

Alloway Township School *Home of the Tigers*  
FAQs - How to be a Tiger Parent

There's a lot to know about being a parent of a school-aged child. ***First things first: we're in this together.*** The teachers and staff here at Alloway Township School all understand that school policies and procedures can be confusing for those who aren't in education as a career. We consider ourselves part of the same team you're on to help your child succeed. We hope you'll partner with us for every child's benefit.

With that in mind, here are answers to several common questions:

→ What are **school hours**?

- ◆ Regular schedule: 7:43-2:30
- ◆ Early Dismissal: 7:43-12:30
- ◆ 2-hour delay: 9:43-2:30
- ◆ The late bell rings at 7:50 each day. Students are counted as tardy after 7:50.

→ How do I call my child **out sick**?

- ◆ Call our student absentee line 856-935-1622, option 5
- ◆ Email our school nurse, Nurse Kellie Whelan, at [whelank@allowayschool.org](mailto:whelank@allowayschool.org)
- ◆ Please let Nurse Kellie or the Main Office know if your child(ren) needs to be out for an extended period. [mainoffice@allowayschool.org](mailto:mainoffice@allowayschool.org)
- ◆ While it's a great idea to let your child's teacher know through whatever classroom app you use for communication, please use one of the two above ways of communication so it's official.

→ What about being **late**?

- ◆ Your child is tardy (late) after 7:50 am.
- ◆ After 10:30 am, your child only receives credit for being here for ½ the day.
- ◆ If tardiness is due to a doctor's appointment or other excused reason (see the handbook for that list), bring a note so the tardiness can be excused.

→ What if my child needs to **leave school early or if how they leave is changing for the day**?

- ◆ Notify the Main Office: 856-935-1622 xt 100 or [mainoffice@allowayschool.org](mailto:mainoffice@allowayschool.org) of any changes in dismissal.
- ◆ Please make changes to end-of-day dismissal a minimum of *30 minutes prior to the last bell* (call us by 1:50 on full days, 11:50 on early dismissal days). Dismissal time is very chaotic. We can't guarantee that your child will be dismissed properly if we don't have adequate notice.
- ◆ If your child is leaving for a doctor's appointment, please send a note back in with your child when he/she returns to school. This ensures that any noted absence will be excused. (Yes, you can email the note to the Main Office or Nurse Kellie if you think it will get lost in transit).
- ◆ Leaving prior to 11:50 am means your child will be credited with a ½ day.

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→ What do I need to know about **school lunches**?

- ◆ Check our website [www.allowayschool.org](http://www.allowayschool.org) for
  - Lunch & snack prices
  - The monthly “hot lunch” menu
  - The link to PaySchools to put money on your child’s account
    - PaySchools requires your child’s 8 digit student id to identify your child
    - It’s the same 8 digits that make up your child’s OnCourse id
- ◆ Other daily options include
  - Salad (available most days depending on our fresh food delivery)
  - Cereal
  - PB & J
  - Tuna
- ◆ Each day during homeroom, your child’s homeroom teacher will ask if your child packed a lunch or wants one of the lunch options. Your child picks then.
- ◆ If PaySchools doesn’t work for you, you can send money into school to have put on your child’s account. *Please include your child’s first and last name.*
  - Checks payable to Alloway Township School with your child(ren)’s name in the memo line
  - Cash works, too.
  - Funds are posted the day we receive them
- ◆ What about Free/Reduced lunches?
  - Ask the Main Office for an application
  - Business Office will let you know if you’re approved
  - All Free/Reduced lunches are \$0
  - Is your child transferring from another school where you already filed an application? Let us know during registration. We’ll get the information transferred to us for you.

→ How can I **communicate with my child’s teacher**?

- ◆ Email. Each staff member has a dedicated email address like this: lastnamefirstinitial@allowayschool.org. eg: lapec@allowayschool.org
- ◆ Many teachers also communicate via a free classroom app. Each teacher will let you know what they use at the beginning of the school year or at any time during the year if your child is transferring in.

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→ How does the **school communicate with me?**

- ◆ A weekly newsletter on Fridays called TigerNet
  - It comes via email
  - Sections include
    - The weekly vocab word we share each day with the kids
    - The weekly positive quote
    - Our Mission Statement
    - The positive character trait of the month
    - A detailed list of weekly activities
    - A snapshot of upcoming activities
    - A picture & description from what's happened at school this week
    - Flyers you may need from school & the community. Always included?
      - ◆ The monthly menu
      - ◆ The monthly activity calendar
    - A fun fact from one of our classes
  - Yes, we will consider attaching your community group's flyer. Send it to [lapec@allowayschool.org](mailto:lapec@allowayschool.org)
- ◆ By phone/text
  - For emergency use only
  - Snow/inclement weather days count as an emergency
- ◆ Many elementary school teachers send home weekly classroom newsletters
- ◆ Our school Facebook page
  - Lots of pictures!
    - We only post pictures if you give us permission to do so via the Media Release Form you fill out at the beginning of the year.
    - We don't use both pictures and names at the same time unless it's an extreme & positive situation (like your kid got named Governor's Student of the Year).
    - We only use first names & last initials.
  - Flyers
  - Public notices
  - Contests & contest winners
  - Community happenings
  - Lots more!

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→ How does my child get **to/from school**?

- ◆ Children who live in town are walkers as long as there's a sidewalk from in front of your home all the way to school.
  - Younger children need to be walked to school/home by family or someone you've designated.
  - You can email [mainoffice@allowschool.org](mailto:mainoffice@allowschool.org) or send in a handwritten note the first day of school to let us know who's on your approved list to pick up your child(ren). Please include the names of anyone who may be picking up your child(ren) and their relationship to your child(ren). We need a new note each year as last year's note will be archived.
- ◆ If you live outside of town, busing is automatic for your family.
  - We create the bus routes in the summer and post them to your OnCourse parent information page at the same time homeroom teachers and schedules are posted.
    - Bus numbers & approximate pick up/drop off times are listed
    - Please have your child waiting at the end of your driveway
    - Please allow 5 minutes leeway depending on traffic (tractors count as traffic in Alloway)
    - Most Alloway bus drivers are also parents of current or past Alloway Township students. These ladies care about your kids as much as we do.
  - If you'd rather transport your child(ren) to/from school, please inform us in writing of your preference. You can email [mainoffice@allowschool.org](mailto:mainoffice@allowschool.org) or send in a handwritten note the first day of school. Please include the names of anyone who may be picking up your child(ren) and their relationship to your child(ren). We need a new note each year as last year's note will be archived.

→ What in the world is this **OnCourse** of which you speak?

- ◆ OnCourse [www.oncourseconnect.com](http://www.oncourseconnect.com) is our Student Information System.
  - There's a link on our website's main page.
  - If you completed your registration online, you already have your login information.
  - If you need your login information or a password reset, contact the main office.
  - Each parent/guardian gets their own login. Each student also gets their own login.
    - Students can keep an eye on their own schedules, grades, attendance, and assignments.
    - Parents can toggle between children and keep an eye on everything. (insert evil laugh track here)
  - If we reset your child's OnCourse password, the email will go to you. Don't use their OnCourse because yours has more functionality.

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Registration FAQs

- ***Your child cannot start school until all items on the checklist have been turned into school.***
- What needs to be included on the physical exam form?
  - ◆ Your child's doctor does not need to use the form included in the registration packet, however, the form they do use needs to include the same information. Please make sure they complete the height, weight, blood pressure, vision, and hearing portion specifically. Your child should also see a dentist, please include the date of their last dental exam.
- My student is not due for his/her annual physical for another couple of months, insurance will not cover another physical until then.
  - ◆ That is OK. As long as their last physical was completed within the last 12 months - your doctor can complete the form using the information from the last physical. Please make sure they complete the height, weight, blood pressure, vision, and hearing portion specifically. Your child should also see a dentist, please include the date of their last dental exam.
- My child is behind on their immunizations, can they still start school?
  - ◆ As long as your child has received at least one dose of the required vaccines, he/she can start school. However, you are required to keep up with the vaccine catch up schedule, and must receive each additional dose as soon as they are due in order for your child to remain in school. Please schedule the catch up appointments accordingly.
- I already have a child in school. Do I still need to provide residency verification?
  - ◆ Yes, thank you.
  - ◆ We need a copy of 2 of the following (we can make the copies):
    - Tax bill
    - Deed or Lease (first page with the address listed on it)
    - A utility bill which delivers to your home
      - Water/sewer bill
      - Propane
      - Fuel oil
- What if we're living with family and don't own or lease our own home?
  - ◆ Call Miss Conni in the office 856-935-1622 xt 108; she'll assist you with that process
  - ◆ Your family will still need to provide 2 proofs of residency from the above list.

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- Can I give you a copy of my child's birth certificate?
  - ◆ Yes, but we still need to see the original with the raised seal.
  - ◆ We can make a copy if you don't have one.
  
- Can I get on the school's emailing list before school starts?
  - ◆ Absolutely!
  - ◆ You can join our Facebook page anytime you like, too.
  
- I'm panicking a little bit about my child attending school for the first time. Help!
  - ◆ PreK - 2nd grade parents: we have a Meet & Greet in late August before school starts. Pay attention to our TigerNet newsletter, our website & our Facebook page.
    - Children & parents are welcome to come visit.
    - Meet the teachers
    - Meet new classmates
    - Get a tour
    - Ask questions
  - ◆ 3rd-8th grade parents: Back to School Night is held during the first 2 weeks of school
    - If you're concerned about anything- call us! We're here to help.
    - Yes, we will work with you on making sure your child(ren) are comfortable on their first day.