the auditorium and small gym.
- Students will not be allowed to go to a sibling's classroom nor will they be released to an unauthorized adult without parental consent.
- In the event of a severe weather warning (not watch), students and staff will take cover in designated areas within the building; parents are welcomed to take cover in the building, should they desire.

COLD WEATHER PROCEDURES

Our school building is warm, safe, and an ideal place for students to be during cold weather. However, in the event that we need to evacuate the building during extremely cold weather, the following procedures will occur:

- IF POSSIBLE, students will wear their warm clothing when exiting the building.
- Teachers will use the assigned evacuation route to exit the building, leading their students to a local off-site emergency location.
- Parents will be contacted via automated phone or email or text.

EXTREME HEAT PROCEDURES

During the early fall and late spring there are always days that are hot. In the event that there is

extreme heat and/or humidity, the following procedures will occur:

- Air-conditioned areas such as the cafeteria, library, technology lab, and art room will serve as 'cooling stations' for staff and students to share throughout the day.
- Frequent water intake will be highly encouraged.
- Use of overhead lighting in hallways and classrooms will be reduced.
- Sedentary activities will replace the typical large motor activities during P.E. class and Recess.
- Students will be monitored for signs of heat-related illness.

TRAFFIC PROCEDURES FOR DROP OFF AND PICK UP

The McKenzie Civics and Safety Committee, in conjunction with the Village of Wilmette and the Wilmette Police Department, have developed traffic guidelines for student drop-off and pick up. It is critically important that all families take the time to carefully read and observe the following procedures in order to keep our children SAFE. Families are encouraged to review the guidelines with their children and with ALL drivers who might be dropping off and/or picking up children at McKenzie. EVERY driver MUST be familiar with these guidelines to ensure a SAFE and EFFICIENT flow of cars (on Prairie Avenue) in front of our school. Families unable to follow the guidelines below should park their vehicle and walk the child(ren) to the school entrance.

Staff members wearing safety vests are stationed at the curb along Prairie Avenue to assist with the steady, safe flow of traffic.

Guidelines:

- THE CARPOOL LINE BEGINS AT THE INTERSECTION OF PRAIRIE AND WASHINGTON, with traffic moving southbound ONLY between the hours of 2:30-3:30 on school days.
- Once in the carpool line, KEEP MOVING forward as traffic permits.
- Once in the carpool line, DO NOT leave your car unattended to walk your child into school, find your child, or to open doors to help them in or out. If your child requires this level of assistance, please use a LEGAL parking space and walk your child to the entrance of school.
- DO NOT double-park. One lane must be kept open at all times for fire/emergency vehicles to get through.
- Drop-off and pick up from the CURB side only. PLEASE do not allow your child to walk in between stopped or parked cars.
- DO NOT block crosswalks.
- PLEASE drive VERY SLOWLY at all times, remembering there are over 400 children, 5-10 years of age, on school property.
- The carpool line, along with the streets surrounding our school, is a NO CELL PHONE zone per Illinois state law. Violators will be ticketed by the Wilmette Police Department.
- DO NOT drop off/pick up in the faculty parking lots or use the alleys to bypass the traffic on Prairie or 15th Avenue.
- Please note all posted signs regarding one-way traffic flow and parking restrictions. During pick-up and drop off hours, Prairie Avenue is southbound only and 15th Avenue is northbound only.
- Because McKenzie School is located in a commuter-parking neighborhood, there is limited parking available on the east side of the school building.

BEFORE SCHOOL CHILDCARE

District 39 provides childcare in our school cafeteria between 6:45 a.m. – 8:30 a.m. Parents enter/exit the cafeteria through the brown, side door that adjoins the school's north parking lot. The program is staffed and maintained by District 39. For more information, contact the Mikaelian Educational Center at 847-256-2450.

AFTER SCHOOL ENRICHMENT

A variety of fun and educational classes will be offered Monday through Friday are offered at McKenzie School through the Wilmette Park District. Classes begin right after school with dismissal at 4:30 pm.

The Wilmette Park District offers Enrichment with the option of Extended Child Care until 6:00 pm at the Rec Center for families in need of childcare beyond 4:30 pm. For information about after school programming, contact the Park District at 847-256-6100.