



Birchwood School of Hawken

Early Childhood-Preschool and Kindergarten

Dear Parents,

Please take note of the following school policies:

Transportation for preschool: Students are transported to school by parents.

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.) This is not offered for preschool. 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 8:30 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.

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 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 special activity. If your child is sick, you can make arrangements for him/her to do the class activity when he/she is well. The class activity may be rescheduled at the teacher’s discretion.

Regarding medicine: If your child needs to take medicine during school hours, please write a note indicating the need for medication and 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 main office and administered in the presence of school personnel.

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/email the teacher and main office.** Please plan enough time to come to the office to sign out your child. Also, please remember to discuss the time with your child 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.

Lunch: Preschool and kindergarten students eat lunch in their classrooms. Early Childhood classrooms are NUT FREE.

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). Please remember, the Early Childhood classrooms are NUT FREE. Some children have other food allergies, so it's best to not send items with sesame oil. Please do not send a cake or other foods requiring staff distribution or cutting. 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. This policy will be enforced again this year.

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

Thank you for your cooperation.

Sincerely,

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