

J.W. Killam Parent Handbook Quick Guide

J.W. Killam Elementary School

333 Charles Street

Reading, MA 01867

Phone: 781-944-7831

Fax: 781-942-9186

Website: <http://reading.k12.ma.us/killam/>

Topic:	Information:	Page Number:
School Hours	<p>Full Day Kindergarten – Fifth Grade</p> <ul style="list-style-type: none"> • <i>Monday, Tuesday, Thursday, Friday, 8:15-2:45</i> • <i>Wednesday, 8:15-12:45</i> <p>Half-Day Kindergarten</p> <ul style="list-style-type: none"> • <i>Monday, Tuesday, Thursday, Friday, 8:05-11:30</i> • <i>Wednesday, 8:05-12:45</i> 	9
Arrival/Drop-Off Procedures	<p>Full Day Kindergarten – Fifth Grade</p> <ul style="list-style-type: none"> • <i>Supervision begins at 8:10</i> • <i>Rolling Car Drop Off in the Front Driveway:</i> <i>-Pull all the way forward in the driveway</i> <i>-Parents do not exit the car</i> <i>-Right turn only out of driveway</i> • <i>Parking along Charles Street is allowed in order to walk students to the back playground</i> • <i>Please be mindful of crosswalks when parking</i> <p>Half-Day Kindergarten</p> <ul style="list-style-type: none"> • <i>Supervision begins at 8:05</i> • <i>Parents are encouraged to park and walk students to external classroom door</i> 	10
Dismissal Procedures	<ul style="list-style-type: none"> • <i>Driveway is closed to cars from 2:30-3:00 (Wednesdays, 12:30-1:00)</i> • <i>Buses and handicap placards are allowed in the driveway</i> • <i>Students are dismissed from their external classroom doors</i> • <i>Extended Day students meet in the cafeteria</i> 	11
Absent/Tardy	<ul style="list-style-type: none"> • <i>Absent: Call the 24-hour answering machine at 781-944-7831, option 2</i> • <i>Late arrival: walk in and check-in at the office</i> • <i>Absences are unexcused with the exceptions of medical or religious reasons</i> 	12
Early Dismissal	<ul style="list-style-type: none"> • <i>Send in a note with your child stating the time your child is to be dismissed</i> • <i>Parents/guardians must come to the office to dismiss their child</i> 	12
No School Policy	<ul style="list-style-type: none"> • <i>The Reading Public School is posted on the Killam School Website (http://reading.k12.ma.us/killam/) and the Reading Public School District website (https://www.reading.k12.ma.us/)</i> • <i>If there is no school or a delay, parents are notified through the contact information that is on file on PlusPortal.</i> • <i>Delays and cancellations are also reported on local television news outlets.</i> 	13

Emergency Procedures	<ul style="list-style-type: none"> • There are at least 4 fire drills a year • There are at least 2 ALICE drills a year • Emergency Reunification Site for students: St. Athanasius Parish • Emergency Reunification Site for parents/guardians: Camp Curtis 	14
Visitors/Parent Volunteers	<ul style="list-style-type: none"> • All visitors and volunteers must sign-in at the main office • Visitor/volunteer badges must be worn • Current CORI forms must be on file for all visitors and volunteers. CORI checks are good for 3 years. CORI form requests are available Monday-Friday 7:30 a.m.-3:30 p.m. in the office. Please bring your license. CORI checks take 2 weeks. 	14
Lunch Program	<ul style="list-style-type: none"> • Hot lunch costs \$2.75 • Hot lunch menu: https://readingps.nutrislice.com/m/menus-eula-splash • Online Lunch Account: https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home 	16
Outdoor Guidelines	<ul style="list-style-type: none"> • Students are outdoors unless the temperature (including wind chill) is below 20 degrees or there is rain or sleet • Dress students appropriately for the weather • If students are well enough to come to school, they are well enough to go outside • Indoor Arrival happens with rain, snow, sleet, or temperatures below 20 degrees. The Killam White Flag will hang outside the front entrance if it is an indoor arrival day. • On Indoor Arrival days, Grades K-2 students go to the gymnasium; Grades 3-5 students go to the cafeteria. • To determine the temperature and weather, the school uses WeatherBug at 7:50 a.m. Parents are encouraged to check at home for the weather to determine appropriate dress and drop-off procedures 	17
Health Policies	<ul style="list-style-type: none"> • Medication required during the school day must be administered by the school nurse, except for field trips when specific instructions will be provided by the school nurse to your child's teacher. Medication must be delivered by a guardian in person to the school nurse. • All medication, including over the counter medication (i.e. Tylenol or cough drops), must be accompanied by a doctor's note. • Reading School District has a No Live-Lice policy. If live lice are found, the student will be excluded from school until he/she has been treated and lice have been removed. 	18
Allergy Guidelines	<ul style="list-style-type: none"> • Classrooms are peanut free/tree nut free • No sharing of food • No food at class parties • No containers that once contained food may be reused in the classroom for educational purposes 	21