

Information for Crane Elementary School Parents and Guardians

Phone Numbers: Main Office 359-5400
Health Office 359-5414
Attendance 359-5411

Hours:
Grades K-3 7:55-1:55

Entering School- Entering School: There is no supervision available for students before 7:40 a.m. The school doors are unlocked from 7:40 to 7:50 a.m. for student arrival and are locked again for the duration of the school day. **During school hours, visitors must buzz in at the front door and report immediately to the main office. For the safety of students and staff members, everyone entering the building – for ANY reason – must stop at the main office first and show identification each time. Visitors are not allowed to walk around school without an ID badge from the main office**

School/Classroom Visitation- you are always welcome to come to school, but visitors are not allowed to interrupt classroom instruction without approval from the teacher or principal. Please make arrangements with your child's teacher ahead of time. Teachers are happy to meet and talk with you about your child, but it is important that they spend the first few minutes of the day greeting children and setting the tone for the rest of the day.

Communication-Important information is relayed to families through the Rush-Henrietta Central School District's home page (www.rhnet.org). There you can locate important information about the district, school, and classroom teacher web page information. The School District also has a new Facebook page that highlights student achievement, innovative learning, and our PBIS traits. Please join the Crane E-News service! This allows us to contact parents quickly and effectively with news about our school. To join, visit www.rhnet.org/enews. You will see a link to direct you to sign up. It's easy!

Emergency school closings are posted on the Rush-Henrietta school district homepage, listed on all major television stations, radio stations, and a pre-recorded message is made to the first telephone phone number listed on the "Confidential Information" paper (Blue Card) that you had completed for us and/or the information you had provided to our District registrar.

Dismissal routines- If you are making a change in bus location, please send a note into one week prior. Afternoon phone calls after 1:40 – if you are picking your child up early, at dismissal or parents showing up without notifying us of a change causes many interruptions and disruptions to end of the day classroom routines. By letting us know early in the day, we can avoid errors during dismissal.

Dismissal-Bus Ride Home: To help ensure the safety of students, **an adult must be visible at the drop-off location** when students arrive home on the bus after school or the student must have a key to enter the home. If this does not happen, the student will be brought back to school and placed in the district's after-school Cub Care program. There will be a charge for this service. The child care service closes promptly at 6 p.m.

Birthday Celebrations: If you would like to send in a treat for your child's birthday, arrangements must be made in advance with your child's teacher. There are district food guidelines we must follow to help keep everyone safe.

English as a Second Language: ESL services are available to the students who qualify. One of our staff members will contact you should your child qualify for this service.

Translators are available for any school-related event. Please request a translator two weeks in advance through your child's teacher.