

# Lucketts Elementary

14550 James Monroe Highway  
Leesburg, VA 20176

Main Phone: 571-252-2070

## **Kindergarten hours:**

Full Day 7:50-2:35

Students are marked tardy if they are not in their classroom by the start time indicated.

## **Attendance**

It is expected that your child is in school every day, on time. Please plan family vacations during school breaks, as this will count as an unexcused absence.

If your child is ill and will be out of school, please call the absentee line (by 8:30 AM) or send an email stating the reason for your child's absence.

Absentee line- 571-252-2071

Absentee email- [LuckettsAbsentee@lcps.org](mailto:LuckettsAbsentee@lcps.org)

## **Back To School Night/ Open House**

To be determined

## **Breakfast**

Breakfast is an option for all elementary students. It is served between 7:30-7:50 in the cafeteria. Payment information is the same as **Lunch**.

## **Bus Tags**

IMPORTANT, IMPORTANT, IMPORTANT

Information in **Dismissal** section

## **Clinic**

If a student has a fever, the student needs to stay home until there is no fever (without medication) for 24 hours before returning to school.

### Prescription Medication

School Board Policy requires that prescription medication be accompanied by written instructions from the physician. Loudoun County Medication Forms may be obtained from our health clinic personnel at any time. All prescription medications, including antibiotics, must be in an original pharmacy bottle with the proper label containing the student's name, medication, dosage, and instructions for administration. The pharmacy will give you an extra bottle with the proper amount of medication for school. School personnel ***will not*** give prescription medication without proper packaging and paperwork.

### Non-prescription Medication

Non-prescription medication must be in the original packaging with the name of the medication and administration instructions accompanied by a complete Loudoun County Non-Prescription Medication Form-Parent Section (over-the-counter medications). Medications includes products such as cough drops, cold medications, ibuprofen, non-prescription eye drops, etc. Our health clinic personnel will give only the amount on the package for your child's age and weight. If your child needs a larger dose, your physician must complete a medication form. School personnel will not give non-prescription medication without proper packaging and paperwork.

### Food Allergies

Please notify the clinic personnel of any allergies. If your child requires medication, please refer to the above information.

## **Communications with Parents**

The school website contains current information of things happening at the school. You can access classroom information through this site as well.

A Connect ED call and/or email will be sent to inform parents of activities, changes, or other important information.

If you LIKE Lucketts Elementary PTA on Facebook, you will receive updates of upcoming events.

### **From the Classroom:**

A weekly email will be sent every Friday. This will include information learned in class that week. It will also contain questions to ask your child about his/her week. The questions will be specific to the content learned. The email may also include important class information, reminders, or important upcoming dates.

*Conferences-* The teacher will meet with each parent at the end of the 1<sup>st</sup> quarter. Additional conferences can be scheduled at any other time throughout the year by contacting your child's teacher.

*Personal or Time Sensitive Information* - Please send in a note or call the school if you are sharing or asking for information that is personal or is time sensitive. Although email is often expedient, the teacher does not always have time to check her email between the time you send it and the time that the information is relevant. If the teacher is absent that day, the information would not be received at all.

*Report Cards-* You will receive a report card for your child at the end of each of the 4 quarters. Grading does not begin until the 2<sup>nd</sup> quarter for kindergarten.

### **Delayed opening**

*2 Hour Delay-* Students will come to school 2 hours later than regular start time.

*Early Dismissal-* Students will be released early from school as indicated at the time.

### **Dismissal**

At Back to School night, you will give the teacher information regarding your child's dismissal procedures. If at any time plans change (playdate, childcare, after school activity) you will need to send a note to the teacher via the student's **folder**. If changes are necessary during the school day you will need to call the main office. Changes cannot be made without parent consent.

### **IMPORTANT IMPORTANT IMPORTANT IMPORTANT IMPORTANT**

**Bus tags-** You will receive 3 bus tags.

- One tag **MUST** stay on your child's backpack all year.
- Parents or caretakers (whoever gets your child from the bus) **MUST** have a matching tag when receiving their child from the bus or car lane.
- If an older sibling, attending Lucketts Elementary, is responsible for getting your kindergartner off the bus and home, he/she **MUST** have a matching tag.

## **Lunch**

Students can purchase a lunch or pack each day. If purchasing a lunch, you may set up an account at [myschoolbucks.com](http://myschoolbucks.com) (easiest for the kids) or send cash/check in an envelope with your child's first and last name.

## **PTA**

The Lucketts Elementary PTA has been instrumental in creating a welcoming environment in which to volunteer. Getting involved in helping with PTA activities will ensure that you are connected to others here at the school. The PTA has one or two big fundraising activities during the year so that all of the events here can be free for everyone. Please get involved!

## **Snack**

Students should bring a small healthy nut- free snack to school each day.

## **Student ID number**

Your child will receive a student ID number. This is like a password- memorize it, don't share it. This will be a number that students will use while in LCPS. Students will use this when purchasing lunch and logging on to computers/programs.

## **Personal Care**

There is a restroom in the kindergarten classroom. Before entering Kindergarten, your child needs to be able to take care of all personal needs in the bathroom independently. If an accident occurs, the child will be taken to the clinic.

\*Please send an extra set of clothing in your child's backpack.

## **Safety**

All adults who enter the building must show identification. There is a buzzer at the front door and this is the only door through which visitors may enter during school hours. The adults in the office are expected to require ID for everyone entering the building, even once they get to know you. This is for your child's safety.

After entering the building, please come into the office and sign in, either as a visitor or volunteer. Visitor badges need to be worn throughout your visit; this ensures that

everyone has checked into the office. Thank you for your understanding as we keep all of our students safe every day.

Instructional time is valuable. We ask that if you need to see your child or the teacher or get a message to him/her, that you come to the office and we will assist you with that. Teachers are available for scheduled conferences and are happy to meet with you. Please respect their instructional time.

## **Specials**

Kindergarten participates in the following special classes:

Library, Computer Lab, Guidance, and Search, Art, Music, PE

## **Volunteers**

You are also encouraged to volunteer your time with the PTA; this entity is the key to getting to know other parents, being connected and helping with fun events throughout the school year.

In addition, we would love volunteers in the classroom! Information will be distributed at the beginning of the year.