

LAKE JOY PRIMARY SCHOOL

Parent & Family Guide

Welcome to Lake Joy Primary! We believe children are most successful when school and home work together. This guide includes the everyday information families need to help our Lions arrive safely, learn successfully, and get home smoothly each day.

Address: 995 Lake Joy Rd., Warner Robins, GA, 31088

Main Office: (478) 953-0465

About This Guide

This Parent & Family Guide is designed to give families quick, practical information about the everyday procedures, routines, and expectations at Lake Joy Primary School.

For comprehensive information regarding district policies, student expectations, attendance, discipline, and other official procedures, families should also review the Houston County School District Elementary Student Handbook.

Think of this guide as your everyday reference and the Elementary Student Handbook as your complete guide to district policies and procedures.

SCHOOL DAY AT A GLANCE

Doors Open: 7:45 a.m.

Morning Announcements: 8:25 a.m.

Instruction Begins: 8:30 a.m.

Transportation Change and Early Dismissal Cutoff: 3:00 p.m.

School Ends: 3:30 p.m.

Parents must arrive to pick up students by 3:50 p.m.

Students arriving after 8:30 a.m. are tardy and a parent must check them in through the front office before going to class.

MORNING ARRIVAL

Our goal is to have a safe, efficient arrival that gets every Little Lion into the building and ready to learn.

Car Riders

All car-rider traffic must enter from Lakeview Road.

During arrival:

- Enter the car-rider line from Lakeview Road only.
- No left turns from Lakeview Rd. into the car line.
- The car line begins unloading at 7:45 am. It is best to arrival as early as possible. We recommend families arrive no later than 8:15 in the car line. If your child needs to eat breakfast, it is best to arrive by 8:00.
- Remain in the car line and follow staff directions.
- Have your child ready to exit when you reach the unloading area.
- Students should exit from the passenger side. Please do not park and walk around your vehicle to help a child exit from the driver side. If this is needed, please pull forward down past the car line.
- Do not pass other vehicles in the car line.
- Please do not park in the car-rider line.
- Please remain alert while driving along the car line

After special first-day procedures have ended, staff will help students enter the building independently.

Parent Walk-ups to the front of the building during arrival or dismissal are not permitted.

Bus Riders

Bus riders are supervised by staff as they arrive and enter the building. Families are encouraged to register for *Here Comes the Bus* app for available bus information and updates.

Neighborhood Walkers

Neighborhood walkers should use the designated back-gate entrance and follow school procedures for arrival and dismissal.

BREAKFAST & LUNCH

All Lake Joy Primary students are offered free breakfast and lunch each school day.

Breakfast begins at 7:45 a.m. Students may eat breakfast until instruction begins at 8:30 a.m. Students who plan to eat breakfast at school should arrive early enough to eat before instruction begins.

Optional snacks or desserts may be available for purchase for lunch if desired. Check or cash may be sent in a Ziploc bag or envelope labeled with Student name and teacher. Families may also choose to load funds into their child's www.myschoolbucks.com account. Menus are available at <https://hcbe.nutrislice.com/menus-eula>.

Please notify our school health staff of any food allergies or dietary/medical concerns.

Outside Food Deliveries

Outside food deliveries for students are not permitted. Please do not have restaurant meals or food-delivery services delivered to the school for your child.

ATTENDANCE & TARDIES

Being at school every day and arriving on time makes a significant difference in your child's learning.

Students should be in school and ready for instruction by 8:30 a.m.

Students arriving after 8:30 a.m. must check in through the front office before going to class.

Students must be in attendance for a minimum of at least one-half of the instructional day to be counted for a partial day present. The time cut off for determining attendance is 12:00 p.m. If a student leaves before 12:00 p.m., or arrives after that time, the student is counted absent for the day.

Please provide appropriate documentation following an absence. Our staff monitors student attendance and will work with families when attendance patterns become a concern.

EARLY DISMISSAL

Students leaving after 12:00 PM and before 3:30 p.m. are considered an Early Dismissal.

The cutoff for early dismissal is 3:00 p.m. At that time, our staff and students are preparing for schoolwide dismissal, and students will not be called for routine early checkout.

All early dismissals must be completed through the front office.

Identification

Parents, guardians, and other authorized adults should always have a photo ID available when picking up a child.

For student safety, staff may request identification at any time before releasing a student.

If a student returns to school after being checked out, the student must check back in through the front office.

TRANSPORTATION CHANGES

Consistency makes dismissal safer and easier for young children.

We highly recommend establishing one regular form of transportation and using it consistently.

When a change is necessary for emergency reasons:

- Contact the front office.
- Transportation changes must be received before 3:00 p.m.
- Do not rely on a message sent only to the teacher.
- Students cannot change their transportation based solely on what they tell their teacher.

Teachers are actively instructing students throughout the day and may not see a message before dismissal. The front office will make sure approved changes are communicated through our dismissal system.

Release of Students

Student safety is our priority. Students will only be released to the parent/guardian who enrolled the student or to an individual who has been properly authorized by that parent/guardian on the LPS Student Information Sheet OR if they present the Silent Dismissal Pick Up Card for the student. If another adult—such as a grandparent, relative, or childcare provider—will regularly pick up your child, please make sure the school has written authorization on file.

Parents, guardians, and authorized adults should always have a photo ID available when picking up a student. School staff may request identification before releasing a child.

AFTERNOON DISMISSAL

School ends at 3:30 p.m. Car-rider families are expected to be in the car line by 3:30 p.m. with their Silent Dismissal Pickup Card ready and visible. This allows staff to enter student numbers into the dismissal queue efficiently and begin releasing students.

Students may dismiss by:

- School bus
- Car rider

- Daycare
- Neighborhood walker
- After School Program (ASP)

Car Rider Dismissal

Cars must enter from Lakeview Road. No left-turns from Lakeview Rd.

Parents/guardians must have their official Silent Dismissal Pickup Card available and clearly visible.

Staff members enter the child's Silent Dismissal number into the queue, which alerts the classroom that the child's ride has arrived.

Please:

- Have your pickup card ready. Parent walk-ups are not permitted during dismissal. If you do not have a card in hand, we cannot enter your student into the queue until the end of dismissal.
- Remain in the car line.
- Follow staff directions.
- Allow students to enter on the passenger side only. Please do not exit your vehicle to load your student on the driver side.
- Never pass other vehicles during student loading.
- If a student needs help buckling their seat belt, please pull forward past the car line to safely assist your child. Staff members are not permitted to handle car seats and/or seat belts.

Late Pickup for Car Riders

Silent Dismissal number entry ends at 3:50 p.m. Students remaining after 3:50 p.m. will be taken to the front office .

INCLEMENT WEATHER DISMISSAL

Student safety is our highest priority.

Severe rain, lightning, extreme heat or cold, or other unsafe weather conditions may require us to delay or modify dismissal procedures.

When this occurs, please remain patient while staff members determine when it is safe to move students outside and load cars or buses.

Updates and important instructions will be communicated through the Houston County School District App.

A weather delay may make dismissal take longer than usual, but our priority will always be getting every child home safely.

VISITORS & SCHOOL SECURITY

We love welcoming our families to Lake Joy Primary while maintaining a safe and secure school environment.

All visitors must:

- Enter through the main entrance unless specified on event communication.
- Report to the front office.
- Complete required check-in procedures.
- Have identification available.
- Wear appropriate visitor identification while in the building.
- Remain only in approved areas.

Parents and visitors should not go directly to classrooms during the instructional day without authorization.

Staff members may request identification whenever necessary to ensure the safe release of a student.

Volunteers must meet applicable district clearance requirements before volunteering.

FORGOTTEN ITEMS & SNACK DROP-OFFS

Forgotten something? We are happy to help your child get it without interrupting classroom instruction.

All forgotten items and snacks should be clearly labeled with the student's first and last name and placed on the designated Snack/Item Table in the front office lobby.

This includes items such as:

- Water bottles
- Lunchboxes
- Jackets
- Classroom materials
- Approved snacks
- Other forgotten belongings

A staff member will make sure the item goes to the appropriate classroom.

Parents are not permitted to walk items directly to classrooms.

BIRTHDAYS & CLASSROOM TREATS

Parents may send small, store-bought treats or snacks for a child's birthday.

Please remember:

YES: Small, individually manageable, store-bought snacks or treats.

NO: Cakes, candles, balloons, or outside food deliveries.

Birthday treats should be labeled with the student's name and placed on the designated Snack/Item Table in the front office lobby. Staff will deliver them to the classroom.

Please communicate with your child's teacher in advance when possible, particularly regarding classroom allergies or other considerations.

HEALTH & SICK CHILD PICKUP

Please make sure the school has current information regarding your child's:

- Allergies
- Medications
- Medical conditions
- Emergency health information
- Other health concerns

Medication must follow all district and school medication procedures and should not be sent to school with a child without proper authorization.

When Your Child Is Sick

If the school health tech determines that your child needs to go home and contacts you, please arrange to pick up your child promptly.

Keeping emergency contacts current is extremely important. Please make sure the school has phone numbers for adults who can pick up your child if you are unavailable.

Adults picking up a sick child should have identification available.

PERSONAL DEVICES

To protect the learning environment and student safety, cell phones and other devices with calling access are not to be worn by students during the school day. Students in grades PK-8 are not permitted to access personal electronic devices while on school premises during school hours, including but not limited to cell phones, smartwatches, tablets, e-readers, headphones, earbuds, and other devices with functionalities such as wireless

communication, internet access, messaging, video recording, gaming, social media access, or data transmission during school hours.

This includes wearable devices that provide calling access.

Families should use the front office when they need to communicate urgent information to their child during the school day.

TECHNOLOGY AT LAKE JOY PRIMARY

At Lake Joy Primary, technology is used purposefully and in developmentally appropriate ways to enhance teaching and learning.

Our youngest learners need caring teachers, real books, hands-on experiences, manipulatives, meaningful conversations, collaboration, movement, play, and opportunities to create and solve problems. These remain at the heart of instruction.

Students have access to district-approved technology when it meaningfully supports learning. This may include digital instructional programs, interactive ViewBoards, coding and robotics tools, and other age-appropriate resources.

We intentionally limit unnecessary device use. Students are not expected to spend large portions of the school day on computers or tablets. Technology may also be used when required for assessment or another specific instructional purpose.

BACKPACKS & STUDENT BELONGINGS

Students should bring a traditional school backpack or bookbag appropriate for a young child.

Please do not send rolling backpacks or rolling bags to school.

Students should bring their school lanyard and agenda/folder each day. Bus riders should also bring their Bus Rider Badge daily to scan on and off the bus.

Please label jackets, sweaters, lunchboxes, water bottles, backpacks, and other belongings with your child's first and last name.

FAMILY COMMUNICATION

Staying connected helps families know what is happening at LJP.

Please regularly check:

- Houston County School District App
- School and district email

- Teacher communication
- Student folders/agendas
- School calendar
- Lake Joy Primary website and Facebook Page

Please keep your phone number, email address, home address, emergency contacts, and authorized pickup information current.

For urgent matters or same-day transportation information, call the front office rather than relying on an electronic message to the teacher.

WHEN YOU HAVE A QUESTION OR CONCERN

We want families to communicate with us for any questions or concerns.

Your child's teacher should be your first point of contact for classroom or student-specific concerns. Teachers are closest to your child's daily experience and can often answer questions or resolve concerns quickly.

If the concern continues, you need additional assistance, or you simply feel that an administrator should be involved, please contact our principal:

Dr. Sonya Kiefer

Sonya.kiefer@hcbe.net

You never need to wonder whether you should communicate a concern. From a minor question to a large concern, we would much rather know about a problem and have an opportunity to help solve it. We are here for you.

Who Can Help?

Attendance, Enrollment, Records & Pre-K

Rose Coyne

Roseane.coyne@hcbe.net

Payment and Bookkeeping Information

Erin Noel

Erin.noel@hcbe.net

Academic Questions

Cassandra Cheek

Assistant Principal for Instruction

Cassandra.cheek@hcbe.net

Student Behavior & Discipline

Cameron Barronton

Assistant Principal for Discipline

Cameron.barronton@hcbe.net

Health Concerns, Allergies & Medications

Lacey Herndon

School Health Technician

Lacey.herndon@hcbe.net

Schoolwide Questions or Concerns

Dr. Sonya Kiefer

Principal

Sonya.kiefer@hcbe.net

ACADEMIC & STUDENT SUPPORT

Lake Joy Primary serves students in pre-K through second grade with a strong focus on foundational literacy, mathematics, problem-solving, character development, and engaging learning experiences.

Students may receive additional support through:

- Early Intervention Program (EIP)
- ESOL
- Special Education
- Speech
- Gifted Education
- MTSS and intervention
- Counseling
- Academic and behavioral supports

When additional support is needed, our teachers, specialists, administrators, and families work together to help children grow.

POSITIVE BEHAVIOR & PBIS

At Lake Joy Primary, behavior is something we teach, not only something we manage.

Students learn schoolwide expectations and are recognized for demonstrating positive behaviors and making good choices.

Our PBIS system includes positive reinforcement, celebrations, reteaching, and additional support when students need help meeting expectations.

When behavioral concerns arise, we believe communication and partnership between school and home are essential.

Each day we review our PAWS behavior expectations:

P-Practice Safe Learning

A-Act Responsibly

W-Work Together

S-Show Respect

SAFETY & EMERGENCY PREPAREDNESS

Lake Joy Primary conducts required safety, fire, severe-weather, and emergency drills throughout the school year.

During an emergency, our first responsibility is the safety, supervision, and accountability of every student.

Families should rely on official communication from the school and Houston County School District for information and instructions during an emergency.

Please do not come to campus during an emergency unless instructed to do so.

HELP YOUR LION BE SUCCESSFUL

Young children thrive with predictable routines.

Families can help by:

- Reading together for at least 20 minutes each evening.
- Establishing a consistent bedtime.
- Arriving at school on time.
- Maintaining a consistent dismissal plan.
- Checking folders and school communication.
- Talking about what your child learned each day.
- Helping your child become responsible for their backpack and belongings.
- Reinforcing positive behavior.
- Encouraging independence.
- Celebrating effort and growth.

- Reminding children that mistakes are part of learning.

OUR COMMITMENT TO YOUR CHILD

At Lake Joy Primary, we believe every child deserves:

A safe and supportive learning environment.
High-quality, engaging instruction.
Strong relationships with caring adults.
Consistent expectations and procedures.
Opportunities to grow academically and personally.
Support when children need it.
Adults who believe in their success.

Our Mission

We empower every child to grow through innovative teaching, mastery of foundational skills, and strong character development.

Our Vision

Together with our families and community, our learners grow, achieve, and lead with purpose as they shape the future.

Welcome to the Lake Joy Primary Family!

Thank you for helping us create a safe, joyful, orderly, and engaging school where every Little Lion can learn and grow.

