



Welcome to Union Grove Elementary School

Home of the Ponies

It's great to have you here!

Welcome to Union Grove Elementary where “working together, we’re number one!” We have much to offer and look forward to sharing our resources with you. This list of frequently asked questions is designed to help you become familiar with the procedures and policies here at UGES.

Where do I obtain information about the school and its policies?

The UGES Student Handbook which lists student guidelines and policies can be found on our website under the Student tab. District policies may be viewed under the Parent tab on our school website at (www.uges.k12.wi.us). Each month during the school year the Monthly Messenger newsletter highlighting all the school activities and news for the month is posted to the school website. Parent/Guardians are encouraged to check our website which has in addition to the newsletters, daily announcements, menus, event calendars and more. In addition the office is staffed all year if you have questions.

What are the school hours?

School hours are 7:40 AM – 2:45 PM daily. Doors open at 7:35 AM. Students are expected to be in their classrooms by 7:40 AM. Office hours are 7:00 AM-3:45 PM.

How do I enroll my child?

Registration for the coming year is held in the beginning of August over several days. Registration forms will be available on the school website around mid-July. Forms will also be available in the office if needed. These forms should be completed and returned at registration where fees will be paid and parent/guardians will be informed who their child’s teacher will be. Students must accompany their parents/guardians to registration in order to have their school photos and/or photo ID’s taken. Parent/Guardians are encouraged to have their child’s photo taken at registration regardless of whether fees will be paid that day. The photo is used for a student ID which is scanned daily for lunch/breakfast purchases.

Parents/Guardians of new students should report to registration or the school office to enroll their children. Items to bring for registration include your child’s birth certificate, immunization records and proof of residency.

Is there a hot lunch program? How much does it cost? How do I pay for it?

Breakfast and hot lunch are served everyday at a cost of \$1.75 for breakfast and \$2.25 per student or \$11.25 per week for hot lunch. A la Carte items are available at an additional charge for grades 5-8. Lunches may be paid for on a weekly, monthly, quarterly or semester basis. One check or payment may be used for the entire family, made payable to UGES. It is a good idea to note on the check that it is for hot lunch and place it in a sealed envelope or baggie with your child’s name. This will ensure your payment goes to the correct family account. Each student has a debit account not a credit account. This means

that money must be deposited into the account so the student may purchase his/her lunch using the account. If you feel you might qualify you may apply for free or reduced lunches. All information is kept strictly confidential. Please contact Renee Kavalauskas in the school office for more information.

Grades K-4 also have the option of purchasing milk by semester for their morning snack. The free and reduced lunch program also includes free milk at break time for grades K-4.

Does UGES have a student breakfast program? How does it work?

UGES serves breakfast five days per week in the cafeteria from 7:10-7:35 AM for \$1.75 per student. Charges will be deducted from hot lunch accounts. All students are welcome to participate. Students are not allowed in the building until 7:10 AM.

Is busing available?

Bussing is available to students who live in a designated hazardous transportation area. Contact the Elementary School office or Dousman Transportation at 878-1101 for details.

What about school closings or delays? How do I receive important school news?

At UGES we utilize the Skylert Notification Service which allows us to send a telephone or e-mail message to you providing important information about school events or emergencies. We use Skylert to notify you of school delays or cancellations due to inclement weather, as well as remind you about various events, including report card distribution, open house, field trips, and more. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone.

Will my child have recess?

Students in kindergarten through fourth grade go outside for recess. Students should always come prepared for outside weather including hats, mittens, snow pants and boots in the winter as well as a light jacket in spring/fall.

Are there any extracurricular activities?

We offer many athletic, social and academic programs including Battle of the Books, Basketball, JASON Project, Softball, Activity Nights, Art, Forensics and Drama to name a few. See a flyer with all of our activities listed. Extracurricular athletics are open to students in grades 6-8. 5th grade students are welcome to participate in several non-athletic activities. Any student wishing to try out or participate in an athletic activity must turn in a completed "Athletic Permit" and pay a fee before he or she may participate.

When are school photos taken?

School photos are taken at our fall registration held in early August. These pictures are used for student ID/lunch cards and they are printed in the yearbook. There is one photo make up day held in September. There may be optional spring student photos taken as well.

Is there a nurse on staff?

We have a registered nurse who is on site once per week and a health aide who is on site daily from 8:00 AM-3:00 PM (subject to change) at extension 2021.

How will my child take medication at school?

All medications whether over the counter or prescription are dispensed by the health aide or office personnel. Medication forms signed by the parent and/or doctor are required before medication can be dispensed. Forms are available in the office. All medications must be in their original containers. Students with inhalers must be checked out with the nurse to be able to carry inhalers in school; otherwise inhalers are kept in the office.

Can school supplies be purchased at school? Where can I get a supply list?

School supplies may be purchased at economical prices in the front office. A price list is posted near the store window. Supplies are in stock all year and the store is open whenever school is in session. An updated school supply list may be viewed on our school website under the Student tab (www.uges.k12.wi.us) and copies are available in the office. A supply list is included in our last newsletter of the school year in June and copies are available at registration in August.

How do I report my child absent from school?

Parent/Guardians should call the school (if before or after school hours leave a message on the absence hotline) to report the absence. A written statement from the parent/guardian is required stating the reason and time period of the absence either before the absence or if the absence is not foreseeable, upon the student's return to school. More detailed information regarding attendance may be found in your child's student handbook.

Is there a telephone available for student use?

Students may use the phone located in the office in cases of illness or emergency only. Please make after school travel arrangements before coming to school each day.

How do I get a message to my child during the day?

Parent/Guardians are strongly encouraged to make arrangements for pick up and/or drop off in the morning before coming to school. If it is necessary to leave a message for your child, a call should be placed as early in the morning as possible as the end of the school day is very hectic. Your child will then be called to the office at the conclusion of the school day to receive the message.

During the day phone calls for teachers are sent directly to voice mail to avoid class time interruption. Messages for students regarding pick up or drop off should always be given to the office.

Questions???

If you have any other questions feel free to contact the office at 878-2015. Be sure to check our website at www.uges.k12.wi.us for additional information on all the great services and programs our school has to offer.