Tips from the Main Office & Clinic

❖ **Entrance to the Building:**
  o Access to the building is through the main entrance only.
  o All adults must show a valid photo ID to enter the building (driver’s license, passport or government issued ID card) and report to the main office for check-in prior to moving about the building.
  o All individuals aged two and older are required to wear masks.
  o NO ID. NO ADMISSION. NO EXCEPTIONS.

❖ **Attendance:**
  o Parents may submit absences, tardies, and requests for early dismissals using the Report Attendance button with either the ParentVUE mobile app or web portal (refer to the quick reference guide for specific instructions).
  o Attendance information may be submitted for the current school day and up to 30 days in the future. If you need to make a change to submitted attendance, please send an email to CCEAttendance@lcps.org.
  o When reporting an absence due to illness, please specify symptoms or a diagnosis if known (e.g., strep throat, flu, etc.)
  o Late Arrivals:
    • Students arriving after 7:50 a.m. will be considered tardy.
    • Students must be accompanied to the main office doors by an adult and students need to check into the main office to receive a tardy pass before reporting to the classroom.

❖ **Daily and Emergency Dismissal Information:** **IMPORTANT**
  o Daily and emergency dismissal information will be collected via ParentVUE.
  o Standard After School Dismissal (the information provided will be your child’s regular dismissal routine):
    • Fill out the weekly plan section if your child’s dismissal will be the same each day or complete the daily plan section if your child’s dismissal differs during the week.
    • If your child will be picked up by a daycare bus, provide the daycare name and location (e.g., Dragon Yong-In, Brambleton)

  • Do not use this section for changes to your dismissal information during the school year. See the Changes to Dismissal Information section on Page 2 for instructions.
  o Emergency Dismissal (the information provided will be your child’s dismissal plan if school closes early due to weather or other causes):
    • Select one of the following options:
      ❖ I will pick up my child (if your child will be a car rider)
      ❖ Walk home as usual (if you will pick up your child from the walker line)
      ❖ Ride bus home as usual
      ❖ Ride bus to daycare center (if your child will be picked up from CCE by a daycare facility – please indicate the name of the daycare facility in the “Notes” field)
    • During an early closing, school personnel cannot call parents, nor should parents call the school as the phone lines need to be kept open for emergencies and instructions from the central office.
    • Please note that when LCPS closes early, CASA will not meet.
All students must have both daily dismissal and emergency dismissal information on file prior to the first day of school (August 26, 2021).

Please refer to the quick reference guide for steps to submit your child’s standard after school dismissal plan. If you have additional questions or difficulty logging into ParentVUE, please call the main office for assistance.

❖ Changes to Dismissal Information: **IMPORTANT**

- If dismissal plans change at any time, you must notify the school office by sending an email to CCEDismissals@lcps.org by 2:00 p.m. on the effective date of the change. Without proper notification your child will be dismissed according to his/her regular dismissal plan.
- Please indicate the following in the body of the email:
  - Student’s first and last names
  - Homeroom teacher’s name
  - Whether the change is permanent or temporary (one day or short-term change) (If permanent, please indicate whether the change also applies to the Emergency Dismissal plan)
  - The dismissal method (LCPS bus, daycare (include daycare facility name), car rider, walker or CASA)
  - Effective date of the change
- If you do not receive a response back by 2 p.m., please call the office to confirm receipt of your change.

❖ Early Dismissals:

- No student will be dismissed to the main office until a parent/guardian arrives for pickup.
- Parents/guardians must arrive no later than 2:15 p.m. (NOTE: This will help to ensure that students have not already been dismissed into their normal afternoon dismissal areas).

❖ Lunches:

- If dropping off a lunch, please ensure that your child’s name and teacher are indicated on the lunch container.
- The main office staff will call the classroom and request that the teacher have your child pick up their lunch at a convenient time so as not to interrupt instruction.

❖ Clinic Tips:

- Tylenol/Acetaminophen is not provided by LCPS health offices. All medication needs to be supplied and brought to the school by the parent/guardian along with the required Medication Management Form.
- Students who have had surgery/been treated in the Emergency Room or hospitalized are expected to bring a physician’s clearance for school attendance. This clearance should include a date to return and any restrictions for the student.
- Students with a fever of 100.4 or above and those vomiting should remain home for 24 hours and be fever free without the use of fever-reducing medication.
- When reporting an absence due to illness, please specify symptoms or a diagnosis if known (e.g., strep throat, flu, etc.)