

# SCHOOL INFORMATION

## School Hours

The school day begins at 8:00 a.m. and dismissal is at 2:20 p.m.

**Dismissal on half days is at 11:30 a.m. with no lunch served and no after school Extended Care offered. Please make the necessary arrangements for your child(ren).**

**Arrival and Dismissal:** Please follow these instructions when dropping off and picking up your children at school.

We will be using four entrances to the school for arrival and dismissal.

**PreK:** Please use the Pearce Street entrance door on the right when dropping off children. Parents will be met at the door by the teachers.

**K-3:** Please use the traditional entrance on the Presidents Avenue end of the building, door on the left when facing the building.

**4-5:** Please use the entrance on the Presidents Avenue end of the building, door on the right when facing the building.

**6-8 :** Please use the Pearce Street entrance on the left. **\*\*Please be very careful as students are exiting cars in a non-controlled environment and may not be paying attention as we would like.\*\***

*(Dismissal will occur through the same doors according to the schedule attached).*

### Arrival:

Parents using the President's Avenue entrance are encouraged to drive into the lot, staying in line and their students will be met by staff and escorted from the cars into the building. Parents should not park and attempt to walk their children across the line of traffic, unless necessary.

***We are fortunate this year that the City of Fall River will provide a crossing guard each morning and afternoon on the Stetson Street side of our building. Please be aware that no vehicles are allowed to park in the designated drop off area and parents should remain in their vehicles and allow the children to exit the vehicle on the school side only. This will allow for an efficient drop off and smoother traffic flow during this busy time. The crossing guard will assist in crossing students arriving from vehicles that are parked down the street or across from the school.***

### Dismissal:

Students will be dismissed according to grade. The teachers will bring them outside where the students will be handed off to the individual who is picking them up. ID will be required. There will not be parking in the lot available at this time so we ask that you plan accordingly.

**The students will absolutely not be handed off to anyone parked in the middle of the street. Everyone who is picking up is required to park their car and walk over to the school yard. The safety of all students is our top priority.**

For students in **Prek** and grades **6-8**, the teachers will have the students exit the building upon dismissal. PreK students will be released to their parents upon showing the proper ID cards issued to all families by the school. Middle School students can proceed to their parent/rides after dismissal outside.

***(Parents are reminded that since there is no designated parking on the Pearce Street end of the building, that they might be up the street some distance from the school at both arrival and dismissal. Caution should be taken when crossing to the school.)***

### Visitors

All visitors to Holy Name School must ring the doorbell on the Stetson St./President Ave. side of the building. They will be met at the door by staff to be assisted.

### Before school and extended day care

Before school care will begin at 6:45AM and parents should drop off their children on the Stetson street side and use the left side door. Please press the door button and they will be met and allowed in the building. ***Before school care will be conducted in the Computer room and After school care will be conducted in the Parish Center/Cafeteria***

Extended Care will end at 5:30PM and all children should be picked up before then. There are no provisions for staying in the building after 5:30PM. Parents should press the door button upon arrival and show their ID card and the teacher will dismiss the child. Parents may not enter the building. Please email Mrs. Krauzyk in the morning to let us know if your child will be staying after school so that we can make the necessary plans for accommodating all students safely. If your child will have a regular schedule, please let her know. **[mkrauzyk@hnsfr.org](mailto:mkrauzyk@hnsfr.org)**

### School Emergency Information

At the beginning of the school year, all students will receive various student information forms to complete. It is vital for parents/guardians to complete the information on the Family Emergency Information Form and the Authorized Pick Up List Form and return them to school within 2 days. This information is kept on file. Classroom teachers, Extended Care personnel, and the School Office depend on this information to ensure the safety of every child. During the school year, it is the responsibility of the parent/guardian to update this information for their child(ren)'s records. This includes medical information, change of address, change in phone number, and/or any other changes.

### Student Safety and Health (Inserted by request of the Diocese of Fall River Catholic Schools Alliance)

A registered sex offender who is the parent/guardian of a student may come onto his/her child's diocesan school campus in order to transport his/her own child to and/or from school; attend Open House Nights/Back to School Nights; attend Parent-Teacher Conferences; attend school sporting events; attend school performances (i.e., school drama or musical performances) or any other school events that are listed specifically on the school's calendar of events. If a registered sex offender who is the parent/guardian of a student receives a notification from a school teacher or school administrator to attend a meeting regarding his or her child, he/she must follow the protocol set forth in the next paragraph concerning, in general, the presence of registered sex offenders on a diocesan school campus.

In general, a registered sex offender who is the parent/guardian of a student is not allowed to come to campus for any other reason unless they have scheduled a specific appointment directly with the school's administrator/head of