



# West Springfield Elementary

## Helpful Tips for Families

### 2022-2023

*One School One Community #STRONGERTOGETHERWSES*

## Student Hours

Grades	Monday - Friday
K-6	8:45 a.m. - 3:30 p.m.
Morning Preschool	9:05 a.m. - 12:25 p.m.
Afternoon Preschool	12:30 p.m. - 3:50 p.m.

## Student Arrival

- Students may not be dropped off before 8:45 a.m. as there is NO adult supervision in the building. Students may walk to their classrooms at 8:45 a.m.
- Students arriving after 8:55 a.m. will be considered tardy and must be signed in.
- WE DO NOT HAVE A KISS AND RIDE. Cars are not permitted to enter the school parking lot during student arrival and dismissal.
- Please be mindful of our neighbors and do not block driveways or mailboxes.

## Student Dismissal

Kindergarteners are dismissed at 3:25 p.m.

Walkers are dismissed at 3:30 p.m.  
(See website for specific arrival and dismissal information)

Bus riders are dismissed at 3:35 p.m.

## Adjusted School Hours

- Two-Hour Delayed Opening: 10:50 a.m. – 3:35 p.m.  
(Buses will pick students up two hours later than the regularly scheduled time)
- Two-Hour Early Release: 8:50 a.m. – 1:35 p.m.

## School Communication

Stay informed and receive weekly WSES and PTA updates by registering for **NEWS YOU CHOOSE** emails on the [FCPS website](#). Follow the steps to sign up for both WSES and PTA emails.

Be sure to follow WSES on Facebook and Twitter! For a complete list of communication sources and ways to stay connected: [WSES Communications](#).

## Who's Who at WSES

Dr. Kelly Sheers – Principal  
 Patty Hibner – Assistant Principal  
 Debbie Phillips – Administrative Assistant  
 Rita Rice – Registrar/Student Records  
 Asma Elakari – Attendance Secretary  
 Gilda Rodriguez – Health Room Aide  
 Jill Wolverton – Counselor, Grades K-3  
 Kimberly O'Connor – Counselor, Grades 4-6  
 James Koontz – School Based Tech Specialist  
 Amy Stevenson – Librarian  
 Maggie Gawen - Advanced Academics  
 Kristen Mahoney – Military Family Life Counselor  
 Karen Lathrop – Family Liaison  
 Samea Wahab – Cafeteria Manager  
 Julia Feil – Special Education Chair  
 Connie Carney – Reading Specialist  
 Brittany Lee & Maggie Gawen – Equity Leads

## Office Hours

7:45 a.m. – 4:15 p.m.

## Phone Numbers

Main Office.....703-912-4400  
 Attendance Line.....703-912-4444  
 Fax.....703-912-4497  
 Health Room.....703-912-4410  
 Cafeteria.....703-912-4421  
 S.A.C.C.....703-912-4460

## Student Rights & Responsibilities (SR&R)

The FCPS Student Rights and Responsibilities handbook will be coming home soon. In accordance with state regulation, parents are required to review the information with their children and return the signed signature sheet to their child's teacher.

## Attendance

- Attendance is recorded at 8:55 a.m. Students who are not in their classroom by 8:55 a.m. will be considered tardy.
- If your child will be absent or tardy, please let the school know using any of the following options:
  - Call the attendance line at 703-912-4444
  - Email: [WestSpringfieldElem.Attendance@fcps.edu](mailto:WestSpringfieldElem.Attendance@fcps.edu)
  - Complete the online [attendance form](#)

All options are available 24 hours. This is a critical safety precaution for your child.

- You will be contacted by an automated system using the information listed on your child's Emergency Care Form if you haven't notified the school by 9:30 a.m. of an absent or tardy.
- An excused tardy or absence includes illness, death in family, doctor or dentist appointment, and observance of a religious holiday.
- We encourage family trips during scheduled school vacations and strongly discourage such trips during the school year. Virginia law requires us to withdraw any student from our enrollment who is absent from school for 15 consecutive days or more. Upon the student's return, a parent must officially enroll him or her again. It is critical to your child's success that they are in school daily and on time.

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## Early Student Dismissal

Please send a note or call the school office if your child needs to leave school during the day for a doctor's appointment, etc. When you arrive to pick up your child, come to the office to sign your child out. At that time, your child will be called from their classroom. We will not release a student to anyone not listed on their Emergency Care Form.

## Parent Teacher Association (PTA)

The WSES PTA provides a wide range of school-wide academic and enrichment programs, as well as financial support that enhances learning and the overall school experience for all WSES students. The PTA is open to all families and we encourage you to join!

Visit the WSES PTA website for more information: [www.wsespta.org](http://www.wsespta.org). Follow the PTA on Facebook for up-to-date PTA happenings.

## Bus Information and Dismissal Changes

- Students eligible to ride the school bus will receive a letter indicating their bus stop and time.
- Students should report to the bus stop at least five minutes prior to the scheduled time.
- Students are required to board and depart the bus at their assigned stop to prevent overcrowding on buses. Any bus stop changes require permission from the FCPS Transportation Office.
- Please be patient with any changes or delays in the transportation schedule as some needed adjustments are made during the first week of school.
- Kindergarten students will not be let off the bus unless an adult is present and will be returned to the school if an adult is not at the bus stop to meet them. The bus driver may not accept responsibility for another person picking up your child.
- A written note or email to your child's teacher needs to be provided for any changes to a student's afterschool dismissal procedure (will not ride the bus, going home with a friend, etc.).  
NOTE: If a student is going home with a friend, both students must bring written permission from their parents.
- To ensure that your child arrives home safely, we request transportation changes be made no later than noon the day of the change. Transportation changes cannot be made after 3:00 p.m.



## Here Comes the Bus

Know when your bus is approaching your stop!

The *Here Comes the Bus*® app is a school bus tracking app that can simplify morning and afternoon routines for parents and students by giving them real-time bus location and text/email notification alerts, helping them get to the bus stop on time.

*Here Comes the Bus*® utilizes GPS data and an easy-to-use customizable map that works on one or multiple devices, such as a tablet or smartphone. For more information: [Here Comes the Bus](#)

Using the app is EASY! You will need the FCPS school district code 28982 and a [Student Information System](#) (SIS) Parent Account (contact WSES if you do not have an SIS Parent Account).

## School Security/Visitors

Safety is of the utmost importance at WSES. We appreciate your assistance in helping us keep our students safe by following these procedures:

- All visitors/volunteers must enter the school from the main entrance (Door 1) and sign in at the school office using their driver's license to receive a visitor's badge. Visitor badges must be worn at all times while inside the building.
- Visitors can expect to be questioned by school personnel regarding the purpose of their visit and stopped if they are not displaying a visitor or volunteer badge issued at the office.
- Students will not be released to anyone except the parent/guardian or those listed on the Emergency Care Form unless other arrangements have been provided in writing by the parent/guardian. Written permission should state who will be picking up the child. Photo ID will be required. Students may be released to either parent/guardian provided there is no contrary court order on file.

We appreciate your support in ensuring a caring, happy and most importantly, a safe learning environment.

## Forgotten and Lost Items

Parents may bring forgotten items such as instruments or homework to the school office. The student will be notified to pick the item up from the office. Forgotten lunches will be placed on the table outside the cafeteria. Students are to check this area at their regularly scheduled lunch time. For easy identification, be sure to label your child's lunch.

Unidentified found items are placed in the Lost & Found area located in the cafeteria. Students should check this area for lost belongings.

## Cell Phones

Under new FCPS policy, students are prohibited from using cell phones during the school day. Cell phones must be silenced and put away.

## Playground/Recess

Students will have recess for a minimum of 30 minutes daily. Outdoor recess may still occur during cold spells so students should come prepared (jackets, gloves, and hats) as weather decisions are made by the school each day.

During school hours, the WSES playground is only for use by our students. After hours and on weekends the playground is for community use.

## COVID-19

Please reference the [FCPS website](#) and WSES communications for current COVID-19 information for the 2022-2023 school year.

## Medication/Illness

The school is not permitted to administer any medication unless a parent has completed a Medical Permission Form that contains a doctor's signature. Do not send medication to school with your child (to include over the counter medication). Parents must bring any medicine to school and check it in with the Health Room Aid (HRA). The school Health Nurse will be available during the Open House to accept medications and to any answer questions/concerns.

Students with the following symptoms should remain home from school: Rash, Sore Throat, Vomiting, Diarrhea, Watery and Inflamed Eyes, Fever. Students must be fever free for 24 hours, without the use of medication, before returning to school.

To protect our students, we require a doctor's note stating that he/she may return to school following symptoms of: Certain Rashes, Pink Eye, Impetigo, Ringworm and Scabies.

The Health Room Aid may need to call you to pick up your child if they exhibit symptoms of illnesses such as: Fever over 100.4 degrees, Persistent Abdominal Pain, Vomiting or Diarrhea, Unexplained Rash, Head Lice and Persistent Cough.

## Cafeteria/Food Services

FCPS offers healthy and nutritious breakfast and lunch options for all students. A monthly menu is available online at [Breakfast/Lunch Menus](#).

2022-2023 Prices	Student	Adult
Elementary Breakfast	\$1.75	\$2.35
Elementary Lunch	\$3.25	\$4.50
Reduced-price for qualifying students: No charge		

Students pay for meals through their FCPS lunch account using their Personal ID Number (PIN) or may pay by cash on a daily basis. Parents can fund their child's lunch account online using [MySchoolBucks](#) or by bringing a check/cash to the cafeteria in the morning.

## Birthday Treats

In response to health and safety procedures, birthday treats will not be accepted. Parents are encouraged to dedicate a book in their child's name to be read on their birthday and can remain in the teacher's classroom library.