

Ward School

First Day “Survival Guide”

To our returning students, transfers from other schools, new neighbors, and the incoming Kindergarten class, welcome to William B. Ward Elementary School. We hope you have a great school year!

This “Survival Guide” is a very condensed version of the “**WARD SCHOOL HANDBOOK**” which is found on the [Ward School website](#). This Guide contains information you may need to make the first few days of school a little easier

Important Contact Information

Main Office
(914) 576-4450

Reporting an Absence
(914) 576-4452

Principal’s Office:
(914) 576-4450
Franco Miele
<mailto:mfmiele@nredlearn.org>

Assistant Principal’s Office:
(914) 576-4451
Kimberly Peluso
<mailto:mkpeluso@nredlearn.org>

Nurses’ Office
(914) 576-4453/(914) 576-4872
Karla Murphy/Kim Trozzi
kmurphy@nredlearn.org/mktrozzi@nredlearn.org

City School District of New Rochelle
(914)576-4300
www.nredlearn.org

Basic School Procedures & Policies

School Hours

First Bell: 8:27 A.M.

Last Bell: 8:45 A.M.

Dismissal: 3:00 P.M. - 3:15 P.M. (staggered by grade)

Security/Visitors

All visitors will be required to enter through the main entrance at Ward. Upon arrival, please ring the buzzer. You will be asked to identify yourself and your reason for visiting. You will then be buzzed in and will sign in at the Security Desk. Please be aware that you will need to provide identification at the Security Desk when you sign in. All visitors must wear a security issued name badge when in the building. These measures ensure that our students, staff, and families are safe at Ward School. Parents and visitors are not permitted to bring "left behind" items such as lunches or homework to their child's classroom. The child will be called to the Security Desk to pick up their item.

Drop-off & Pickup/Transportation

Morning Drop off

Walkers, bikers, and those traveling by car enter and exit from the front of the school. Drivers must use the traffic circle for drop-off. Students who take the bus use the back entrance.

Early Morning arrivals

In the morning, children arriving before the 8:27 A.M. bell will remain in the front courtyard before the first bell rings.

In case of inclement weather, early-arriving students are allowed to wait in the auditorium. At the 8:27 A.M. bell, children will then walk on their own to their classrooms.

Traffic Circle Rules

Drivers should enter the traffic circle slowly from Broadfield Road (alternating entry as much as possible from both ends of Broadfield Road), and wait until the child(ren) can get out of the car as guided by School Traffic Monitors. **PLEASE DO NOT BLOCK THE DRIVEWAY ENTRANCE TO THE PARKING LOT WHILE WAITING TO DROP OFF AS THIS IMPEDES BUS AND CAR ENTRY.** Upon entering the traffic circle for drop off, please instruct your child to be prepared to exit the car (i.e.: have jacket/coat on, have book bag and lunch ready, know how to open seat belt and door handle). If your child is experiencing separation issues, please notify the Traffic Monitor, so that you can pull to the curbside and deal with issues. If your child has special needs or accommodations required (e.g., a broken leg), notify the Traffic Monitor and you will be given permission to pull to the side of the traffic circle. All cars are to remain in single file when inside of the traffic circle. Please do not pass a car, as children may be entering or exiting their car. Children are to exit from the right side of the car only. Adults must stay in the car. If you have a need to get out of your car, please park your car. Cars may not be left unattended in the traffic circle. **Dropping off your child on the sidewalk in front of the school is hazardous due to the activity in the traffic circle; please drop off ONLY in the circle.**

End of Day Pickup

By Car

If you are picking your child(ren) up in your car, the car line forms in one direction on Broadfield Road. School Traffic Monitors and New Rochelle Police will ensure everyone's safety when the car line opens at approximately 3:10 P.M. Please prepare your child(ren) to watch for you and your car at dismissal by remaining on the sidewalk, under the covered walkway, within the traffic circle. The Traffic Monitors will assist them in getting into your car and parents should remain in their cars. The Traffic Monitors should not be responsible for searching for your child on the playground while you are waiting in the circle.

Waiting for your child before pickup

Parents who park and walk in to pick up their child will wait in the front courtyard area or by the traffic circle exit door depending on their child's grade. In the case of inclement weather, parents may wait inside the Main Lobby Door by the Security Desk **but should ensure that the exit is clear for classes coming through.**

Dismissal locations

- **Kindergarten** students are dismissed at the Main Door to the courtyard then walked to a designated area in the courtyard circle by their teacher.
- **First and Second-Grade** students enter the courtyard by the side doors and then are walked to the traffic circle by their teacher.
- **Third Grade** students are dismissed to the courtyard by the side doors. If they are to be a car pickup, the child is responsible to go to the traffic circle on their own.
- **Fourth and Fifth-Grade** students are dismissed from the doors to the covered walkway by the traffic circle and wait for pickup on their own.
- **Special Education** students who are bused are taken directly to their buses in the Traffic Circle before the main pickup begins.

Older children picking up younger siblings

If older children come to Ward from other schools to pick up younger siblings, parents must notify the Main Security Desk **IN WRITING AND IN ADVANCE.**

Early Pickups

To pick up a child early from school, the parent or guardian must send a note to the child's teacher with a reason and time of pick-up. In case of a last minute early pick-up, the parents should call the Main Office before arriving at the school. Upon arrival, the parent must check in at the Front Desk by the Main Office and sign out the child in the book provided. The Security Monitor will call your child's classroom and your child will come to the Front Desk to be picked up. In no case will parents be allowed to go to the classroom for pickup.

Parking

When parking at Ward School, parents should park in the lot to the side of the school or in the spaces or on the Ward Acres side along Broadfield Road within the posted parking signs. Please adhere to the "No Parking Zone" rules on the park side of Broadfield Road opposite the school to avoid fire hydrants or impeding a double lane. The New Rochelle Police will ticket illegally parked cars. The rear of the school is not available for parking during the day, but is used for evening events at the school. The four-car parking section in the circle and designated spots on Broadfield Road are for school/office personnel only. No parking or idling is permitted in the driveway leading to the parking lot.

PARENTS MAY NOT PARK OR IDLE WHILE WAITING ANYWHERE IN THE TRAFFIC CIRCLE OR ON THE DRIVEWAY LEADING TO THE PARKING LOTS - INCLUDING THE FIRE LANE WHICH IS MARKED IN YELLOW. Drivers who violate these rules **will be ticketed** by the New Rochelle Police. Parking spaces are clearly marked in blue or with parking signs for handicapped accessibility and should only be used by persons with valid handicapped permits. Please be respectful of those that need these spaces for special reasons even if for a quick drop off or pick up.

Bicycles

Students may ride their bikes to school but may not ride them on school property. When arriving at school, students should walk their bikes to the bike racks provided at the front of the school. All unattended bicycles should remain locked during the school day. Students are responsible for their bikes while parked on school property. State law requires that all bike riders under the age of 14 wear bike helmets.

Bus Transportation

Free bus transportation is provided for children who live at least 1.5 miles but less than 10 miles from Ward. Parents are notified in August about the bus stop location and time of pick-up and bus passes will be sent home before school begins listing bus route names, pickup time and drop off time and location of your child's bus stop.

Parents and guardians are responsible for getting the children to the bus stop in the morning and for meeting the bus in the afternoon. If your child is not at their assigned stop at the scheduled time, the bus driver is not obligated to wait. Bus drivers are NOT required to wait for an adult when dropping off a child at a bus stop.

School Supplies

Student supplies needed for the classroom (such as notebooks, pencils, items for general classroom use, etc.) varies by grade and by teacher. For those families wishing to purchase supplies in advance, a list of supplies for the upcoming year may be distributed by teachers at the end of the prior school year and may also be posted on the PTA website. All students will receive a supply list during the first week of school in September. During the year, teachers may also request special items for their particular classroom needs. The School Store is also open in the morning.

Medical Policies

Ward has two full-time nurses. The Nurse's Office is staffed with both nurses during lunch and recreation periods Monday - Friday.

Medications

New York State law requires that medications to be given in school follow these guidelines:

- Physician must give written permission for the medication to be given in school, as well as dosage and time of administration. Written permission from parent/guardian is also needed.
- Medication must be brought to the health office by the parent in the ORIGINAL container received from the pharmacy. This policy applies to BOTH prescription and non-prescription drugs.
- All medications must remain in the Nurse's Office, and at no time may they be carried by the child unless a self-medication form is completed by the physician.

Food Allergies - Peanut/Tree Nut Policy

In the beginning of the year, the classroom teacher will be notified if any students have allergies as well as the School Nurse. An allergy action plan will need to be completed by the student's doctor and medication needed must be given to the School Nurse. The classroom and class parties will be nut-free for students with medically documented allergies. The students will also sit at a nut-free table in the cafeteria. All this information can be found on the District Website, Health Services Department.

Dogs on School Grounds

Due to health and safety concerns, dogs are not permitted anywhere on school property.

Accident/Emergency Policy

If a student has any kind of medical emergency at school, every effort will be made to reach the parents or guardians. In the case of a life-threatening emergency, the nurse will call an ambulance to bring the child to Sound Shore Medical Center. At that point, if the parents still have not been reached, the child's pediatrician will be notified and the hospital will continue to try to reach the parents.

Medical Dismissal

If a child needs to be dismissed early from school due to illness, the parent or guardian must sign out the child in the Nurse's Office. It is not necessary to sign out at the Main Office Front Desk.

Meals/Cafeteria

All grades have lunch and recreation daily between 11:30 A.M. and 1:15 P.M.

Menus, prices, nutritional information and reduced price information are readily available on the New Rochelle School District Food Services Page. Teachers will distribute menus to the children monthly. Questions about the menus can also be directed to the Food Services Director at 914-576-4611. Breakfast - Ward offers breakfast daily to students.

Lunch

Students may either bring their lunch from home or purchase a lunch at school. In compliance with New York State nutrition guidelines, Ward offers a hot lunch daily. All lunches offer a choice of a vegetable or fruit and a drink such as juice, water, or milk. **Reduced price meals** - some children may be eligible for a reduced cost of free lunch and/or breakfast. Parents or guardians should check in the school materials mailed at the beginning of the school year, check the Food Services Page or call 576-4216 to check eligibility requirements or to obtain an application.

Lunch Procedure

Students who bring their lunch from home will have their lunch boxes collected and brought down to the cafeteria each morning by a Service Squad member. Each student is responsible to TAKE OUT their snack before lunch boxes are taken downstairs. Alternatively, parents can pack the mid-morning snack in a separate bag.

PREPAID LUNCH ACCOUNT - Parents can go online and deposit funds into their child's lunch account using **the CSDNR Web Store**. You will need your child's ID number to set up an account. It's convenient and easy to do!

Every student is given a student number at the beginning of the year. When pre-paying, the child's user I.D. number is noted in the computer system to obtain lunch. (Parents don't need to use the number.) To purchase lunch, your child will use their prepaid lunch account (recommended) or bring money from home. Money from home should be put in a sealed envelope, labeled with the child's name and placed in the child's folder to bring to school. The envelope will be processed at school. If a child wishes to purchase lunch but forgets to bring money or does not have a prepaid account, the student's I.D. number will be used for the purchase and a bill from Food Services will be generated and mailed home.