



East Allen County Schools

Cedarville Elementary School

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www.EACS.k12.in.us

FAQ: Beginning the 2016-2017 School Year

Welcome to the 2016-2017 school year with Cedarville Elementary. If this FAQ does not answer your questions, you are greatly encourage to go to our website at <http://cdv.eacs.k12.in.us/> and browse through our menu. Please take time to review the Cedarville Elementary Student-Parent Handbook, as well, at <http://cdv.eacs.k12.in.us/>. It is the most valuable tool to answer many of your questions.

Q: What is the difference between enrollment and registration?

A: These words have sometimes been used interchangeably. An example would be Kindergarten Registration in the spring, which is actually Kindergarten Enrollment. Enrollment is the process where parents complete school paperwork and provide proof of residence, a copy of a birth certificate, and immunization documentation. If your child attended Cedarville Elementary School last year, he/she is already enrolled. Families new to Cedarville must go through the enrollment process before they can register.

Registration is a yearly process for updating information. All families must do registration on-line each year before the child can attend. (Think of it as taking the place of those five little green cards that were always sent home to be filled out and returned.)

Q: When are Registration Days at Cedarville Elementary?

A: Registration days have been set aside for...

- **Monday, August 1, 12:00 noon – 7:00 p.m.**
- **Tuesday, August 2, 8:00 a.m. – 12:00 noon**

Please understand that these dates and times are specifically set aside so that Cedarville office staff may lend assistance and answer questions. These are also the dates/times when our computer lab is available for those without internet. Staff will be on hand to help families walk through the electronic registration process.

Q: Must I register my child on-line?

A: **YES, all students should be registered before they begin school. Since on-line registration is the only option, please make sure that you have completed.** If you are the parent of a returning Cedarville student or a Kindergartner enrolled in the spring AND you have internet access, the district-wide on-line registration process provides a quick and convenient way to register your child or children through PARENT ACCESS. On-line registration may be completed beginning **Wednesday, July 27, 2016**. Login to Parent Access at <https://rds03.eacs.k12.in.us/RDSParentAccess/>.

Q: What is the purpose of registration?

A: Other than the simple answer of letting the school know that you are sending a child to Cedarville Elementary for that school year, it is important to review and update personal/family contact information, review and update emergency information, complete financial assistance forms for book fees and breakfast/lunch, approve the media waiver allowing the school to post pictures on-line, approve field trips for your child, and more. ***Please understand that a child is not admitted into school until he/she is registered for that school year. It is NOT simply a matter of the school rolling information over from the previous year.***

Q: What is Parent Access?

A: Parent Access is the connection by which families register a child. Parent Access is also the website where parents have access to student data. Parents are able to view student schedules, attendance records, disciplinary incidents, transcript data, standardized test scores, emergency information, pay student fees and view lunch account balances. Activation codes may be obtained from the school. Instructions on how to set up your new Parent Access account can be found under "Parents" then selecting "Set-Up Parent Access Account" from within the EACS main website.

Q: How do I obtain a user name and password for Parent Access?

A: If you already have an active user name and password for Parent Access, it will remain the same as in the past. If you are new to EACS and do not have a user name and password OR it has been inactivated because you did not view for a long period of time, you can receive a new activation code during Registration Days at Cedarville. From that point you can create a user name and password that you would recall.

Q: I do not have internet access at home. How do I complete on-line registration for my child?

A: If you do not have internet access or you simply have questions/need help about the on-line registration process, the computer lab will be open during Registration Days at Cedarville.

Q: If we register our child on-line at home or another location, will we need to come to Registration at Cedarville?

A: **No**, HOWEVER, our school nurse and food service staff will be available during registration for you to submit your completed goldenrod Student Emergency Information Sheet, Kindergarten Health Packet (if applicable), and/or student breakfast/lunch prepayments. Also, this is the time that class lists will be posted in the hallway near the office.

Q: Are student pictures taken during Registration at Cedarville Elementary?

A: No, information will be sent home the first week of school about school pictures scheduled for Tuesday, August 16, 2016.

Q: When may we bring school supplies to the classroom?

A: There will be a "Meet the Teacher Night" for all students at 6:00 p.m. on Thursday, August 4th. We ask that you wait until this evening to bring school supplies. Teachers are still in the process of organizing their rooms, and may not be set up to receive additional items any earlier.

Q: What supplies should I purchase to start the school year?

A: For returning families, supply lists were sent home on the last day of school. Families that enrolled their child as new for the school year received this information when enrolling. The grade level supply lists can also be found at the Cedarville Elementary website and will be in stores such as Target, Walmart, and Meijer.

Q: How do I find out my child's teacher?

A: Finalized teacher and classroom assignments will be posted in the hallway by the office beginning Tuesday, July 26.

Q: What documents or information do we need to bring if we register our child in the computer lab at school?

A: If you wish to come to the school to register on-line instead of doing from home, parents of all students (new and/or returning to Cedarville) should bring the following to help complete forms:

- Emergency contact information, including names and phone numbers;
- Your User Name and Password for Parent Access, if you already have one.

Q: When is the first day of school?

A: Tuesday, August 9th, is the first day of school for all students.

- All students shall enter the building by 8:55 a.m., with the tardy bell ringing at 9:05 a.m.

- The student day begins at 9:00 a.m. Any student arriving at school later than 9:05 a.m. are considered tardy and an adult should sign the student in at the school office.
- There is no adult supervision available at Entrance #7 (walker door) until 8:40 a.m. *Please do not drop your child off before that time. The door will be locked.*
- Afternoon dismissal for all students will be at 3:40 p.m. M, T, R, F. Wednesdays are collaboration days and students dismiss at 3:10 p.m.

Q: What do I need to know about bus transportation to and from school?

A: The Transportation Department **MUST** be contacted directly (260-446-0159) if you are new to the school or if there has been any change in your mode of transportation from last year. You will receive a letter of confirmation from the Transportation Department in late July. Within that letter will be the bus number, bus stop location, and approximate pick-up and drop-off times. To ensure that each classroom teacher has the most up-to-date transportation information, please send a note to the teacher on the first day of school stating how your child will be transported to and from school. Please inform your child's teacher in writing if there are ever changes in transportation for any time period throughout the year. ***Understand that the Transportation Department makes the assumption that ALL students within the Cedarville attendance area would ride a bus and need picked-up. They do not innately know. It is critical that you contact them if your child is self-transported or the information they have at hand is incorrect.***

Q: What do I do if my child is a car rider?

A: Students are dropped-off/dissmissed to/from Door #7 on the north side of the building. The easiest comment to make is to just follow the leader, but a map has been provided. There is no adult supervision available at Entrance #7 (car rider door) until 8:40 a.m. Please do not drop your child off before that time. The doors will be locked. Students are to only be dismissed along the sidewalk leading to the building, and not from the parking lot. Further guidelines are fairly lengthy for this purpose, but will be sent in a later communication.

Q: Is there a Back to School Night?

A: We look forward to bringing our families together at our ***Meet the Teacher Night on Thursday, August 4 (6:00-7:30).*** **For kindergarten families that were unable to attend our Kindergarten Orientation in the spring, there will be an orientation in the gym with teachers at 5:00 p.m.** Currently, our plans are to make this an informal come and go type of evening where students and parents meet the teacher, drop-off school supplies, and learn a bit about what the year will bring. If you have individual concerns, please schedule another time to discuss them with your child's teacher.

Q: Is there a way to put the application online so parents can have it filled out in advance?

A: Yearly registration must be done electronically on-line, so there is no form. Enrollment Forms are by grade level. They can be printed off, completed, and returned to school. They are found on the Cedarville Elementary Website <http://cdv.eacs.k12.in.us/parents> under "Parent Information" and are only used if your child did not attend Cedarville Elementary in 2015-2016.

Q: What qualifies as proof of residence?

A: Proof of residence may be any one of the following...Property Tax Receipt, Posted Mail with name of applicant, Utility Bill, Lease Agreement, Insurance Card, Voter Registration Card, Driver's License. The source may not be more than two months old.

Q: If our residence is outside of Cedarville's attendance area, but within the East Allen County Schools district, how can I apply for my child to attend Cedarville Elementary?

A: We commonly refer to this as "school choice". A School Choice Transfer Application Form is to be completed if a student lives within the East Allen County Schools attendance area and a parent/guardian wishes for their child to attend an East Allen County School other than the school of their attendance area. This application form (one per student) must have been completed and submitted prior to March 14 of the previous school year. Forms are available at every EACS school and on the district website beginning February 1. The Office of Student Services will review each application and inform Parents/Guardians via US mail by May 15. You may find the form at http://www.eacs.k12.in.us/departments/student_services/school_transfer_information/

Students that enter a building through “School Choice” must be self-transported. Bus transportation is not provided.

Q: If our residence is outside of the East Allen County Schools boundaries, may we apply to attend Cedarville Elementary?

A: If a student resides outside the East Allen County Schools attendance area, a Tuition Transfer Request Form will need to be completed. Forms are available at every EACS school and on the district website May 1 through May 31 prior to the following school year. This is a very short window, so parents need to be aware that timeliness is of great importance. The Office of Student Services will review each application and inform Parents/Guardians via US mail by June 30. These applicants may reside in neighboring counties, but must be residents of the State of Indiana. Once posted, you may find the form at http://www.eacs.k12.in.us/departments/student_services/tuition_transfer_request/

Q: How do I know if I live within the school’s or district’s attendance area?

A: By going to the EACS home website <http://www.eacs.k12.in.us/> you will find an icon on the right hand side that says Find My School. Simply click the icon and type in your home address to find out what school attendance area and district in which you reside. You may need to install Microsoft Silverlight onto your computer to continue.

Q: This will be my child’s first year of school at Cedarville Elementary? How will he/she be able to find the classroom on those first few days?

A: Staff and PTO volunteers are at hand to help direct students those first few days of school. At each of our twelve bus stations are three adults that meet, tag (student name, student address, homeroom, bus #, and bus station), and direct students to various classrooms throughout the building. We have adults within the building that will also assist any car riders. **For the younger students, we still ask that you tag your child’s book bag with the above information, too.**

Q: How do parents know or find out their child’s student number?

A: A Student Identification Number is generated once a child enrolls in school for the first time within the school district. Teachers should relay all user names and passwords to families once the school year is up and running as they relate to any electronic learning opportunities.

Q: Is there anything that we need to pay at the time of registration?

A: Please make sure that you have placed money in your child’s lunch account. Book fees are sent to families in September with payment due in October.

Q: How do teachers communicate with parents?

A: Teachers will share contact information once school has begun. In addition, teachers send home their weekly newsletter as an e-mail attachment to those that have, and will post on their school website. Those without e-mail will receive as a hard copy.

Q: Is there before or after-school daycare?

A: Cedarville Elementary contains a Latchkey Program which is run by the YMCA. Further information can be found at our website <http://cdv.eacs.k12.in.us/>

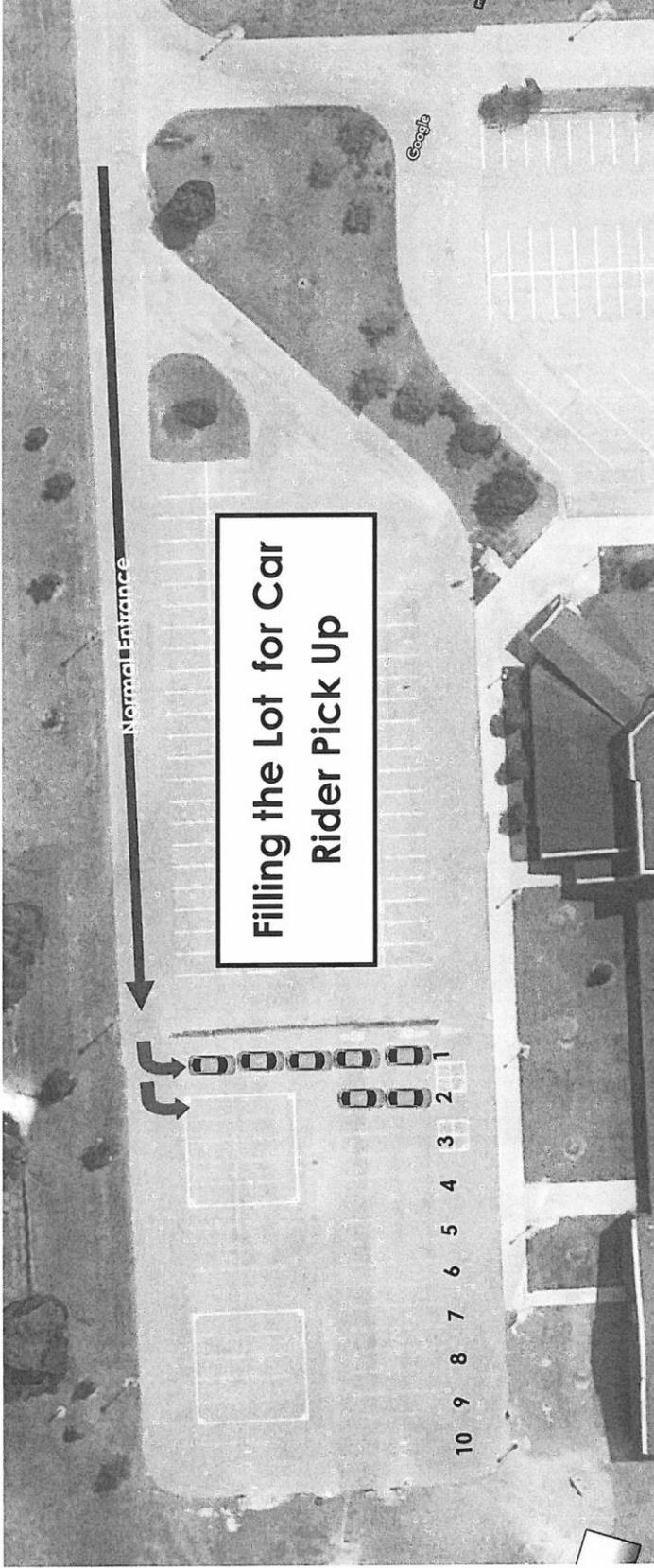
Q: I would like to attend field trips or help in the building. How do I go about doing that?

A: The first step is to complete a limited background check. This form may be found on our website. It is also sent home (along with others) on the first day of school. Please refer to the Cedarville Elementary Student-Parent Handbook for more information.

Cedarville Elementary



Car Rider Pick Up Procedures



Cars will enter normally in the drive but once past the fence will begin to form 10 rows of approximately 5 cars (depending on length) as shown above. Once each row is full, parents will create a new row all the way up to 10. We are using the parking spaces as our "lanes" with a space between each row as to not have any accidents. This should place around 50 cars in the recess lot and keep cars off of State Rd. 1 and hopefully Hardisty as well.