



Birchwood School of Hawken

Grades 1-8

Dear Parents,

Please take note of the following school policies:

Transportation for K-grade 8: Students are transported to school by parents, unless they have been assigned to the Avon, Avon Lake, Cleveland, or Westlake buses. If a family lives more than 1 mile from the school and less than 30 minutes school bus driving time, parents can apply for transportation reimbursement. Parents who reside in other communities should contact the school district of residence pupil services. Ask for “payment in lieu of transportation” and their office will supply application forms. Call before mid-September to meet deadlines. (Avon, Avon Lake, and Westlake residents do not have this option because a bus is provided.) The Cleveland bus is only available for a small portion of the West Park area for students in K-grade 6. Cleveland residents not assigned to a bus, please read the information on Payment in Lieu of Transportation at birchwoodschool.org/back-to-school/ for specific instructions from the Cleveland Metropolitan School District Transportation Division.

Late arrivals: If your child arrives after school doors are locked at 8:15 am, please accompany him/her to **sign in** at the office. Please park in the parking lot on the south side of the building.

Reporting student illness: If your child is sick please **notify the MAIN OFFICE** of his/her absence in the morning before 8:30 am. At the same time you may let us know if someone is picking up homework/notes at the end of the day or if we should send it with another student other than a sibling.

It is the school’s policy that a child should **not** come to school if he/she:

1. has had a fever over the past 24 hours;
2. is coughing a lot or has a very deep cough;
3. has vomited or had diarrhea in the past 24 hours;
4. has a rash;
5. has been on medication less than 24 hours.

If you think your child may be coming down with an illness, please do not send him/her to school with the idea that we can send your child home later if he/she is not well. The child should stay at home and come to school later if he/she is well. We also request that you do not give your child medication for fever or body aches before he/she comes to school. The medicine may help him/her feel better, but if a fever is present, the virus can spread to the other children.

Sometimes parents become overly concerned about students missing school if their child has a test. If your child is sick, you can make arrangements for him/her to take the test when he/she is well. Just write a note to the teacher and a time can be scheduled for the test.

Regarding medicine: If your child needs to take medicine during school hours, please write a note indicating the need for the medication, the time and dose, and send the medication to the office. This includes inhalers, antibiotics, pain relievers, cough drops and decongestants, etc. We have medication and asthma medical forms available in the main office and at birchwoodschool.org/notes-office-documents/. Children should not self-medicate, nor should they keep medication in their lunchbox or backpack. School policy requires all medications to be stored in the office and should be administered in the presence of an adult.

Regarding doctor visits: The daily schedule is designed to give the children the best instruction and application of a Birchwood education. Therefore, we ask that you use careful planning for doctor visits and dental appointments. Regular check-ups should not be scheduled during the school day. Please use the school calendar to schedule appointments on days that we do not have school or during summer, winter, and spring vacations. Of course, there are appointments with specialists that are necessary and we understand that it may sometimes be beyond your control to schedule after school hours.

Regarding early dismissal: If you do need to pick up your child early for any reason, **please write a note to the teacher/office** and plan enough time to come to the office to sign out the child. Also, please remember to discuss the time with your child (grades 5-8) so he/she can get packed up ahead of time. Depending upon the time of the day, a child may need to leave one classroom and go to another and we appreciate you keeping the disruption to a minimum.

Morning Recess: Please send your child with a healthy snack, preferably a fruit for morning recess.

Lunch: Preschool and kindergarten eat their lunch in their NUT FREE classrooms. Grades 1-8 eat lunch in Fogarty Hall. If your child has a peanut allergy, he/she will be assigned to a NUT FREE table.

Microwave usage: We recommend lunches take no more than 1 minute to heat. No squeezable yogurt tubes as they are messy and squirt on uniforms or Easy Mac as it takes more than 1 minute to cook.

Classroom Lunches: On occasion, parents enjoy treating their child's class to lunch. **Arrangements for a class lunch must be made in advance** with your child's homeroom teacher. Students will need to eat in their homeroom. An adult other than Birchwood staff must be available to set up, serve, and clean up.

Regarding birthday treats: Each teacher has preferences when it comes to celebrating special occasions. First and foremost, please speak with your child's teacher before undertaking any plans. Generally, children are permitted to bring a birthday treat for their classroom. We ask that the treat provided is an individual serving for each child, which can be easily distributed at a time according to the homeroom teacher's discretion (cupcakes, muffins, or individually packaged items). Remember, some children have food allergies; do not send items with nuts or sesame oil. Early Childhood classrooms are NUT FREE.

We also request that you do not send party invitations or thank you cards to the classroom for distribution. A class roster with parent contact information will be provided at the beginning of the school year for families that have allowed their information to be shared. The main office is not allowed to provide home addresses of our parents.

Regarding change in dismissal arrangements: Parents **must** provide dismissal instructions by 2 pm to the Main Office if there is a change to the regular dismissal arrangements. Please note that the school will be enforcing this policy again this year.

If you have questions, please contact Claudia Bixler at 216-251-2321 or cbixler@birchwoodschoool.org.

Thank you for your cooperation.

Sincerely,

Charles Debelak
Head of School

Helene Debelak
Director of Curriculum

Dr. Christine Neider
Assistant Head of School
Director of Early Childhood