



Wilson Elementary School

732-525-5240



Our website: <http://wilson.sayrevillek12.net/>
District Website : www.sayrevillek12.net

Important Policies and Procedures Fact Sheet

What if I need to pick up my child early? - Please send in the early pick-up form to your child's homeroom teacher. This is the only form that will be accepted for an early pick up. Without the early pick up form, parent phone calls for student dismissal will be honored ONLY in an emergency and will require Principal approval. Please be sure to have valid identification with you when you arrive at the school. Please DO NOT email the teacher. Some teachers do not read their email until the end of the day, or they may be absent or unable to check email and relay the information to the office. For your convenience an early pick up form was sent home in your child's folder. We also have copies in the main office and you can download the form from our website.

What if my child is out sick?- Please call the sick line in the nurse's office at 732-525-5237 to report your child out for illness. Please DO NOT email the teacher as they may not check their email until the end of the day or they may be absent or unable to check email that day. Upon your child's return to school, please send in a note indicating the reason for his/her absence. A doctor's note is required for any absences lasting 3 or more school days.

What if my child is late?- School begins promptly at 9:05 am. Students must be in their homeroom by that time. If a student arrives after 9:05 am, the parent must accompany the child into the building and report to the campus security monitor to sign him/her in and obtain a late pass. To ensure the safety of your child as well as others, please DO NOT drop your child off in front of the building and leave.

What if I change my address, email address or telephone number?- Please call the main office at 732-525-5240 as soon as possible. We will send home a student data verification sheet for you to update with the new information. *It is so very important* that we have a valid, working telephone number, so that we may contact you in case of emergency. It is also important that we have your current email address on file. Information is sent home weekly through the Wilson Weekly, and through this email contact, you will be informed as to what is happening in the school, through our PTO and in the community. We also email report cards and progress reports. We will not be sending home paper copies of this valuable information, so it is important to check your email regularly.

What if my child forgets something?- If your child forgets something, and you choose to bring it to school, we ask that you place it in the bin outside the front doors. Please put your child's name on their belongings and leave it in the bin. Please ring the bell to let us know you left something. A secretary will retrieve these items several times a day and they will be delivered to your child as soon as possible.

Please keep this sheet handy for the 2017-2018 school year.

