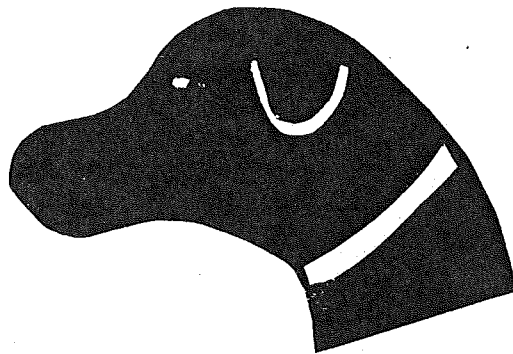


Hazelwood Elementary School

Student Handbook



Home of the Plott Hound

The mission of Hazelwood Elementary School is to establish a learning center where

Together Everyone Accomplishes More (T.E.A.M.)

through the collaborative efforts of a dynamic community of students, parents, and educators who share the responsibility of providing a creative, nurturing, and engaging learning atmosphere to help our children discover their vast potential
in a global environment.

News from the Principal...

August 19, 2008



Dear Hazelwood Elementary School Families,

We hope you have enjoyed the summer vacation with your family and friends. We also look forward to a wonderful school year for 2008-2009. Below are a couple of reminders and a new change. As always, please call the school office if you have questions or concerns.

We ask that parents bringing students in cars during the morning follow the traffic pattern through the additional parking lot. This procedure will extend the area needed for the line of traffic and avoid traffic congestion on Plott Creek. All cars will be required to pull up to the drop-off lane in front of the covered walkway to unload students.

Afternoon traffic for grades Kindergarten through third will follow the same pattern. Afternoon pick-up for grades fourth and fifth will enter on the staff parking side of the lot at 3:00 p.m., after buses have left the parking lot.

The front door to the school will be open to students at 7:30 a.m. each morning. If students plan to eat breakfast, they should report directly to the cafeteria. If students do not plan to eat breakfast, they should report to the gym area to sit with their homeroom in a designated area. Three teachers will be on duty each morning in the gym area. Homeroom teachers will pick students up at 8:00 a.m. to escort them to homerooms.

This procedure is in place for the following reasons:

Safety: All students will be monitored more closely between 7:30-8:00 a.m.

Teacher Planning/Preparation Time: Teachers may use this time for material preparation and grade level planning time. Since teachers may be away from their classrooms at this time, we ask that you stop by the office if you have an immediate need to speak to the teacher before 8:00 a.m. As usual, teachers are willing to schedule conference times by appointments.

A few reminders:

- Absences should be kept to a minimum. All absences require a written note from the parent or physician. Students with 15 or more absences during the school year will be considered for summer school attendance at a cost to the parents.
- If your child is tardy after 8:10, walk into the office with your child for sign-in purposes.
- Out-of-District requests are granted considering you are able to get the child to school on time each day.
- Please write a note describing how your child will get home, if the usual route home is changed.
- No check-outs after 2:30 p.m. Please plan accordingly.
- Visitors must report to the office for a visitor's pass.

Hazelwood Elementary School

1111 Plott Creek Road
Waynesville, NC 28786
456-2406

Sherri Arrington
Principal

Susan Savage
Assistant Principal

Dear Parents,

May we extend a special welcome to you and your child for the 2008-2009 school year. We hope that your summer has been restful and that your child is eager to begin a successful and satisfying new year.

The pages of this handbook are filled with important information regarding school policies and procedures. If you have questions that remain unanswered after reading the handbook, please call the school office. We feel that open and clear communication between home and school is important to the success of our students and the educational program.

1. STUDENT INFORMATION

During the first week of attendance you will receive a student information form to complete. Having this information returned promptly and correctly is very important. Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to include the name and telephone number of at least two other people who can be contacted if the parent or legal guardian cannot be reached. This is very important in case your child becomes ill during the day and a parent cannot be reached. Please notify the school immediately in the event you have a change of address, home or office telephone number, or if emergency information changes during the academic school year.

2. ENTRANCE REQUIREMENTS

- A child who enters kindergarten must be five years of age on or before October 16.
- A child who enters first grade must be six years of age on or before October 16.
- Any student enrolling for the first time in Haywood County Schools must furnish the school a certified copy of the birth certificate and immunization record. The immunization record must include the dates of vaccinations. Students entering kindergarten and first grade must furnish a completed health assessment. This information must be received within 30 calendar days from the date of enrollment for your child to remain in school.

3. CLASS ASSIGNMENTS

All assignments made on the first day of school are tentative. We have organized based on the number of students who were here last year in addition to those who pre-registered during the summer. Any unusual variation in the number of students who enroll on Tuesday, August 19, may require a complete reassignment at several grade levels. Any necessary reorganization will be made within the first ten days of school.

4. SCHOOL HOURS

School hours are from 8:00 a.m. until 3:00 p.m. each day. Do not bring your children to school before 7:30 a.m. No one will be available to supervise children until that time. Each child should be in class and ready to begin the day no later than 8:10 a.m. **Students arriving after 8:10 a.m. will be recorded tardy and must report to the office and be signed in by the adult bringing the child to school.** It is difficult for students to make up work when they are tardy or when they are picked up early. We urge all parents to keep the hours of our school day. Students should be picked up early only in the matter of emergency or medical appointments that must be made during school hours.

Excessive tardies from out-of-district students may result in reassignment to home-district school.

5. ATTENDANCE/EXCUSED ABSENCE

We believe that attending school on a regular basis is very important. Each child is expected to present a written excuse from a parent or guardian for any absence. The note should be presented to the teacher upon his return to school. All students who are absent three or more days must present the excuse to the principal who will decide if the absence is excusable. A doctor's excuse may be required for frequent absences. All unexcused absences will be handled in accordance with Haywood County Board Policy A5.

Students must be in attendance for at least one-half day in order to be counted present.

Students incurring more than 15 absences per school year may be subject to summer school with a cost to each student.

6. CHECK-OUTS

For the safety and security of our students, all students who leave before the end of the regular school day must be checked out through the office. All parents should come to the office where the principal and/or office staff will approve the checking out of the child and notify the teacher and the child. It will not be necessary for the parent to go to the classroom. Since school time is so important, we request that you not check your child out more than is absolutely necessary. **No checkouts will be permitted after 2:30 p.m. to avoid confusion in the office area during dismissal time and heavy traffic congestion.**

Students are released only to an authorized adult that is listed on our emergency information. For the student's protection, **parents must notify the school if they are sending someone else to check out the child.**

7. VISITORS

For the safety and security of our students, all visitors on campus between 8:30 and 2:30 must check in at the office and receive a visitor's pass.

8. PARENT/TEACHER CONFERENCES

Good communication is essential to the success of your child. We encourage frequent conferences with teachers. These conferences should be scheduled in the afternoon after 3:00 p.m. Teachers will not be able to leave their classes for conferences. The principal and assistant principal will be available at all times to discuss any problems that you might have.

9. MORNING TRAFFIC PROCEDURES

Parents who bring students to school should use the right hand entrance and pull up to the covered walkway next to the gym to unload. **PLEASE** do not park in the unloading area. **Please do not use cell phones while driving through the drop-off lanes.** If you need to accompany your child inside, park in a designated space in the paved lot. Waynesville police officers will issue tickets to those who park in the unloading zone. Please inform all persons who will be picking up your child of all the traffic procedures.

10. AFTERNOON DISMISSAL AND TRAFFIC PROCEDURES

PARENTS-

- ◆ **Please remain in your car and be ready to move.**
- ◆ We will form a single lane of traffic. All loading will take place next to the covered walkway. **Please remain in your car and be ready to move.**
- ◆ A staff member will help locate and load your child. Be prepared to move away quickly but safely so that others waiting in line may pick up their children.
- ◆ If you are picking up a student in grades K-3, please drive to the covered walkway in front of the gym (Visitor's parking area).
- ◆ If you are picking up a student in grades 4-5, please drive to the covered walkway in front of the cafeteria (Staff and Bus parking area). **Drivers picking up 4th and 5th graders should wait until 3:00 to prevent long traffic lines on Plott Creek Road.**

AFTERNOON DISMISSAL TIMELINE:

2:45 Kindergarten and first grade car riders and first load bus riders will be dismissed at 2:45 with adult supervision at all times.

- ◆ Car riders *without* older siblings in grades four and five are to report to a designated grade level area under the covered walkway on the visitor entrance side of the parking lot and wait for parents to pull their car to the loading area.
- ◆ Car riders *with* older siblings in grades four and five are to report to the same designated grade level area and wait for the 3:00 dismissal of their siblings. Older siblings will escort the younger sibling to the fourth and fifth grade loading area under the covered walkway on the staff/bus entrance side of the parking lot.
- ◆ 1st load bus riders should immediately board their bus.
- ◆ 2nd load bus riders should remain in their classroom and wait for the 2:55 dismissal.

2:47 **Second grade car riders and first load bus riders** will be dismissed at approximately 2:47 with adult supervision at all times.

- ♦ Car riders *without* older siblings in grades four and five are to report to a designated grade level area under the covered walkway on the visitor entrance side of the parking lot and wait for parents to pull their car to the loading area.
- ♦ Car riders *with* older siblings in grades four and five are to report to the same designated grade level area and wait for the 2:55 dismissal of their siblings. Older siblings will escort the younger sibling to the fourth and fifth grade loading area under the covered walkway on the cafeteria side of the parking lot.
- ♦ 1st load bus riders should immediately board their bus.
- ♦ 2nd load bus riders should remain in their classroom and wait for the 2:55 dismissal.

2:48 **Third grade car riders and first load bus riders** will be dismissed at approximately 2:48 with adult supervision at all times.

- ♦ Car riders *without* older siblings in grades four and five are to report to a designated grade level area under the covered walkway on the visitor entrance side of the parking lot and wait for parents to pull their car to the loading area.
- ♦ Car riders *with* older siblings in grades four and five are to report to the same designated grade level area and wait for the 2:55 dismissal of their siblings. Older siblings will escort the younger sibling to the fourth and fifth grade loading area under the covered walkway on the cafeteria side of the parking lot.
- ♦ 1st load bus riders should immediately board their bus.
- ♦ 2nd load bus riders should remain in their classroom and wait for the 2:55 dismissal.

2:50 **Fourth and fifth grade first load bus riders** will be dismissed to immediately board the 1st load buses.

2:55 **Fourth and fifth grade car riders** will also be dismissed from the classrooms to the covered walkway in front of the cafeteria. **If your child has a younger brother or sister, he/she will need to pick this child up from their teacher and escort them to the covered walkway in front of the cafeteria. They will be closely supervised until parents arrive in cars.**

3:20 2nd load bus riders should have departed.

11. BUSES

We will begin the year with the same routes as last year and make any necessary adjustments during the first ten days of school. All buses will be loaded and unloaded in the parking lot next to the cafeteria. **Children may not ride any bus other than their own unless the parent makes a written request.** Students who change their routine method of going home in the afternoon must have a written request made by the parent, shown to the homeroom teacher, and approved by the principal.

School bus transportation is a privilege that may be withdrawn for inappropriate and unacceptable behavior. Students and parents will be notified when suspension from the bus is necessary.

The bus driver is in complete charge of the bus and its occupants at all times. Disciplinary problems that the driver is unable to control are reported to the principal. Should a disciplinary problem arise while the bus is enroute to or from school, of such a nature that would affect the safe operation of the bus, the driver is instructed to park the bus in a safe location and call the principal for instructions.

For overall safety, the following behaviors are not allowed: loud talking, profanity, fighting, putting arms out the windows, moving from seats while the bus is moving, throwing objects on the bus or out of windows, eating and drinking. Students riding the bus must comply with the requests of the driver. (Public School Law 115C-245.)

12. AFTERNOON SECOND LOAD BUS STUDENTS

Students who ride the second load buses will be seated in the cafeteria with adult supervision at all times until their bus arrives. Students are to follow the rules enclosed in the handbook. Students who do not choose to follow these rules run the risk of being suspended from riding a bus. School bus transportation from school is a privilege that may be withdrawn for inappropriate and unacceptable behavior while waiting in the cafeteria.

13. SCHOOL CAFETERIA

Breakfast will be served between 7:30 and 8:10 a.m. Breakfast is free for all kindergarten children. The cost of breakfast is \$1.00. The cost of lunch is \$2.00 for Pk-5th grade. Your child may pay by the day, week, month or year. A school lunch includes milk. Juice is provided instead of milk ONLY if we have a doctor's note that your child is allergic to milk. If your child brings lunch from home, milk can be purchased for 35 cents. **Canned or glass bottle drinks are not allowed.** A lunch menu is published weekly in *The Enterprise-Mountaineer* as well as on the Haywood County Schools Internet website. You are invited to enjoy breakfast or lunch with your child anytime; however, it is school policy that you do not bring fast food items. If possible, please notify the cafeteria if you plan to have lunch with your child so that they can plan for your visit.

14. AFTER-SCHOOL CARE PROGRAM

After-school childcare is provided until 6:00 p.m. each school day. Information about this program is covered in an attached memo for those who are interested. The cost will be \$35 for one child, \$55 for two, and \$15 for each additional child. A \$25 late cost will be charged for parents arriving after 6:00 p.m.

15. INCLEMENT WEATHER

When severe weather creates hazardous conditions, the regular school schedule may be suspended to insure students' safety. It is the parent's/guardian's responsibility to monitor the news reports via television and radio stations. Haywood County Schools also uses an Alert Now system that notifies families by phone. Announcements are normally broadcast between 6:00 a.m. and 6:15 a.m. In the event school is dismissed early, please be certain your child knows how he/she is to get home. A sample information sheet for early dismissal arrangements for your child is enclosed. Later in the fall, we will send another sheet home to be completed and returned to the teacher.

16. TELEPHONE

Students will be permitted to use the telephone only by permission from the teacher or principal. **Arrangements for after school activities should be made before coming to school.**

Parents are welcome to call their child's teacher; however, we ask that you call before 8:00 a.m. or after 3:00 p.m. If these times are inconvenient for you, feel free to call the secretary and ask that the teacher return your call when he/she is not responsible for students.

17. SCHOOL INSURANCE

School accident insurance is available. If you are interested, applications are being sent home with students.

18. MEDICATION

Any student who is using prescription drugs or over-the-counter medication is required to leave the medication with the teacher. All medications must be in the original container with the label intact. Authorization from a physician or parent is required for the administration of medicine. Authorization forms are available in the school office or from the teacher. Medication and authorization forms will be turned in to the office where medication will be dispensed and recorded in a medical log. **Students are not allowed to transport medicine to or from school. Medication must be transported to and from school by the parent or guardian.**

19. ILLNESS OR INJURY AT SCHOOL

If your child is injured or becomes ill at school, we will make him/her as comfortable as possible and call you immediately. If you cannot be reached, we will attempt to contact the emergency numbers. We do not have a full-time nurse and children need to be home when they are ill. Please remember, we cannot keep children who are ill at school.

20. FIRE DRILLS/TORNADO DRILLS

Every precaution is taken to insure the safety of your child during normal school hours. Periodic fire and tornado drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

21. FIELD TRIPS

Prior to any field trip, a note is sent home with each student describing the trip and explaining any fees involved. This note includes a permission slip that must be signed by the parent/guardian and returned to the teacher.

22. REPORT CARDS

Report cards are issued to students at the end of each nine-week period. Progress reports will be sent home for all students at approximately the middle of each nine weeks. Progress reports are a means of communication to the parents/guardians that the child is progressing successfully. Parents will also be informed when the child is not progressing satisfactorily, either academically or behaviorally. Parents will be informed if a student is in danger of failure or is not working at his/her full potential.

23. PARENT/TEACHER COMMUNICATION

Communication between teachers and parents is essential for the success of our students. Hazelwood Elementary School provides opportunities throughout the year for parents to be involved in their child's education. We ask that you take the opportunity to participate in these activities whenever possible. Also, teachers will notify you when they have scheduled conferences for their students. If for any reason you need to schedule a conference with your child's teacher, please feel free to do so.

24. HOMEWORK

Homework will be assigned to all students. Students in grades 3-5 should record daily, weekly, or long-term assignments in their agenda books. This book will help the students manage time and homework assignments.

All students are given at-home reading assignments (K-5th) and math assignments (1st-5th) Monday through Thursday.

When your child is absent from school and needs his/her homework assignment, please telephone the school's office in the morning. The homeroom teacher will be notified and will arrange to have all homework put in a folder. Appropriate books will be sent home when necessary. Homework assignments can be picked up at the end of the school day or sent home with another child if requested.

25. DISCIPLINE

The entire staff of Hazelwood Elementary School shares the goal of establishing an atmosphere throughout the school in which children will feel safe, secure and happy, and have a maximum opportunity to learn. In an effort to accomplish this goal, each grade level or classroom has established a discipline plan. These plans specify rules and consequences. Students will be sent to the principal's office for severe violations.

Haywood County School Board Policy SA-1 will be followed. A copy of this policy is provided with the student handbook. A copy of the school-wide rules is also enclosed.

26. SAFETY GUIDELINES (NO BALLOONS OR FLOWERS)

To preserve instructional time and ensure safety, please **DO NOT** have balloons or flowers delivered to students at school. These cause safety hazards on school buses. Do not send hard candy for snacks or parties to prevent danger of choking. Please do not bring balloons into the school for special occasions. Balloons have been known to set off the fire alarm system. You will be asked to remove balloons from the building.

27. GRADEMOTHERS AND GRADEFATHERS

We need grademothers and gradefathers for each class. This is a great way for parents to be involved in activities such as parties, picnics, field trips, or other class projects. If you are interested, please contact your child's teacher. A note will be sent home at the beginning of school for parents to sign and return.

28. VOLUNTEERS

As a parent, grandparent, relative, or someone with time to give, you can help by providing your talent to the children of Hazelwood Elementary. A volunteer workshop is given each fall. A volunteer flyer will be sent home at the beginning of the school year on which volunteers will have the opportunity to mark areas of service. Volunteers may add their names to the list of helpers at any time. Our volunteer coordinator is Linda VandenBergh. She may be contacted at the school number—456-2406.

29. PICTURES OF STUDENTS IN PUBLICATIONS

From time to time pictures of students are taken in the school setting and used by the media in a general nature for promotion of certain programs/activities. Please inform the principal in writing if this will present a problem for you and your child.

30. PEST (insects/rodents) CONTROL

Haywood County Schools Maintenance Department will place materials for pest (insects/rodents) control in the schools during the first week of each school month.

31. GENERAL SUGGESTIONS TO PARENTS

1. Provide your child with suitable study conditions (TV off, desk or table, lights, books and supplies).
2. Visit your school. You are welcome and encouraged to visit. It is highly desirable that you attend PTO meetings, scheduled conferences and occasionally eat lunch with your child.
3. **Place names on all articles of outer clothing**—coats, gloves, hats, caps, sweater, raincoats, etc.
4. Athletic/tennis shoes should be worn at all times while in the gym or outdoors on the playground equipment.
5. If something has happened at school that concerns you or your child, if there is a misunderstanding, or if you need more information for any reason, see your child's teacher or the principal.
6. Students are not allowed to chew gum on the bus or at school.
7. Students are not allowed to buy, sell or trade at school.

8. Please make every effort to schedule appointments (medical, etc.) for your child before or after school. Instructional time is valuable!
9. To ensure effective use of instructional time, do not allow children to bring trading cards, electronic games, CD headsets, toys, cell phones or any other item that could cause a distraction. If children bring these items to school, these items will be delivered to the principal. Parents will then be called and required to conference with the principal for return of the items. Also, theft of any of these prohibited items while at school will not be the responsibility of the school.

In very rare cases, parents may request children have a cell phone available in their book bags. Please meet with the principal to discuss this rare exception, otherwise all cell phones are prohibited.

32. WHAT YOU CAN DO TO HELP YOUR CHILD LEARN

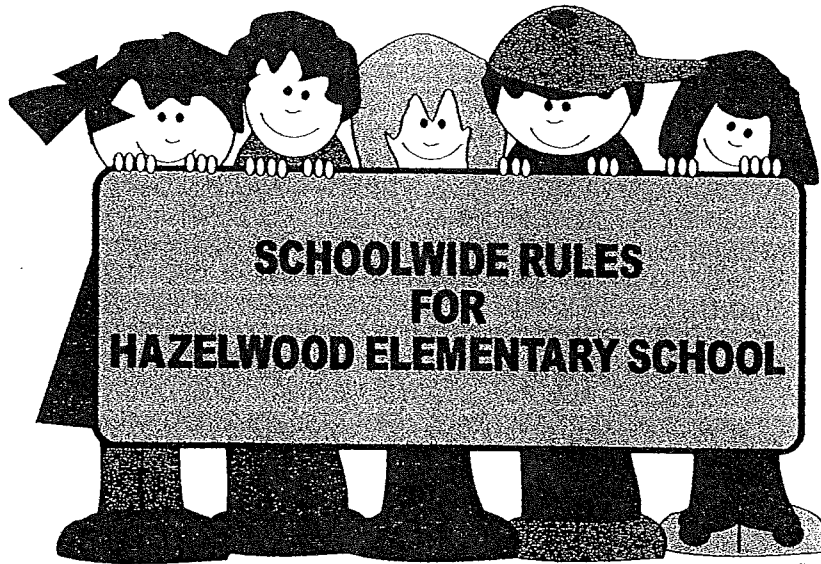
1. Start each day right; a calm beginning at home makes the school day much better.
2. Encourage your child to have a good breakfast and lunch. Make certain that your child sleeps at least eight hours each night.
3. Praise your child each day for something he/she has done. Have a special place to put schoolwork or whatever is brought home.
4. Laugh and talk with your child about school experiences and listen attentively to what is said about your child's school day experiences.
5. Stress attendance. If the child is ill, home is the best place; otherwise, your child needs to take advantage of every school day.
6. Keep the lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation which could influence your child's behavior. Also, if he/she is reluctant to go to school, let the teacher know so that together you can find the reason.
7. Take your child to the library and encourage reading for pleasure.
8. Stress organization of school notebooks, materials, etc.
9. Work at home with skills taught at school.

Thank you for your cooperation and assistance. I am honored to have the opportunity to be a part of your child's life. If I can be of service to you in any way, please feel free to call me.

Sincerely,



Sherri Arrington
Principal



- 1. When an adult's hand is raised, stop, look, and listen.**
- 2. Keep your hands and feet to yourself at all times.**
- 3. Respect everyone.**
- 4. Be honest.**
- 5. Be the best you can be.**

Breakfast Students

Student Expectations:

- Students should line up quietly and orderly outside the lunchroom if the doors are not open.
- As students enter the lunchroom, backpacks should be placed on a seat near the door.
- Students accompanied by an adult may sit in a booth near the breakfast tables.
- Continuously fill the first table before filling the second table. Students should move down to the end of each table as seats are filled in.
- Empty leftover milk and other liquids in one of the buckets in the window.
- Put trash in the trash cans.
- Students will use a soft voice. After the 8:00 bell rings, students must finish breakfast in silence.

Morning Gym Time

Student Procedures:

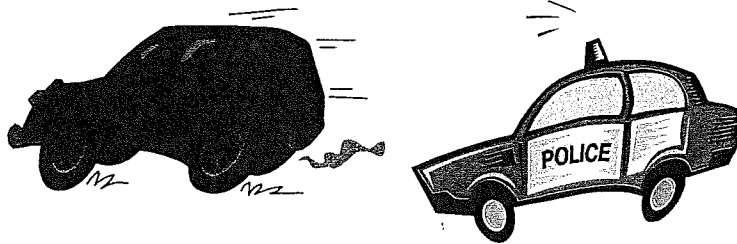
- All students will report to the gym upon arrival unless they are eating breakfast. After breakfast report to gym.
- Students will stay in the gym until their teacher picks them up.
- Students will sit in assigned areas by grade level and homeroom.
- Sit and use a soft voice – leave book bags closed.
- Students should follow School Rules.

Second Load Bus

Student Expectations:

- Sit at your assigned table.
- Sit on your bottom.
- Talk quietly.
- No toys or electronics.
- Sit on one side of the table facing the back wall.
- Working on school assignments is permissible.
- Students misbehaving will be isolated.

To: Parents of Afternoon Car Riders
From: Sherri Arrington
Subject: Afternoon Traffic Congestion



We share concerns with the Waynesville Police Department about the number of cars stopped on Plott Creek Road between 2:30 p.m. and 3:30 p.m. It is imperative that emergency vehicles (police, fire, and rescue) be able to travel this road at all times. To alleviate this problem, we are asking each of you **NOT** to arrive at school before the times listed below:

- Grades K-1 2:40 p.m.
- Grades 2-3 2:50 p.m.
- Grades 4-5 3:00 p.m.

With our current traffic pattern, we are usually able to accommodate the number of cars picking up the younger children in grades K-3.

The key to keeping the road open and traffic moving smoothly will be the parents of children in grades 4-5. Please wait until at least 3:00 p.m. before arriving to pick up your children. At this time, buses will be off the lot and parents of 4th and 5th graders will be able to pull in front of the cafeteria.

Thank you for your cooperation.

Hazelwood Elementary School Cafeteria

1111 Plott Creek Road
Waynesville, NC 28786
Carolyn Grooms, Manager

Welcome to the Cool School Café!

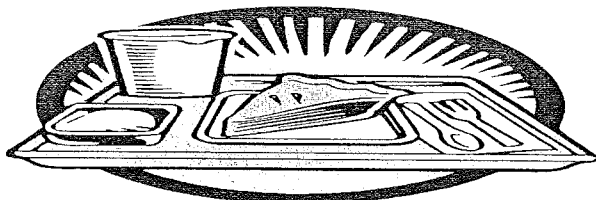
I would like to introduce you to our cafeteria staff: Hilda Francis, Judy Garlock, Margaret Rose, Lynn Delp and Lisa Lawrence.

My staff and I want to welcome you and your child to our school nutrition program. We strive to make children feel at home and want them to have a pleasant experience in the cafeteria. We serve nutritious meals every day, both breakfast and lunch. Breakfast will be served from 7:30 a.m. to 8:10 a.m. and consists of several choices. Students must choose three items but they may choose four. Full price for breakfast is \$1 and reduced price is 30 cents. Please encourage your child to eat breakfast either at home or, hopefully, with us. Research shows that students who eat breakfast perform better academically.

Our regular hot bar line offers a choice of two entrees and a variety of fruits and vegetables. At lunch, students must choose at least three items but may choose up to five items at lunch. Milk is always offered and counts as one of the lunch and breakfast choices but milk does not have to be chosen. We always offer fruit juice as one of the choices. Full price for lunch is \$2.00 and reduced price is 40 cents. Adult lunches are \$2.65. We also will be offering a salad bar in a couple of weeks. We encourage you to come have lunch or breakfast with your child; however, **it is school policy that you DO NOT bring fast food items into our cafeteria.**

Our school cafeteria has a computerized cashier system and we need your cooperation to help the program run smoothly. If your child attended Hazelwood last year, their computer number will stay the same. New students will be assigned a number. The teachers and I will have this information. Every student and adult must tell the cashier their three-digit number when they go through the line. Your child's account will be displayed and the items he/she has on the tray will be recorded. If meals have been paid for in advance (you can put as much money into lunch accounts as you would like), the cost of the items or the meal will be deducted from their account and the balance will be displayed on the screen. The system will allow only one breakfast and one lunch to be purchased per day, but students may purchase as much as they want in supplemental sales (extra entrees, ice cream, milk, juice, snack items, etc.). You can also go on line to make breakfast and lunch payments at lunchprepay.com.

Applications for free and reduced breakfast and lunch will be available to you. If your child was part of this program last year they will automatically be placed in the program for the first ten days of school; however, in order for your child to remain in the program, **a new application must be completed and returned immediately.**



Hazelwood Elementary School

The After-School Care Program will operate daily from 3:00 p.m. until 6:00 p.m.

The following fees will be charged:

- \$35 per week for one child
- \$60 per week for two children
- \$20 per week for each additional child

The weekly fee applies for children who stay one, two, or three days a week. No allowances will be made for less than a five-day week. Payment is due on Mondays or on the first day the child stays. Snacks will be provided each day by the program.

Severe discipline problems will be handled by the principal. After-School personnel will not administer corporal punishment. A child who will not behave will be put in time-out. Habitual disciplinary problems with a child will lead to his or her dismissal from the program.

The program will operate each regular school day. We will not operate on snow days or holidays. If school is dismissed early due to snow or other reasons, care will be provided at no additional cost to parents.

It will be the responsibility of the parents to notify us about changes in child pickup. Such changes should be communicated to us by calling the school prior to 2:30. Please be prompt in picking up your child. There will be a \$20 charge for any child who is picked up after 6:00. Any child who is picked up late three times will be dropped from the program. Children left until 6:30 or later without other arrangements being made will be dropped immediately.

Children may be picked up at the entrance to the gym adjacent to the music room. Security of the children in our care and security of the buildings are our two most pressing concerns and your cooperation will be appreciated.

If you want to enroll your child in the After School Program, please inform his/her teacher. On the first day of attendance, you will receive an enrollment package.

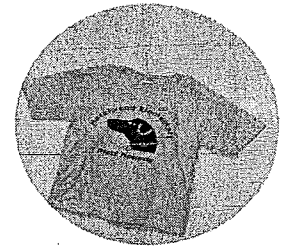
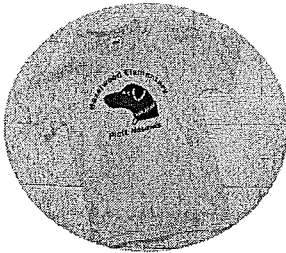
We look forward to having your child this year! We will provide the very best of care.

Karen Tatham
After-School Care Program Coordinator



Hazelwood Hound

T-Shirts & Sweat Shirts



We will be taking orders for our “Hound” T-Shirts and Sweat Shirts throughout the year. You may use this order form or contact Mr. Weppel in the computer lab. If your size and color is not in stock please allow at least two weeks for delivery to the school.

Hazelwood Elementary School Shirt Order Form														
Color	Item Description	Youth Size = Y			Adult Size = A						Tot. Qty	Price	Total Amount	
		Y S	Y M	Y L	A-S	A-M	A-L	A-XL	A-XXL	A-XXXL				
<u>Light Blue</u>	Hound T-shirt / Short Sleeve												\$10.00	
<u>Island Yellow</u>	Hound T-shirt / Short Sleeve												\$10.00	
<u>Ash</u>	Hound T-shirt / Short Sleeve												\$10.00	
<u>Light Pink</u>	Hound T-shirt / Short Sleeve												\$10.00	
<u>Orange</u>	Hound T-Shirt / Short Sleeve												\$10.00	
<u>Sapphire Blue</u>	Hound T-Shirt / Short Sleeve												\$10.00	
<u>Ash</u>	Hound Hooded Sweat Shirt												\$20.00	
<u>Light Blue</u>	Hound Hooded Sweat Shirt												\$20.00	
<u>Light Pink</u>	Hound Hooded Sweat Shirt												\$20.00	
Parent Signature _____										Date: _____		Enter Total Amount In The Box At The Right.....		
Student Name _____										Homeroom Teacher: _____				

* This form will be sent home in early November. *

Hazelwood Elementary School

1111 Plott Creek Road

Waynesville, NC 28786

DIRECTIONS IN CASE OF EARLY SCHOOL DISMISSAL DUE TO WEATHER, ETC.

(Child's Name)

(Grade)

(Teacher's Name)

The notice from the superintendent's office to dismiss school may be on short notice (30 minutes or less). The announcement would be given to news media by the superintendent's office. With approximately 500 students there is no way we can contact every parent and notify them of this change in schedule to find out where the student is to go. We also need to keep our phone lines open in case of emergencies. Please fill out this form so we will know your plans for your child. The only way we will deviate from this is if we have a note from you on the day the weather is questionable to do otherwise. If buses are not able to run on side roads and parents are not at the designated pick-up points, we will bring those children back to school and attempt to contact you by telephone.

To stay at Hazelwood on these days in the after-school program, your child **MUST** be officially registered. The after-school program will ordinarily function on early dismissal days unless the media informs the community differently.

PLEASE COMPLETE THE FOLLOWING AND RETURN TO YOUR CHILD'S TEACHER.

☐ **UNLESS specifically notified at the time, my child is to stay in the after-school program. (MUST BE OFFICIALLY REGISTERED.)**

☐ **My child is to be put on his/her bus to go home.**

☐ **Other (please explain)**

Parent's signature _____ Date _____

Home Phone Number _____ Work Number _____

Emergency contact person (other than parent) _____

Emergency contact person's phone number _____