

Cedaroak Park Primary – General Information

Cedaroak Park Office Phone #: (503) 673-7100 **Cedaroak Park School Address:** 4515 Cedaroak Drive, West Linn, OR 97068

Cedaroak Park School Website: www.cpps.wlwg.k12.or.us

WLWV School District Website: www.wlwg.k12.or.us

SCHOOL HOURS

School for children in all day kindergarten and grades K-5 begins at 7:50 a.m. and ends at 2:20 p.m.

Supervision for children begins at 7:40 a.m. If you drive your children to school, please do not drop them off before 7:45 a.m.

School begins promptly with Morning Meeting in the gym at 7:50 a.m. Please be sure that your child arrives on time every day. This daily gathering provides students the opportunity to see that they are part of a community that learns together and supports one another.

At the end of the day, teachers escort students to their buses, Camp Fire, parents, or send them on their walks home.

NOTE: If you arrive after dismissal, please come to the school office to pick up your child. Students will not be released to individuals without a note or to those who are not listed as contacts in the student's database.

BEFORE/AFTER SCHOOL CARE

Camp Fire offers an extended care program onsite for our students from 6:30-7:50 a.m. and 2:10-6:00 p.m. If you would like information about the before/after school care, please call Camp Fire at 503.224.7800.

VISITORS

All visitors must check in with the office during school hours. If you are coming to school to volunteer, enjoy a performance or have lunch with your child, please sign in at the office and put on a visitor or volunteer badge. **NOTE:** For items such as lunch or homework, the child will come to the office when able.

COMMUNICATION

As a learning community we strive to provide consistent and clear communication. Technology allows us to communicate quickly and effectively. Some important reminders and updates regarding communication include:

Cedaroak Park's Calendar: Refer to the school website for the Cedaroak Park calendar to check on field trips, events, PTA meetings, Community Group meetings, holidays, no school days and early release days.

NOTE: On early release days, students are dismissed two hours early at 12:10 p.m. (Buses will drop off two hours early).

WLWV Primary School calendar: Identifies school/non-school days for the school year. It is available on the school website under Quick Links.

The Cedaroak Connection: This is our primary method of direct communication. Families will receive a weekly newsletter or update through our ListServ. Families must sign up each school year. The ListServ signup is located on the school website under the "News" tab. **NOTE:** Paper copies of the the Cedaroak Connection are available in the office.

Website: The school website has a wealth of information about our school and community. You will be able to access PTA, curriculum, instruction information, links to teacher websites and e-mail, and much more! The website is also a resource for students and families as they conduct research and further their learning.

ABSENCES

The office as well as your child's classroom teacher should be notified of your child's absence regardless of the reason; illness, family vacation, appointment, etc. You may notify us by phone (if after hours, leave us a message) or note.

Once teachers have taken attendance in the classroom, the office runs a daily attendance report. By 9:00 a.m., all adults who live with children who still have "unexcused" absences will be contacted by phone and email. Please let your teacher and office know **each** day that your child is absent. We will make no assumptions on why your child is not present.

TARDIES

Students arriving at school after 8:20 a.m. are considered "late". When late, students must stop in the school office first to ask for a tardy slip. This slip informs the teacher that the office has marked the student present. Younger students will be escorted to class by the office staff to ensure a quick and smooth transition to morning routines.

ILLNESSES

Students who have had illnesses may return to school when they:

-are fever free for 24 hours. This means having an oral temperature of less than 100 degrees without using medication to lower their temperature;

- are able to participate comfortably in class activities without a cough or other symptoms becoming a disruption for themselves or others;
- are free of gastrointestinal symptoms such as diarrhea and vomiting for 24 hours.
- have received written clearance from their health care provider for a skin rash that is draining.

MEDICATION

If your child needs to take any medication at school, please fill out the medication authorization form on the school website under the "For Parents" tab. This form must be completed annually at the beginning of the school year.

- All over-the-counter medication must be a child's dose. A child's weight is not a consideration.
- Only parents are allowed to bring any medication, over-the-counter and prescription, to school.
- Medication must be in its original container.
- At the end of the school year, parent(s) are notified to pick up their child's medication. Medication that is left will be destroyed.

ALLERGIES

Some of our students have allergies...and some may be life threatening. How do we keep our students with allergies safe while they are at school? At the beginning of every school year, parents are asked to complete the Health Information form (Nursing Services) as well as the student registration form. Within the medical information section of that form, parents notify the school that their child has allergies.

Food: If a food allergy (i.e. peanuts, tree nuts), the school office notifies the child's teacher, Nutritional Services, as well as the district nurse. A list of students and their food allergies are maintained by the kitchen staff. This information ensures that students have safe food choices when a school lunch is purchased. With this information, teachers will tailor their classroom parties, celebrations and field trips. The district nurse will write a health protocol and make it available to the school's Emergency Response Team.

Latex: The West Linn Wilsonville School District supports a latex-free policy in all of its buildings. Latex balloons are not allowed at school at any time. Mylar balloons are acceptable.

Fragrances/Chemicals: Some staff members and children have chemical sensitivities. Please consider wearing no fragrances to school. Also, parents may not bring cleaning supplies, paints, or other chemical products to school without making sure they are approved.

AFTER SCHOOL PLAN

Every student must have an after school plan. This form is available to all students in the fall as well as new students when they enroll. After School Plan forms are in the office.

NOTE: If your child's after school plan needs to be revised, due to a change in routine, please let the school office and your child's teacher know by completing a new form.

CHANGE IN AFTER SCHOOL PLAN - Notes from Home

Notes from home are only required when there is a temporary change to the after school plan (i.e. appointment during the school day, play date). These should be sent to school with your child and given to the teacher. Please do not e-mail. Your child's teacher may have a substitute, there is not always time for teachers to check their e-mails for daily changes, and buses require notes. Please don't rely on the office to write after school notes.

NOTE: Students will not be released to individuals without a note or to those who are not listed as contacts in the student's database.

STUDENT PICK-UP

Before End of School Day: Parents picking up their children before the end of the school day should come to the office to sign their child out.

After School: Parents picking up their children after school should gather in one of the designated "meeting areas" on each side of the school.

BUS and WALKING ROUTES

Students, outside Cedaroak Park's walking area, will have bus service to and from school. Bus routes and walking boundaries are listed on the school website under the "For Parents" tab.

NOTE: Morning kindergarten children are dropped at their bus stops after visual contact and acknowledgement from the child's parent or designated adult. If an adult is not present, the child will be returned to school at the end of the bus run to ensure safety.

SAFETY

Traffic: The staff at Cedaroak Park is very concerned about the safety of your children. Please take time to review with your child safety guidelines and walking routes to school or the bus stop. Adults and children should always use the crosswalks.

Children riding bikes to and from school should take great care when traveling near traffic. When they are on school property they need to walk their bikes. Several bike racks are located on the school grounds so children may secure their bikes.

NOTE: There are no skate boards/skate boarding allowed on school grounds.

Parking Lot: Adults driving to school should enter the parking lot at the north entrance. No cars are allowed to drive through the front parking lot while buses are loading/unloading children. For added safety, adults are stationed to direct traffic, buses, and children from 7:45 a.m. to 7:50 a.m. and again at dismissal from 2:10 p.m. to 2:20 p.m. Follow the directions of staff and only use the designated parking areas. Parking in undesignated areas is unsafe for our children and may block bus access or inhibit traffic flow.

NOTE: Cars may not be left unattended along the curb areas in our parking lot, even for a brief moment.

INCLEMENT WEATHER

Weather announcements impacting school transportation will be posted through the FlashAlert System and visible on the district website under the links, "Inclement Weather", "Closure Status". FlashAlert text messages may be sent directly to parents' mobile phone or email. To sign up go directly to <http://www.flashalert.net/login.html>. Any changes will be posted to the district website. Inclement weather decisions are made early in the morning and broadcast to the public on major radio and television stations. If the West Linn Wilsonville School District is not mentioned, assume school is operating on a regular schedule.

	School is in Session w/ Snow Routes	School is in Session w/ 2-Hour Delayed Opening	School is in Session w/ 2-Hour Delayed Opening & Snow Routes	No School
Bus Information	The buses will travel modified bus routes posted on the District Website both to and from school.	All buses will run at a 2hour delay (e.g. if regular stop time is 7:30 a.m. with a 2-hour delay it would be 9:30a.m.)	All buses will run at a 2hour delay. Buses will travel modified bus routes posted on the District Website both to and from school.	No transportation to or from school.
Student Information	All classes Pre-K through Grade 12 are in regular session.	No AM Pre-School No PM Pre-School Kindergarten and Grades 1-12 have a delayed start time, but end at regular dismissal time.	No AM Pre-School No PM Pre-School Kindergarten and Grades 1-12 have a delayed start time, but end at regular dismissal time.	School is cancelled for the day and the day will be made up at a later date.

****Routes for students with special transportation needs do not have "snow routes"; instead each student has a designated pick-up and drop off location. If your student has a different stop you will be notified of the location.***

NATURAL DISASTERS and MIDDAY EMERGENCIES

Cedaroak Park practices for earthquake and fire emergencies. In the event of such an emergency, including midday snow or windstorms, school staff will follow your emergency plan outlined on your child's registration form. Please notify the school office of any changes to your child's emergency closure plan (ie. names, phone numbers, plan choice). Emergency announcements will be broadcast on major radio and television stations. If possible, they will also be sent through the ListServ. Please pick your children up as soon as possible in the event of an emergency closure during the school day.

BIRTHDAYS, ROOM PARTIES, TREATS

Birthdays: A popular birthday tradition at Cedaroak Park, in lieu of treats, is the giving of a book by the child to the class' library to celebrate his/her special day. The child's name is written in the book as an acknowledgement of his/her birthday and long lasting gift to the class. Please ask your child's teacher how s/he celebrates birthdays at school. **NOTE:** To avoid hurt feelings, please do not distribute birthday party invitations at school unless the entire class is invited.

Room Parties: Room parents provide special activities for parties that are organized by each class. **Treats:** Do not bring treats to your child's class without first checking with the teacher.

ENRICHMENT CLASSES

Enrichment classes are offered for 6 – 8 weeks in the Fall, Winter, and Spring. The exception is choir and strings which runs the entire year. The class catalog is available on the school website under Quick Links. Paper copies of the catalog are also available in the office. Most classes are offered after school from 2:15 – 3:00 p.m. Children enrolled in enrichment classes must be picked up promptly after class.

LOST and FOUND

Cedaroak Park has a Lost and Found area. It is located along the south wall of the cafeteria. When students' personal belongings are found, they are taken by staff or students to the Lost and Found. Every few months, the Lost and Found area is placed in the school's main hallway for review by students and families. Classes also take time to look at all items. The Lost and Found remain in the hallway for approximately two weeks. All unclaimed items are returned to the Lost and Found. Three times a year (Spring Break, Winter Break, and the end of June) all remaining items are donated to charity. **NOTE:** Please help us by putting your child's name on all items that they bring to school.

LUNCH PROGRAM/MENU

Lunch is offered every school day. The monthly lunch menu is available on the school's website under Quick Links. School lunch and a la carte prices for both students and adults are listed on the menu. Parents are asked to prepay money on their child's account. Lunch payments may be cash, checks or online payment. Cash and checks are accepted in the school office. Please place payment in an envelope with your child's name, lunch account number, and deposit amount. Online payments may be made through the school website. Under the "For Parents" tab, select "Lunch Program/Menu". There is a transaction fee for all online payments.

NOTE: Free and reduced price lunches are available for qualifying families. Applications are available online through the school website under "For Parents" tab. Paper copies are also available in the school office.

PETS

For safety reasons and because some students are allergic to them, dogs and other pets should not be at school without specific permission of the classroom teacher.

TOYS

We request that children leave their toys, purses, electronic games, skateboards, and scooters at home.

NOTE: If your child brings a cell phone to school, it must remain in the child's backpack until the school day is over. Parents who need to contact their child during the school day are asked to call the school office.

VOLUNTEERING

Volunteers from the community are essential to maintaining the quality of our educational environment at Cedaroak Park. There are many opportunities to become involved, from volunteering in the classroom to attending and coordinating special events and class functions. We encourage you get involved in whatever way you can, as research demonstrates that parent participation strongly predicts student success.