

# Hubbard Woods School Quick Reference Guide 2020-2021

1110 Chatfield Road  
Winnetka, IL 60093  
Phone: 847-446-0920  
Fax: 847-501-6124



## Communications

Beth Carmody, Principal: 847-446-0920

Rosa Kanellos, Entrance Monitor: 847-446-0920  
Call if there is an **urgent** message to relay to your child or teacher.

Margie Karabas, Admin Assistant: 847-446-0920

Ashley Jaskowski, School Nurse: 847-446-0920

To email teachers/staff, follow this format:  
[firstname.lastname@winnetka36.org](mailto:firstname.lastname@winnetka36.org)  
(Example: [bethcarmody@winnetka36.org](mailto:bethcarmody@winnetka36.org))

The Item Newsletter is delivered every two weeks via email. It contains important information regarding PTO sponsored events and activities.

PTO website: [www.hubbardwoods36pto.org](http://www.hubbardwoods36pto.org)

District 36 website: [www.winnetka36.org](http://www.winnetka36.org)

Tech Support Desk: [help@district36.org](mailto:help@district36.org)

## Absences

Visit the district website to fill out the absence form <https://www.winnetka36.org/nurses/absence>.  
If the **absence is illness-related**, please report via CrisisGo. If any family member is experiencing any symptom of COVID-19 as noted on the CrisisGo form, **all siblings in a family must stay home** until the sick family member cleared by a physician.

## CrisisGo: Daily Self Certification

Please note that the district will be using CrisisGo to track student health information this year. Each day, parents will receive an email asking them to certify that their child(ren) are COVID-19 symptom free and have a temperature below 100.4 degrees. Students who are not cleared to enter the building through CrisisGo upon arrival to school will need to self-certify with the school nurse or other staff member and will delay their timeliness to class.

**Please enter your certification before 7:30am for AM in school and 11:30am for PM in school.**

**No child will be allowed in school until we certify that they are symptom free.**

## Allergies

If needed, please email the nurse to discuss your child's allergies. Food Allergy Forms may be found on the district website.

## Getting To and From School

### Grades 1-4

Your child will meet at the door number assigned to his/her classroom. Children should wait on blue marked spaces no earlier than 8:20am for morning, 12:20pm for afternoon. Teachers will meet students at their assigned door and escort them into their classrooms.

To minimize the congestion at dismissal time, walkers and bikers will be dismissed at **11:25** and car riders will dismiss at **11:30**. The same will hold true for PM dismissal- **3:25** for walkers/bikers and **3:30** for car riders. If you have multiple school pick-ups, please let your child's classroom teacher know what flexibility you may need.

### Kindergarten

Kindergarten will use the Kindergarten turn-around on Gordon Terrace. Teachers will meet students at the cars and guide them to the playground. They will bring your K students to their car for dismissal. Kindergarten teachers will convey specific instructions to their classes.

## Getting To and From School cont.

### By Car

If your youngest child's classroom is on the North side of the school, please use the Chatfield Road entrance at the front of the school. Children should only load and unload at the cutout space in front of the doors. Traffic flows from Green Bay Road west along Chatfield Road. Do not try to enter the line by turning onto Chatfield Road from Burr Avenue or Vine Street.

If your youngest child's classroom is on the South side, please use Laurel by the "muscleman" play structure (gray metal climbing structure). Traffic flows from the south side of Mann Park along Laurel Avenue. Do not try to enter the line from Burr Avenue.

If you would like to get out of the car to meet your child, please park on neighboring streets, taking care not to block driveways.

### Walking

If students need to cross Tower Road, please do so with the crossing guard a Tower and Gordon Terrace. Cross other streets only at marked crosswalks.

### Biking/Scooter

Only 3<sup>rd</sup> and 4<sup>th</sup> grade students may bike alone to school. K-2<sup>nd</sup> graders may ride only if accompanied by a parent or guardian. 2<sup>nd</sup> graders will be given a bike safety test in Spring, and then will be able to bike to school alone. Bike racks are located around the school. Walk bikes across crosswalks and on school grounds. Helmets are required.

### Dogs

Dogs are NOT permitted on school grounds per Village Ordinance Section 6.08.020A3. This includes Mann Park.

## What to Bring to School

All children should bring 3 masks that snugly cover their mouth and nose to school each day. Two spare masks are expected to be in a child's backpack in plastic baggies should one get wet or soiled.

Students are asked to bring 2 filled water bottles (with straws preferably) each day.

Students should bring their iPad back and forth to school with them daily. Please make sure iPads are charged at home.