

# **Nicholson Elementary School**

**1599 Shallowford Rd.**

**Marietta, GA. 30066**

**770-928-5573**

**School Hours 7:50 AM to 2:45 PM**

**Faith Harmeyer-Principal**

**Courtney Kelly- Assistant Principal**

**Evelyn James-SSA**

## **Front Office Contacts**

Jill Colacicco, Registrar

Kathy Breen, Secretary

[Jill.colacicco@cobbk12.org](mailto:Jill.colacicco@cobbk12.org)

[Kathleen.breen@cobbk12.org](mailto:Kathleen.breen@cobbk12.org)

## **Absences**

When your child is absent from school, send an absence note the day they return. The note should contain your child's name, date(s) of absence, and a brief explanation. A doctor's note is not required but is helpful information for our records. You may also respond to the CTLS message you will receive. Automated absence phone calls from CCSD will be received daily until your child returns to school.

## **Arrival**

Students may enter the building at 7:15 a.m. when staff supervision begins. Students must be in the classroom promptly at 7:45 a.m. or they are tardy and are required to be signed in by a parent in the front door and receive a tardy slip. No early arrivals are accepted.

## **ASP**

The After School Program is a supervised, pre-paid childcare program available every school day from dismissal until 6:00 p.m. There is an annual \$20 registration fee per child with a daily attendance fee of \$10. There is a late fee of \$1/minute after 6:00 p.m.

<https://www.cobbk12.org/nicholson/page/3401/after-school-program>

## **Backpacks**

Please ensure your child always brings a suitable-sized backpack for transporting homework, books, snacks, etc. Make sure to clearly label your child's backpack with first and last name. Rolling backpacks are only allowed for 4<sup>th</sup> and 5<sup>th</sup> graders. Backpacks left at home cannot be delivered to the classroom.

## **Birthdays**

We understand that birthdays are special. Please adhere to the following guidelines:

- All items need to be bought and packaged in original container from the store. No homemade treats are allowed.
  - Food items must be checked out with nurse before taking to the classroom.
  - No balloons, candles, outside fast food, or party favors.

If you wish to hand out invitations, to a party outside of school, we have an all or nothing policy. Every student in the class receives one, or no student in the class receives one. There will be no invitations given out to students in other classes or in the lunchroom.

### **Bus Passes**

Your child may NOT ride a different bus home. They can get off at another stop with written permission from a parent. Please bring that note to the front office and have the office staff fill out and sign a bus pass to give to the driver.

### **Carpool**

Carpool numbers are issued from the front office and are a requirement for any student who will be picked up in afternoon carpool. Parents display the numbers in their front windshield. If your student will be riding in carpool with another family, please complete a Transportation Change Form and list the other student's name and the other child's carpool number.

Carpool runs in the front of the school and through the fire lanes outside the front of the school. It begins at 2:20 p.m. **Any student not picked up by 2:35 p.m. will be placed in ASP.**

### **Dismissal Changes**

When there is any change to your child's normal transportation method, **you must send in a written change** no later than **10:00 a.m.** (See "Transportation" and "Bus Passes" for additional information.) **If you need to pick up your child early, do so prior to 1:45 p.m.** No pickups will be allowed after 1:45 p.m. The Front Office will close between 1:45 and 2:30 p.m. to ensure safe dismissal of all students.

### **Dress Code**

Students should come to school in clothes appropriate for learning. The school day is active with daily opportunities for recess and frequent movement. Tennis shoes are recommended and clothing that is comfortable and appropriate for the playground, PE, art, science lab, and learning that could be a little messy. We advise that your child dress in layers during the winter months. **Please label all outdoor clothing with your child's name.**

### **Emergency Closing**

Emergency closings and delayed openings are broadcast on major radio and television stations. If an emergency occurs during the day, information will be announced through radio, television, CCSD website, CCSD Mobile Alerts and email (time permitting). Due to time constraints during an emergency release, individual phone calls to parents cannot be made and Nicholson will follow your directions on your child's emergency release card. Please keep your copy of the emergency card easily accessible (taking a picture on your Smart Phone is a great option!) When school is closed/cancelled, ASP is closed/cancelled.

### **Emergency Drills**

Emergency drills (fire, tornado and lockdown) are held throughout the year. All students will participate and are expected to follow safety procedures.

### **Forgotten Items**

If your child forgets his lunch or glasses at home, you may bring them to school prior to 10 a.m. and the office will deliver the item to the classroom.

Other items, including water bottles, homework, projects etc. will not be delivered. Water filling stations are readily available throughout the building.

### **Homework Requests**

If your child has been absent for **two or more days**, you may request homework be placed in the Front Office. Please email your teacher to arrange this

### **Lunch**

Children may either get their lunch from the cafeteria or bring it from home. A monthly menu is located on the CCSD website under the parents' link.

**No outside fast food is allowed in the lunchroom at any time.**

### **Lunch With Your Child**

You are welcome to have lunch with your child. Please bring your ID (we will check to see if you are on the child's account), sign in and take a visitor sticker that must be worn while you are in the building. If a visitor is not listed on your ParentVu account, they must be accompanied with an enrolling adult/or authorized contact.

**Please do not bring in any "fast food" or soft drinks into the cafeteria.** You may purchase lunch from the cafeteria or bring a lunch from home.

### **Medication**

All medications must be checked in by a parent through the Clinic. Children may not bring medications for check in on the bus. Once the medication has been checked in, it will be determined if the nurse must dispense it or the child may carry it with them. All medications must be in their original containers and labeled with your child's name.

Our nurse is Carol Quinn. Her direct line into the clinic is 770-928-5576

### **Meet and Greet**

The week before school begins students and their parents are given the opportunity to meet their teachers. During this time, families can purchase required class supplies that are not commonly available in stores, field trip t-shirts, PTA memberships, calendars, yearbooks.

### **Nurse**

The School Nurse's office is located just past the front office on the main hall. She is available from 7:30 a.m. until 2 p.m. daily. The children go to the school nurse for persistent complaints, injuries, and illnesses. The nurse will contact you if needed based on your child's symptoms. The nurse dispenses necessary medications to children during the school day. If your child requires medication, please see "medications".

### **Records Requests**

If you are requesting your student's records for a doctor, tutor or for an application to a private school please be aware that there is a Request for Confidential Records form (Form JR-3) that must be completed and given to the front office. Once we receive that completed form, teachers and staff have, by state law, 3 days to complete the necessary assessments and paperwork. Please do not wait until the day before an appointment or application deadline to turn these requests in as it takes quite a bit of time for a teacher to accurately fill out the paperwork.

### **Signing Students Out**

If your child arrives at school late or is returning from an appointment, he/she must be signed in by their parent at the front door.

If you need to pick your child up for an appointment during the school day, please come to the front door. It is helpful to send a note to your child's teacher telling her of the change. Only individuals listed on Parent Vue/ OnTrack as a "release to" contact can sign a child out. The enrolling adult (the person who filled out the registration card) may grant written permission to release a child to an individual that is listed on the form.

### **Transportation**

Any change in transportation must be communicated via a written note and received no later than 10:00 a.m. Verbal instructions cannot be followed (with one exception—keeping a child in ASP.) Do not send an email to your child's teacher or front office staff regarding transportation changes. Staff may be absent or may not always have the opportunity to check email before dismissal.

If no written note is received, your child will be sent home by his/her usual method of transportation. This is for the safety of all the children.

**If you have any questions, please do not hesitate to call the front office at (770) 928-5573. We are always happy to answer questions or help you.**