



## New Parent Checklist

We're glad you're here! If you're new to CPS or an old pro, we know you've got questions. Our parent volunteers have assembled this checklist to help get you started as a Skinner Superstar parent. Welcome!

### SCHOOL POLICIES

Skinner West follows all CPS regulations. [Read the student-parent handbook for school-specific policies.](#)

### SCHOOL CALENDARS

[CPS calendar](#) 2019-2020

A Skinner West calendar is available on the school's homepage: <http://www.skinnerwest.cps.edu/>

- Check this calendar and our website often as it is updated daily
- [Subscribe to the calendar RSS feed:](#)
  - o Right click on the link to copy it to the clipboard
  - o Search for the FAQs on your calendaring application to learn how to import the RSS feed into your calendar

### HEALTH REQUIREMENTS

- If you did not submit the physical, vision, and dental examination forms during registration, please turn them into the school office as soon as possible
- Updated medical evaluation forms are required for new students, KDG students and 6<sup>th</sup> grade students
- Forms are due no later than October 15 (10/15) of the current school year
- More information on minimum health requirements, medical compliance, and extra forms can be found on the [CPS web site](#)



## SCHOOL COMMUNICATIONS

- Sign up for the school [eNewsletter](#) to receive weekly announcements and updates
- Text SKINNERNEWS to 22828 or [click here to receive school text messages](#). *Messaging and data rates may apply*
- Follow Skinner West on [Facebook](#)

## CLASSROOM AND ANCILLARY SUPPLIES

- Do not forget to purchase supplies from your child's supply list for his/her grade as well as from the ancillary supply list
- [Supply lists and school fees can be found on the website](#)
- The PTO usually organizes a supply drop off day the week before the new school year starts. Check the calendar on our [website home page](#) for specific dates and times.

## SCHOOL FEES

- School fees are listed on [our website](#), communicated by your child's teacher, and are on [our payment portal, ePay](#)
- Fees need to be paid by October 15 (10/15) of the current school year
- You can pay fees by writing a check to Skinner West or making a payment [via ePay](#)



## BREAKFAST AND LUNCH

- The school cafeteria ***provides free hot breakfast and lunch*** to all students in the main building and the branch.
- Your child may also bring a lunch from home..
- Home-brought lunches are NOT stored in a refrigerated area. Please pack the food in a way to keep it at an appropriate temperature.
- In addition, please label your child's lunch bag with his or her name and classroom number.
- Daily breakfast and lunch menus are available [at the CPS website](#)

We have many children with nut allergies. Your child's teacher will let you know if those allergies exist in the class and may ask for nut-free lunches and snacks.

CPS has a [healthy snacks and celebration policy](#) which all Skinner parents are expected to follow.

## AFTERSCHOOL PROGRAMS

- STAR Program
  - o Skinner West has a fee-based program called the [STAR Program](#) that provides afterschool care at Skinner for your child from 3:45 until 6:30 p.m. each school day.
    - Skinner teachers/staff run the program; and program dates match the school calendar
    - Students in STAR work on their homework, receive tutoring assistance, and participate in physical activities, computer lab, music, games, art activities, and more!
    - STAR program students are also able to enroll in CPS sports programs at no charge throughout the school year
    - If you are interested in having your child participate in the program, [sign up](#) early as space is limited. STAR program does fill up!



- Other Afterschool Programs

Other organizations, including [Music House](#) and [Mad Science](#), offer programming onsite at Skinner for an additional fee. See the newsletters or program websites for more information. If your child participates in these programs while enrolled in STAR, they will be ‘pulled out’ of STAR for these activities

[Chicago Park District](#) offers after care as well. The closest parks to Skinner West are Skinner Park and Union Park.

There are several neighborhood providers who have a “walking bus” service from Skinner West to their locations. Check out our newsletter for information.

- Information about the [STAR Program](#) and other after-school program options can be found under the ‘Academics and More’ page of our [website](#).

*NOTE:* If your child stays after school, please consider sending him or her to school with an afternoon snack to help keep energy up and fight hunger until dinnertime. The school does not provide after-school snacks. As of 2019, a light dinner is served, but please check with the afterschool program to confirm.

## PHYSICAL EDUCATION

- Appropriate clothes and shoes are required for physical education (PE) classes
- Please make sure your Superstar is dressed in lightweight, easy-to-move-in clothes (T-shirt, sweatshirt, shorts, or sweatpants) with appropriate footwear
- Please avoid any open-toed shoes, sandals, flip-flops, crocs, dress shoes, flats, or any shoes with a heel
- Additional PE information will be sent home with your Superstar at the start of the school year and communicated in our newsletter



## **BUS SERVICE**

- If you live within the bus boundaries and plan to use the school bus service, please fill out the [transportation form](#) as soon as possible
- Transportation is provided to students who reside more than 1.5 miles from school and who live between the following boundaries: Fullerton Avenue (2400 North) to Pershing Road (3900 South).
- If you live outside of these boundaries, please ask the front office for private bus company information

## **VOLUNTEER OPPORTUNITIES**

- Families (parents, grandparents, more!), friends and community members are **strongly** encouraged to volunteer at Skinner West
- The school depends on its volunteers to support our Skinner Superstars to have the premier experience that supports the whole Skinner child- academically and emotionally
- [Check out all of the school-wide volunteer opportunities](#) on our website



## New Parent FAQs

### How do I register my new student (incl KDG)?

#### *Neighborhood Program*

- Registration for new students **living within the attendance boundary** usually begins in June and continues throughout the summer. [Attendance boundaries can be found on our website.](#)
- Registration for the upcoming school year ends in late June and will begin again in August.
- Summer registration dates and times are posted on our [website](#).
- There is no deadline for registering your child for the current school year (i.e. registration does not end on the first day of school if you live within the neighborhood boundaries)
- You will NOT receive confirmation of registration
- Current families do NOT need to re-register

#### *Classical Program*

- Information about Skinner West's classical program including eligibility, application, and general guidelines can be found [on the CPS Office of Access and Enrollment website.](#)



### **I registered my child, now what?**

- You will NOT receive confirmation of registration
- If you have questions or concerns, please contact the school office during business hours or the [CPS Office of Access and Enrollment](#)
- If there are issues with your registration, you may be contacted by the CPS' central office requesting more details
- If you need to update or change your address, please stop by the front office during normal business hours: School days, 8:30 a.m. to 4:00 p.m.
- Please note Skinner West's main office closes from late June through mid-August. Phone messages and emails sent during this time will not be returned.
- [Check our website for more information about main office hours and registration times over the summer](#)
- Sign up for Skinner's [newsletter](#) to stay up-to-date

### **I'm trying to contact the main office, but no one is answering!**

Please note that during the summer break, the school office is **closed!** During summer break, the office phone is not staffed or checked by administration. The school office resumes normal business hours around mid-August.

### **When is orientation for new students (incl KDG)?**

- In late August, the school administration will contact you (usually via email or letter) notifying you of new student orientation and school supply drop off date
- Orientation and school supply drop off usually takes place the week before school starts



### **School tours and open houses**

- School tours and open houses are offered in the fall and late spring
- Tour dates and times will be listed on our [website](#) and included in the newsletter

### **Still need help?**

The website, newsletters, and communications are updated and maintained by a group of very dedicated parent volunteers. If you have additional questions, please email us at [skinnerwest@gmail.com](mailto:skinnerwest@gmail.com) and indicate 'New Parent Question' in the subject line.

We make every attempt to get back to you within 2 business days.