

# **WELCOME KINDERGARTENERS**



**to  
South School**

**South School**  
**Frequently Asked Questions for Kindergarten Families**  
**August, 2021**

Welcome to the South School! We are looking forward to getting to know our new students and their families!

Here are some very basic—but important questions and answers to get you and your child started on your journey here at South School. There will be much more to follow in the weeks to come—but for now—this will help you through the start of school!! There is a lot of helpful information on our website as well: [www.aps1.net](http://www.aps1.net)

**Brenda Lee**

Principal

brenda.lee@andoverma.us

**Kathy Caron**

Assistant Principal

kathleen.caron@andoverma.us

**Sue Comeau**

Admin. Assistant

scomeau@aps1.net

**PattyHajj**

Secretary

phajj@aps1.net

**School Hours of Operation:**

8:15 am: School office opens  
8:45 am: School drop off  
9:00 am: School day begins  
After 9:00 am: Children are tardy and must be accompanied by a parent into the office  
After 2:00 pm: Unless it's an emergency, no dismissal changes  
*Students must be dismissed prior to 3:00*  
3:30 pm: School ends

**Important Phone Numbers:**

Main number: (978) 247-9800

Absentee line: (978) 247-9801

Nurse's office: (978) 247-9802

Main office fax: (978) 247-9890

Nurses fax: (978) 247-9891

**Helpful departments:**

***Food Services*** – Gail Koutroubas, Director – (978) 247-5520

***Transportation*** – Cindy Button, Coordinator – (978) 623-8510

***Department of Community Services (DCS)*** – Jemma Lambert, Director – (978) 623-8300

***APS1.net*** - Andover Public School website

**PTO:**

PTO President

Christina Berthelsen

Contact: [southptopresident@gmail.com](mailto:southptopresident@gmail.com)

Website: <https://southpto.com/>

**Facebook:**

South School: <https://www.facebook.com/southschoolaps>

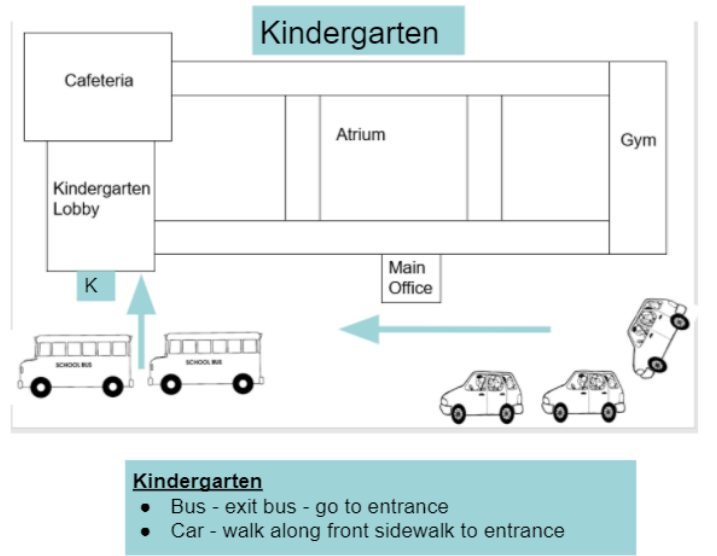
South School PTO: <https://www.facebook.com/SouthPTOAndover/>

## Where do I drop off my child in the morning if we are not choosing the bus that day?

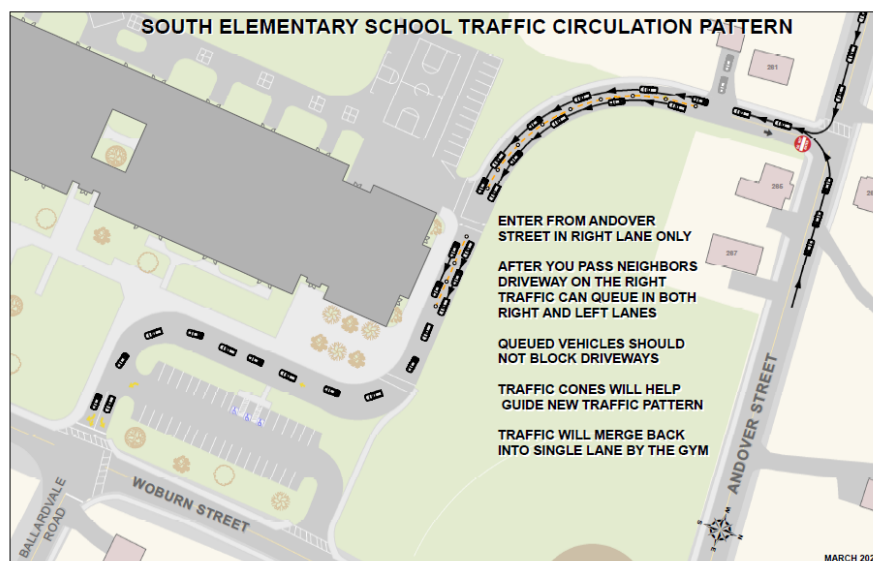
School starts at 9:00 am....children can begin arriving at 8:45 but not before this time. Students will line up outside the kindergarten lobby with the Instructional Assistants

If a child arrives after 9:00, he/she is considered tardy and an adult must walk the child in and sign them in at the office.

### Where Kindergarten Students Line Up in the Morning



### Parent Pick-Up and Drop-off



**What procedures do I follow if my child is ill and will not be in school?**

Please call the school absentee line at 978-247-9801 and leave a message in the attendance mailbox. Please leave your child's name and the reason for his/her absence, including symptoms and whether your child has a fever. Please refer to the Andover Schools Handbook for guidelines regarding when to keep your child home from school.

**How much is lunch?**

For 2021 -2022, school breakfast and lunch will be **FREE**. Lunch menus can be found at [www.aps1.net](http://www.aps1.net) under "Departments" and then "Food Services."

**Is lunch served on early release days?**

No, lunch is **NOT** served on the early release days. Dismissal is at 12:15.

**Do I pack a snack for my child?**

Yes, please pack a snack and a refillable water bottle each day. More information about snack will be provided by the classroom teacher.

**Who do I communicate with about how my child will be transported home from school?**

How your child goes home each day should be indicated in Aspen's student portal. If there are changes in your child's daily dismissal procedure, please send in a note in your child's backpack to his/her classroom teacher that morning. Please do not email the classroom teacher, as many times emails are not read during the school day. Please try not to make changes to dismissal after the school day begins. If your child is going to be dismissed early, the pick-up cannot occur after 3:00 PM.

**I am at home and my child's bus is unusually late...who do I call for information?**

After the first few weeks of school, our bus schedule is typically established. However, if you think the bus is abnormally late, you may call the school office at 978-247-9800 to get more information about your situation. We will typically already know or we can contact the bus company for more information. We will be contacting you via our Blackboard Connect system if there will be a significant delay.

**What if I have a question about my bus time or route?**

You would contact Cindy Button in the transportation office by email, [cindy.button@andoverma.us](mailto:cindy.button@andoverma.us).

**My child has a medical need and/or allergy. How do the special arrangements get carried out each day for my child?**

Please contact the school nurses, Mrs. Lemonias ([christina.lemonias@andoverma.us](mailto:christina.lemonias@andoverma.us)) or Mrs. Brown ([lori.brown@andoverma.us](mailto:lori.brown@andoverma.us)). One of them can meet with you to inform you of our policy and procedures to ensure a safe and productive day for your child.

**How am I notified when emergency school closings are made?**

We have a system called Blackboard Connect that is used to contact all of our families to communicate any school closings or other important information to you. This message will come from Dr. Parvey, Superintendent of Schools. Please update your information on the Aspen Family Portal before the first day of school.

### **What if I have a question about my child's social interactions or academic progress?**

We ask that you always speak with the classroom teacher first on all matters before reaching out to the building leadership.

### **Can I send home birthday party invites through backpack mail?**

No. We prefer that you mail out your invitations to your child's classmates. This avoids any hurt feelings or confusion about the special day in your child's life! When you become a PTO member, you receive a student directory, which could help in this process.

### **Can I send in treats to celebrate my child's birthday for snack time?**

Due to the many food allergies, we cannot have any food items in the classrooms. We do recognize birthdays in the office and often in the classrooms in some way.

### **What supplies does my child need to start the year?**

More information will come out from the classroom teacher but this will get them started:

- 1 Good-Quality Headphones (no ear buds)
- 1 Water bottle filled and brought to school daily
- 1 PLASTIC folder with two pockets (no middle prongs)
- A **LARGE** sized backpack (NOT a preschool sized)
- Keep 1-2 clean masks in a ziploc in their backpack

### **When I ask my child "How was school today?" He/she responds with "good." How can I get more information about school happenings?**

We publish a weekly school newsletter that is sent out on Sunday evenings. This publication includes current events, links to important resources and more! Your child's teacher will also keep you informed. Please also follow our Facebook page - <https://www.facebook.com/southschoolaps>

### **How can I get involved with my child's education? How can I volunteer?**

An Open House for parents and guardians will be held on September 23 for grades K-2. The PTO is always looking for volunteers! Please sign up for the PTO's newsletters: <https://southpto.com/news/>

All volunteers must complete a CORI (Criminal Offender Record Inquiry) and wait for the approval prior to volunteering in the school. This requires filling out a form and providing photo identification. This applies to all field trip chaperones as well. We welcome the kindness and support of our parents!



