

SOUTH SHADES CREST ELEMENTARY HELPFUL HINTS

SCHOOL HOURS: The school will be open at **7:00am** for children to arrive and be supervised. Breakfast is served beginning at 7:15am. The classroom day begins at **7:45am**. After 7:45 you will have to walk your child into the building. Dismissal is at **2:45 pm**.

ATTENDANCE: If your child is absent, please provide a doctor's excuse or a written parent excuse within 3 days of the absence **even if you notified your child's teacher by email**. If a doctor's excuse or written parent excuse is not received within 3 days of the absence, it will be considered unexcused.

TARDIES: Being tardy greatly affects student success and routine. Please try to have your child at school on time. Excessive tardies will be handled through Administration.

CHECK-OUTS: No check-outs will be allowed after **2:15p.m.** Our buses are pulling in at this time. Please plan accordingly. An unexcused checkout will be considered a tardy.

PRE-ARRANGED ABSENCE: If you know your child is going to be absent *for a reason other than a normally excused absence (i.e., family trip)*, an **Anticipated Absence Form** must be filled out. This form is available in the office or on our school's website under School Forms. It will need to be filled out by you and given to the school office **at least three (3) days in advance of the absence**. The principal will evaluate the request and make a final determination regarding the absence.

If you have any questions concerning attendance, please contact
Shay Hammonds at shammonds@hoover.k12.al.us or 205-439-3021.

CHANGE OF TRANSPORTATION: **Transportation changes will not be taken over the phone, fax or by email.** A written note must be sent to your child's teacher the morning of the change. If your child normally goes to Extended Day or other afterschool daycare, please let them know if there is a change as well.

COMMUNICATION: Teachers are always willing to talk with you about your child, but please schedule a conference so that no teaching time is taken away from the children. The best means of communication is to email your child's teacher.

MEDICATION: If your child needs to take any medication during the school hours, the School Medication Authorization form must be completed. All medication should be in the original container with the child's name clearly visible and also delivered by the parent to the health room.

LUNCH DATES: We really enjoy having parents join their child for lunch. You are always welcome, but please call in your reservation to the cafeteria so that we are sure to have enough food for everyone. The lunchroom number is 439-3029. Also, if you have any questions about your child's lunch account, please contact the lunchroom or sign up for free at paypams.com to access your child's account balance and meal purchases.

SEVERE WEATHER INFORMATION: When we have a severe weather event in our area that may cause a school delay or closing, you will receive a phone call from our SchoolMessenger service giving you those details. Please make sure to let us know when your phone numbers change so we can update these in our system.

If you watch for information regarding a delay or closing on the TV weather reports, please look for **Hoover City Schools**. Even though our students live in Jefferson County, our school is a **Hoover City School** - delays and closings of Jefferson County do not apply to us.

In addition, if our schools close early due to severe weather, the **Hoover City Schools Extended Day Program (EDP)** will also be closed. These children will go home carpool unless the teacher is notified of other arrangements.

Thank you!

South Shades Crest Elementary
3700 South Shades Crest Road
Hoover, AL 35244
205-439-3000
205-439-3001 (fax)

Hoover City Schools <http://www.hoovercityschools.net/>

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