

O.L.C.S. 2011-12 GENERAL PROCEDURES

SCHOOL HOURS

Half Day Preschool P3 8:30–11:00 a.m. Tuesday/Thursday
P4 – 8:30-11:15 a.m. or 12:15-3:00 p.m. Monday/Wednesday/Friday

All Day Preschool 8:30 a.m. – 3:10 p.m.

Grades K- 8 8:30 a.m. – 3:10 p.m.

The building is open at 7:50 a.m. Students may not arrive before that time unless they are registered for the before care program. Students are never permitted to stand in the gym hallway or in the gym unsupervised.

TRANSPORTATION

CAR RIDERS: Car riders enter school through the gym doors located off the parking lot between St. Jude Church and the school. When dropping off or picking up your child in the parking lot, please exercise caution and maintain a safe speed to insure the safety of all those on the property. If you need to enter the school, drop off, or pick up your child, please pull into one of the marked parking spaces. The entrance to the school should be left unobstructed at all times. **Please do not pull forward into the fire zone. This is used as a safe walkway for children and adults.**

BUS RIDERS: Buses operate of the first day of school. Bus riders enter school through the gym doors located at the Lowell Avenue side of the school.

Pupils eligible for bus transportation are given bus assignments by their townships transportation department. Due to insurance constraints, students in Millcreek and Fairview may only ride their assigned bus. There are no exceptions.

City of Erie students in (all-day) Kindergarten through grade 8 qualify for a bus pass. Bus passes are not always available on the first day of school but City of Erie students may ride the bus without penalty until the passes arrive. Students who still do not have their bus pass by the end of the second week should have their parents contact the school office. City of Erie students must have a bus pass to ride the bus or must pay the current fare. **(OVER)**

BICYCLES: The school does not assume liability for the safety or security of bikes on the property. The school also does not have adequate space to store bikes in the event of rain. Fire regulations prevent bikes from being in the halls. A bike rack is located on the school property for use by the students.

EARLY DISMISSAL

School is dismissed at 1:30 p.m. on the second Wednesday of each month for faculty meetings. On early dismissal days, the Millcreek and Fairview buses DO NOT transport home; however, they do transport to school. City of Erie and Girard buses DO transport students to and from school on these days. Extended Care will be offered on early dismissal days.

CAFETERIA

Lunch and/or milk will be available for purchase on the first day of school. Lunch can be purchased daily for \$2.25 or a weekly lunch ticket can be purchased for \$11.25. Milk can be purchased daily for \$.50 or a weekly milk ticket can be purchased for \$2.50. Weekly lunch or milk tickets are sold on the first day of each week in the kitchen.

GYM

Students must be prepared to wear clean, non-marking sneakers while participating in any physical education activities on the gym floor.

OFFICE TELEPHONE

The telephone in the school office is for business purposes. Please do not expect a message to be delivered to a student unless it is an **emergency**. Arrangements for transportation and appointments should be made before the children arrive at school.

The above information is included in our School Handbook, which will be sent home with your YOUNGEST child on the first day of school.