



Frequently Asked Questions...Please keep for future reference!



How can I reach the school by phone?

You can reach us at (513) 575-0190. Office hours are 8 am—3:30 pm. Messages can be left anytime. Our fax number is (513) 575-4019.

What time does school start and end?

Students choosing to purchase breakfast in the cafeteria, may enter the building at 8:05. The first bell rings at 8:15 am, at which time the front doors open and buses release students. Car riders should be dropped off at the front entrance beginning at 8:05 and may wait on the front porch until the first bell rings. When the second bell rings at 8:25 am, students should be in their seats ready to start their day. Any student arriving after 8:25 will be required to stop at the office for a tardy slip.

Dismissal is at 3:15 pm. If your student is being picked up at the end of the day, there is a specific procedure to be followed. Please see “Dismissal” FAQ below.

Morning Kindergarten begins at the 8:15 drop off and is dismissed at 11:15. Afternoon Kindergarten begins at 12:25 (drop off is at the middle doors in the back of the building) and dismisses at 3:15.

What if my child is sick, or comes to school late?

Please call the school office at (513) 575-0190 by 9:30 am to let us know your child will be absent or late. If we don't hear from you, we are required by law to contact you to find out the reason for the absence.

How do I decide whether to keep my child home for illness? Do I need to send in a written excuse when my child is sick?

Do NOT send your child to school if he/she has exhibited any of these symptoms in the previous 24 hours: Vomiting, nausea, abdominal pain, 100° or higher temperature, repeated diarrhea, acute cold with thick nasal drainage, sore throat or persistent cough, red or inflamed eyes, eyes with discharge, unusual lethargic behavior, head lice, or frequent asthma attacks not responding to normal medication.

If your child is diagnosed with pink eye or strep throat, **they must** be on antibiotics for 24 hours and be fever/symptom free before returning to school.

Doctor's excuses are always welcome, but are **required after 3 consecutive absent days and after 5 absences** in one school year.

My child has an appointment during school hours. How do I get them from class? Do I need a doctor's note?

If your child has an appointment during the school day, please send a note to school with them. **The latest time a child may leave the building for an appointment is 2:55. After that you must go through the regular car dismissal in the gym (see “Dismissal” FAQ below).** We will call your student to the office when you arrive, **and not before.** Please allow some extra time for your child to get their things and travel to the office. If your student is returning to school, parents must accompany them into the building and sign them in. Doctor's notes/excuses are encouraged and always welcome.

What time do I need to be there to pick my child up at dismissal time? Can a friend or family member pick up my child?

Dismissal time is 3:15. Please be patient and follow procedures, as this is a critical time of day and we want to be certain every student is dismissed to the proper place, whether it be a bus, extended day, an after school club, a day care bus or a parent. **If you are picking your child up, please call before 2:00pm or send a note with your child. You MUST be in the GYM to sign them out from 3:00-3:10 pm.** Enter through the outside door to the left of the main office entrance. Be prepared to show ID when signing your student out. If you find yourself running late, PLEASE call us so we don't send your student home on the bus!

You must complete a “Child Release Form” designating who can pick up your child and turn it in the 1st week of school. Please inform anyone picking your child up of the timing and ID procedures. Thank you!

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Frequently Asked Questions (cont'd)

What is Final Forms?

Final Forms is the electronic portal for parents to complete school related information forms. An email from Final Forms with a registration link (<https://milford-oh.finalforms.com/>) was emailed in July. If you need assistance with Final Forms or did not receive an email, please send the parent's name, child(ren)'s name(s), school, grade level and email address and a description of the problem to finalforms@milfordschools.org.

Final forms will also be the way parents update their information such as phone numbers, contacts, health information, and emergency contacts.

What is the attendance policy?

All instruction is important and parents should strive to establish consistent attendance patterns. The State of Ohio recently passed a bill that modified previous attendance requirements, from counting days absent to hours absent. Briefly, excessive absences will be dealt with by letter home from the principal, and further intervention from the district if improvement is not achieved.

What if my child forgot their homework/library book/gym shoes/lunch?

You may drop it off in the office and we will have your student pick it up. However, often students develop better habits when handling the natural consequences of their choices.

How can I volunteer to help in the classroom? Can I bring a younger sibling with me when I volunteer?

We encourage parents to volunteer in the classroom and with the PTO. Watch for invitations to help from your child's teacher and the PTO. Be aware we use the Raptor ID system and you will need your driver's license to sign in and be admitted into the building.

Younger siblings—only those siblings 2 and younger, contained in a stroller or car seat can accompany parents volunteering in the classroom. Because the focus is on the school age child, other siblings are not allowed. Parents and siblings are not permitted on the playground during school hours. This policy is in place to ensure the safety of all students and visitors.

What is the policy on classroom parties and birthday treats?

Please refer to the Elementary Handbook found at milfordschools.org under the quick link "Forms". Briefly, there are 2 approved classroom parties each school year—the Winter Holiday party and the end of year party. Snacks must be on the "District Approved Snack" list—found on the website under "Forms", "Health and Wellness".

You may bring in a treat or special lunch for your child's birthday to be served at lunchtime in the cafeteria, but you may not bring in food treats for other students. Party favors or non-food birthday treats are welcome. Birthday party invitations may only be distributed at school if every student in the class is invited.

Can I have lunch with my child?

You are welcome to join your child for lunch during their regular lunchtime. Outside food is permitted. You must sign in with Raptor with your driver's license before entering the building. Parents must exit through the Raptor system or the front office when their child moves to the playground. For security reasons, we cannot allow anyone but registered students on the playground.

Why do I pay Supply fees? How do I pay? Can my fees be waived?

Every student account is assessed a supply fee at the beginning of the school year. This fee is used to pay for things like art supplies, workbooks, classroom magazines and other consumable materials not funded by the state. An envelope is provided in your welcome packet to send fees to school with your student, or you may drop off cash or checks in the office. We encourage you to pay for all of your students with one check together. You may also pay with a credit card via EZPay. These fees follow the student throughout their years at Milford and must be paid before a diploma is issued.

Anyone qualifying for free lunches or enrolled in Medicaid may qualify to have supply fees waived for the current year. Please contact the office if you have questions.

Thanks for sharing your child with us! Feel free to call the office with any questions!