



**University School 2009-2010**

**Phone: 631-5060**

**Fax: 631-5065**

**Office Hours: 8:30 a.m. - 4:00 p.m.**

**First Day of School: Monday, August 17, 2009**

**School Times**

Early Childhood - Primary 3: 9:00 - 2:40  
 Intermediate 1 - Older Intermediates: 8:45 - 3:00

- The school’s front doors are opened each day at 8:30 a.m., and students in Intermediate 1 through Older Intermediates may enter at that time.
- Students in Early Childhood through Primary 3 should not be dropped off for regular school before 8:45 a.m. since teachers are not available to supervise them until then. (Early Childhood through Primary 3 students may enter at 8:30 if accompanied and supervised by a parent until 8:45.)
- **Any unsupervised EC-P3 students who enter the building before 8:45 will be sent to the Extended Day Program and charged accordingly.**

**Drop-Off and Pick-Up Procedures**

Please review drop-off/pick-up lane and parking procedures. We recognize that procedures may not always be convenient. However, parking space and areas for drop-off/pick-up are limited. We have put measures in place to make the most efficient use of our limited resources and to keep our students as safe as possible.

- Teachers will be on the sidewalks to greet children each morning and also accompany students to the curb each afternoon for pick-up. Lanes and times are designated for each class:

<b>College Avenue Lane</b>	<b>Drop-off times</b>	<b>Pick-up times</b>
Early Childhood, Early Primary, Primary 1	8:45-8:55 a.m.	2:35-2:55 p.m.
Intermediate 1, Intermediate 2	8:30-8:40 a.m.	3:00-3:15 p.m.
 <b>Evanston Avenue Lane</b>		
Primary 2, Primary 3	8:45-8:55 a.m.	2:35-2:55 p.m.
Older Intermediate 1 and 2	8:30-8:40 a.m.	3:00-3:15 p.m.

- Please do NOT leave your car unattended in the lanes during the above times.
- If you are delivering or picking up children who have different drop-off and pick-up times, do not sit in your car in the lane and wait for a child who gets out at a later time.
- Siblings who have different drop-off lanes and/or times must be picked up at the appropriate time and in the appropriate lane.
- If necessary, please circle the block or park temporarily elsewhere until the appropriate time.
- Please do not ask teachers to make an exception. Student safety is our primary goal. Exceptions can result in unsupervised students and compromised safety and security.
- Students who are not picked up by 2:55 (EC-P3) or 3:15 (Int. 1 - OI) will be sent to the Extended Day Program and charged accordingly.

### **Extended Day Program (EDP)**

The University School Extended Day Program is open to all students. Three sessions are available: Early Option (7:15-8:45 a.m.), Study Hall (2:45-4:00 p.m.), and Enrichment (4:00-5:30 p.m.). Extended Day is available on a monthly or drop-in basis. Any student dropped off in the morning for Early Option should enter through the west gym door (off of Evanston Avenue). See the website or ask at the front desk for more information on EDP.

### **Lunches**

Please send healthy lunches to school daily with a beverage (unless you have ordered daily milk). We request that you not send soda pop or candy in your child's lunch. Warm-ups for the microwave should take no longer than a minute or two. Because we have students who are deathly allergic to peanut products, **we ask that you not send peanuts or peanut products to school.**

### **Medication**

If your child will require medication of any kind (over-the-counter or prescription) while at school, we must have a signed Medication Permission Form on file. Please bring medication to the front desk in its original container clearly labeled with the student's name.

### **Students Leaving School During the Day**

If you need to pick up your child during the day (before regular dismissal time) for any reason, please come to the front desk to sign your student out.

### **Student Pick-Up Authorization**

During registration, parents have the opportunity to list people who have permission to pick up their student(s) during the current school year. In order for anyone who is **not** on this list to pick up your child, you must send a WRITTEN note to school. Written permission may also be faxed (631-5065) or emailed (shelly-mccollum@utulsa.edu) **with phone confirmation.**

### **Tardies**

Classes begin promptly each morning. Students are expected to be in their chairs with appropriate materials ready to begin the day at class time. Upper school students should be dropped off at the curb between 8:30-8:40 a.m. and be in class by 8:45. Lower school students should be dropped off at the curb between 8:45-8:55 a.m. and be in class by 9:00. Students arriving late must sign in at the front desk and obtain an "Admit to Class."

### **Director Letter and Class Newsletters**

Dr. Hollingsworth updates parents on the school happenings in a weekly letter known as the director letter. Every other week, classroom and specialty teachers provide newsletters to update parents on daily school work and other activities. The director letter and class newsletters are posted on the school website each Wednesday. **Please make every effort to read these communications, as they contain important information about your student's school work, class activities, school-wide activities, and other events.** When new newsletters are posted, an email is sent to notify parents. If you are unable to access the newsletters online and require a paper copy of newsletters and director letters, please notify the front desk.

### **Email**

We frequently utilize email to provide news, announcements, and reminders about school events, activities, due dates, and more. We also send email notification when new newsletters and director letters are posted on our website. If you are not receiving emails from us, please be sure that we have your correct email address in our records.