

## IMPORTANT INFORMATION ABOUT STUDENT PARENT HANDBOOK 2016-2017

The Student-Parent Handbook is in its final revision stage and will be posted to the Spring Hill website [www.springhillsuns.org](http://www.springhillsuns.org) later this week. In addition, we want to highlight some critical information. Please sign the page stating that you have read this and the handbook and return to your child's teacher.

### School Hours of Operation:

Doors open for students at 7:15 AM; Tardy Bell rings at 7:40 AM; Instruction begins at 7:45 AM;  
Student dismissal/pick-up begins at 2:25 PM

### Transportation

1. Changes in transportation occurring after your child is already at school **MUST** be made by calling the school at 770-460-3432 and speaking directly to the front office.
2. No changes in transportation changes **CAN BE MADE VIA EMAIL** after your child is already at school.
3. No transportation changes will be accepted by the front office **AFTER 2:00 PM**. Changes after 2:00 PM, will be handled between an administrator and parent on a case-by-case basis. To avoid confusion and for the safety of your children we ask that any transportation change requests be made **PRIOR TO 2:00 PM** except in an emergency.
4. Supervision is provided at the main entrance of the school; therefore, all students should be picked up and dropped off at this entrance of the building. We ask that you never drop students off in the front parking lot or in the bus loop area. While the buses are arriving, it could cause a very dangerous situation. After the last bus unloads, there is no adult supervision in that area.
5. You are requested to wait in a single line and remain in your car. Adequate supervision is provided both before school (from 7:15 a.m. to 7:40 a.m.) and after school.
6. Please place the "tagboard" card in the front window of your car when picking up children in the afternoon. This provides proper identification and helps to ensure safety.

### Parents Visiting Cafeteria

We encourage parents to come to the cafeteria and have lunch or breakfast whenever possible. There are a couple of things to remember to make your visit more enjoyable:

1. Please let your child's teacher know in advance when planning to attend lunch and to eat a school lunch. This will help the cafeteria staff in preparing enough food. Parents will eat at the classroom table with their child.
2. Please remember that when celebrating birthdays that we no longer allow outside treats to be brought into the cafeteria for the whole class. If you want to celebrate a birthday, we request that you purchase ice cream from the school.

**Please sign and return to your student's teacher. I have read and will comply with the information provided in the Student Parent Handbook 2016-2017.**

Child's Name \_\_\_\_\_

Teacher \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_