



Union Grove Elementary School

Frequently Asked Questions



Show Your Pony Pride! 

Welcome to Union Grove Elementary, home of the Ponies. 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 basic procedures and policies here at UGES.

What are the school hours?

School hours are 7:30 AM – 2:45 PM daily. Doors open at 7:25 AM. Students are expected to be in their classrooms by 7:30 AM. Office hours are 7:00 AM-3:15 PM.

How do I enroll a new student?

Parent(s)/guardian(s) of new students can go online to the school website, www.uges.k12.wi.us, and click on the Parent Tab/Registration/New Student and follow the prompts. If you do not have a computer you may come into the school office Monday through Friday from 7:00 AM to 2:30 PM. Items to bring for registration include your child's birth certificate, immunization records and proof of residency.

How do I re-register my child for the upcoming year?

The online registration process will be available on the school website in July. Parent(s)/guardian(s) are asked to complete the online portion of registration prior to the registration date in August. If you are unable to access it, computers will be provided during the in-person registration to help you complete this step. To access the online registration you should log into your Family Access account via the school website or the Skyward app. If you do not know your login name and password please contact the school office (262) 878-2015 to get it. Fees should be paid online or in person at the in-person registration day. The school does not accept credit/debit cards however you may use cards with E-Funds via Family Access or the school website.

How do I get my child's picture/Student ID taken?

Student pictures/I.D.'s will be taken after school starts. There is no charge for student ID's. Pictures may be purchased if desired.

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

Breakfast and hot lunch are served daily. UGES participates in the USDA National School Lunch program and for the 2021-2022 school year meals will be offered at no charge due to the pandemic. Grades 4K-4 have the option of purchasing milk for their snack time. Please note that snack milk is NOT included in the National School Lunch program. There is another program for free snack milk. (See the Free and Reduced Meal program information below.)

Free and Reduced Lunch (Snack Milk) Program.

The free and reduced lunch program provides FREE SNACK MILK at break time for grades 4K-4. If you feel you might qualify (based on income) you may apply. Applications are available on the school website under Parents/Registration/General Information & Forms. All information is kept strictly confidential.

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

UGES serves breakfast five days per week in the cafeteria from 7:10-7:25 AM. Breakfast will be served at no charge for the 2021-2022 school year. All students are welcome to participate. Students are not allowed in the building until 7:10 AM.

Is busing available?

Students who live outside the village limits or in a designated hazardous transportation area are eligible for bus transportation. Contact the school office at 878-2015 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 email 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 reminders about various events. Please make sure to update your email/phone in Family Access so you receive these messages.

Are there any extracurricular activities?

We offer many athletic, social and academic programs including Battle of the Books, Extreme Science Team, Activity Nights, art club, jazz band, forensics, softball, basketball, cheer, volleyball, cross country and track. Extracurricular athletics are open to students in grades 6-8. 5th grade students are welcome to participate in several non-athletic activities and cross country. Any student wishing to try out or participate in an athletic activity **must** complete an Athletic Permit/Concussion Form (completed during the online registration process).

When are school photos taken?

School photos are taken once school begins for the year. These pictures are used for student ID/lunch cards and they are printed in the yearbook. There is no charge for student ID pictures. There is one photo make up day held later in the year. 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 one day per week and a **health aide** who is on site daily 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, nurse 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 have a doctor's permission to be able to self-administer inhalers at school; otherwise, inhalers are kept in the office.

How do I report my child absent from school?

Parent/Guardians should call, email, or send a written note to the school (if before or after school hours leave a message on the attendance line) to report the absence. If emailing please send the email to attendance@uges.k12.wi.us. A written statement from the parent/guardian is required stating the reason and time period of the absence following the absence if there was no call or email prior. More detailed information regarding attendance may be found in the UGES Student Handbook.

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

Parent(s)/guardian(s) are **strongly encouraged** to make arrangements for pick up and/or drop off in the morning **before coming to school**. **Unless it is an emergency, we ask that all requests for changes in student pick-up be made by noon.**

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.

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 District tab on our school website at (www.uges.k12.wi.us). Parent(s)/guardian(s) are encouraged to check our website, which has the daily announcements, menus, event calendars and more. In addition, the office is staffed all year if you have questions.

Questions???

If you have any questions feel free to contact the office at (262) 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.