



2016-2017
Goldwood Primary School
Quick Reference and Frequently Asked
Questions

21600 Center Ridge Road
Rocky River, Ohio 44116
Phone: 440-356-6720
Fax: 440-356-6044
Attendance Line: 440-356-6730

Office Staff:

Theresa Holby Secretary
Bev Sajna Secretary
Peg Liberatore School Counselor
Carol Rosiak Principal

First Day of School	August 23 August 24	Grade 1 & 2 Kindergarten
Second Grade Open House	August 22	3:00-4:00
First Grade Open House	August 22	4:15-5:15
Kindergarten Orientation	August 23	9:30-11:00 (ADK and AM) 1:15-2:45 (PM)

DAILY SCHEDULE	
Student Early Arrival	8:50 a.m.
School Day Begins	9:05 a.m.
Lunch Periods	11:25 a.m. – 1:00 p.m.
A.M. Kindergarten	9:05 a.m. – 11:50 a.m.
P.M. Kindergarten	12:35 p.m. – 3:20 p.m.
Student Dismissal	3:20 p.m.

Student Drop-off and Pick Up

	Transportation	Entrance
Morning drop off	School Bus	Flagpole Entrance
	Car: avoid bus lane	Flagpole Entrance
Afternoon pick-up	Walk up to door and a staff member will release the child in accordance with parental request (messages are sent to office during the day)	Playground Doors- north side of building

What is the call-in procedure when my child is ill?

The attendance call in number is 440-356-6730. An answering machine is available for messages anytime day or night. Call-ins need to take place before 9:30 A.M. the day of the child's absence. When calling, parents are asked to identify the name of the child, reason for absence, homeroom teacher, length of absence if known, and name of the person making the call. If we do not receive a call from a parent indicating that a child is home and he/she is not in school during attendance, we will call the parent to verify that the child is absent.

Will someone get in touch with me if my child becomes ill during school?

Parents are contacted when a child comes to the office with a fever or any illness clearly requiring parental notification. When a student gets a bump or bruise on the playground; when they come to the office with a non-specific symptom, we usually give them some time to rest in our office or clinic to monitor symptoms. Injuries requiring immediate attention will result in a parent phone call. If a child has a special medical situation, we will call home sooner. We welcome communication with parents about a child's health and follow parent directives regarding whether a child should stay in school or come home. Incident reports are completed for more serious injuries requiring additional medical attention.

Can I visit Goldwood during school hours?

The Goldwood staff welcomes opportunities to communicate with parents. We ask that parents please schedule appointments directly with a teacher if a conference is necessary.

Volunteers are welcome at Goldwood. All volunteers are required to complete and submit a Volunteer Release Form, which is available in the main office or with the classroom teacher.

What are the best ways to communicate with my child's teachers?

Parents have many great options in communicating with staff:

- ❑ Plan book (2nd grade): The plan book goes home every day and there is room to exchange quick notes with teachers. This is also a great way to share questions regarding homework also.
- ❑ Phone: Teachers are accessible by phone when not with students. Direct dial into a teacher's room is not possible because phone calls would interrupt instruction/learning. Voice mail is also available. If you need to leave a message with a teacher, please call the office during the day, 356-6720. Parents can be connected to the teacher's voice mail. Teachers will gladly respond to messages.
- ❑ Email. Our Faculty members have email. Many parents find this to be a convenient method of communication (last name.first name@rrcs.org).