

## 2017-2018 Foster School Fast Facts

<b>School Address, Phone, Fax</b>	55 Downer Avenue Hingham, MA 02043 (781) 741-1520    FAX: (781) 741-1522
<b>School Website</b>	<a href="http://www.hinghamschools.org">www.hinghamschools.org</a> . Click on “Foster Elementary School” or select “Foster Elementary School” from the “Schools” drop-down menu
<b>Key Contacts</b>	Below is a list of key contacts. Additional contact information can be found under “Contact Info” on our home page

Title	Name	Phone	Email
Principal	Debbie Stellar	(781) 741-1520	dstellar@hinghamschools.org
Assistant Principal	Jennifer Newell	(781) 741-1520	jnewell@hinghamschools.org
School Administrative Asst.	Maria Sandberg	(781) 741-1520	msandberg@hinghamschools.org
School Nurse	Heidi Vigneau	(781) 741-1520	hvigneau@hinghamschools.org
School Psychologist	Elizabeth Curran	(781) 741-1520	ecurran@hinghamschools.org
Adjustment Counselor	Jessica Hoguet	(781) 741-1520	jhoguet@hinghamschools.org
Reporting an Absence	Patricia Wanty	(781) 741-1520	Calls only, please
Kids in Action	Barbara Granahan	(781) 741-1520	bgranaham@hinghamschools.org
Transportation Department	Padraig Cunningham	(781) 741-1510	pcunningham@hinghamschools.org

<b>Email Connections</b>	<p><b>Principal’s email distribution:</b> You are automatically on the distribution list when your child is registered in our Aspen/X2 system. You need to notify <a href="mailto:pwanty@hinghamschools.org">pwanty@hinghamschools.org</a> if your email changes.</p> <p><b>Foster PTO:</b> The PTO sends newsletters and event specific invitations. If you have not yet received either of these, please contact the PTO. Their website is <a href="http://www.fosterpto.com/">http://www.fosterpto.com/</a></p> <p>Families without Internet access will be provided with printed copies of school information and events.</p>
<b>School Hours</b>	8:20 a.m. – 2:30 p.m. Children may be dropped off at the main entrance no earlier than 8:00 a.m. Please wait until your child enters the building before leaving; otherwise, they are outside, unsupervised.

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<p><b>Early Release</b></p>	<p>Usually, the first Wednesday of every month, Foster School will have an early release. The purpose of early release is to provide time for professional development, training, and parent-teacher conferences, which can be scheduled online.</p> <p>On October 4<sup>th</sup>, December 6<sup>th</sup>, February 7<sup>th</sup>, and April 4<sup>th</sup>, release is at 12:30, and lunch is served.</p> <p>On November 1st, November 22<sup>nd</sup>, January 10<sup>th</sup>, March 7<sup>th</sup>, May 2<sup>nd</sup> and June 6<sup>th</sup>, release is at 11:30 and lunch is not served. Also, students are usually dismissed at 11:30 on the last day of school and lunch is not served.</p>
<p><b>First Day of School</b></p>	<p>Students in grades 1-5 gather behind the school on the playground to meet their new teachers. If it's raining students are met inside and go directly to their classrooms.</p> <p>Kindergarteners start two days after the older children. They are required to wear their nametags for at least the first two weeks of school.</p> <p>Don't be alarmed if the buses are delayed on the first day of school. Typically, this happens as the drivers learn the routes and get to know the students. Bus routes are published in the <i>Hingham Journal</i>, on our website, or contact the Transportation Office at 781-741-1510.</p>
<p><b>Absences and Late Arrivals</b></p>	<p>For the safety of our students, parents/guardians call the school office to report absences and late arrivals. The reasons for absences should also be noted. There is a special attendance prompt on the main menu for this reporting.</p>
<p><b>District and School Calendar</b></p>	<p>Both calendars are located on the Foster School website.</p> <p>Foster School operates on a continuous 6 day cycle. On each day, students may have one of the following "Specials": Art, Music, Spanish, Computer, Library, and Gym (students must have appropriate footwear). Week (A or B) and Day (1, 2, 3, 4, 5 or 6) are noted on our website, and on the monthly school lunch calendar.</p> <p>Holidays, snow days, school vacations, and weekends do not "count" on the calendar. For Example: Week A Day 5 on Friday, holiday on Monday, Tuesday is Week A Day 6</p>
<p><b>Recess</b></p>	<p>On snowy days, children wear boots and snow pants or they will have to play only on the blacktop. There will not be outdoor recess if it is raining or if the temperature/wind chill exceed safety recommendations for outdoor activity. Our Foster School weather station enables us to have "up to date" information in making decisions about recess.</p> <p>During school hours the playground is for Foster students only.</p>

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<p><b>Arrival and Dismissal</b></p>	<p>Children are expected to be in their classrooms at 8:20 a.m. If your child arrives after that time, he or she must be signed into the office by a parent or caregiver, unless traffic is backed up at the “Drop Off Loop.”</p> <p>School dismisses at 2:30 p.m. Students who require early dismissal must have a note for their classroom teacher and be signed out by a parent, guardian, or caregiver. Identification is required, and the person signing the student out must be noted as an emergency contact, or have permission to dismiss from the student’s parent/guardian.</p> <p>Students are not allowed to take a different bus home. They are, however, allowed to get off at a different stop on their own bus route if they have a note from home. Our bus drivers appreciate receiving these notes as the students get on the buses.</p> <p>If you plan to pick up your child at school, a note dismissing your child as a “walker” is needed. It should include where you will be meeting: Loop, front of the school, or the classroom opposite the bike rack.</p> <p>During regular arrival and dismissal times, students may be picked up or dropped off at the loop only. Students must load/unload on the passenger side only. Cars must enter the loop and go as far forward toward Downer Avenue as possible. When exiting the loop, it is a right turn only. This ensures that the loop keeps flowing, and everyone is safe.</p> <p>Foster School students are dismissed and supervised by staff as follows: Kindergarten students who are walkers are dismissed to their parents/guardians from the kindergarten entrance; grade one students and other students whose parents/guardians want to pick up “personally” are dismissed to identified adults/older siblings from the classroom door across from the bike rack; walkers and bike riders are dismissed from the classrooms by their teachers; bus students line up in their assigned areas and proceed to the buses under the supervision of staff.</p>
<p><b>Visitors and Volunteers</b></p>	<p>Visitors and volunteers sign in and out of school in the main office. We appreciate and value our visitors and volunteers. Please remember all guests must wear nametag stickers.</p>
<p><b>Safety and Security</b></p>	<p>All doors to the school are locked at all times. There is a buzzer located to the left of the main school entrance. There is a second buzzer to the left of the vestibule door. All visitors must report to the school office (located inside the main entrance) to sign in/sign out and obtain a visitor sticker.</p>

## 2017-2018 Foster School Fast Facts

<p><b>School Lunch Program</b></p>	<p>School lunches are available for purchase online or by sending a check/cash. Check the lunch menu on our website for current prices and the on-line purchase program. All children are assigned payment pin numbers. Checks should be made out to Foster School. If a student forgets a packed lunch or lunch money, lunch can be charged in the cafeteria.</p> <p>There are designated tree nut/peanut free tables for each lunch session. Cafeteria lunches are tree nut/peanut free. There are also gluten-free options available for students.</p>
<p><b>Lost and Found</b></p>	<p>Located in the back of the cafeteria is the Lost and Found. Please label your child's belongings. Unclaimed items are donated to charity during each vacation break.</p>
<p><b>Communication</b></p>	<p>Keeping connected to families is essential. Families receive Foster Family Facts, a weekly newsletter. Our website and the district website provide information we hope you find useful. Our PTO newsletter, the Anchor, and their website provide additional communication venues.</p> <p>We recommend that you contact individual teachers to find out their preferred form of communication. Conferences can be scheduled online on designated conference days, as noted earlier. If you require an alternate time/date, please contact teachers directly.</p> <p>Teachers may be contacted in one of the following ways: by calling the school office and leaving a message for a teacher, sending a note in your child's backpack, or sending an email. <b>While teachers will make every effort to respond to communications from parents/guardians, please recognize it may be difficult to return a call/email during school hours. If you need your child to get a timely message, please call the office and leave a message.</b></p>
<p><b>Snow Days and Delays</b></p>	<p>Snow days, delayed school openings, or weather-related early release will be posted on the HPS website and provided to the media. In addition, some Boston radio and TV websites have a school closing email/texting notification process beginning late fall. Select a school district and provide an email address/phone number to be notified by email/text of a school closure, delay, or early dismissal due to weather.</p>
<p><b>Items Brought into the Office</b></p>	<p>If an item is brought in for a student, the teacher will be notified via email for non-emergency items.</p>