

Oak Forest Elementary PTA presents . . .

# OFE 101

## New to Oak Forest Elementary?

This is a perfect place to start! Read on for a compilation of Frequently-Asked-Questions developed just for you by the PTA New Parent Liaison Committee. First and foremost, welcome!



Bobby the Bobcat welcomes you to Oak Forest Elementary School!

## FREQUENTLY ASKED QUESTIONS

**“There is no stupid question . . . except maybe a question that is not asked!”**

**-- Unknown author**

### 1. What are school hours?

7:55 A.M. - 3:15 P.M. Students may arrive as early as 7:00 A.M. and should report to the following rooms:

- Pre-K & Kinder: Blue Commons
- 1st, 2nd & 3rd: Multi-Purpose Room
- 4th & 5th: Cafeteria

Students must be at school by 8:00 A.M.

### 2. What is the dress code?

Uniform tops are white, hunter green or navy blue polo shirts. The Oak Forest logo is NOT required on polo shirts. Uniform bottoms are pants, shorts, skirts, or dresses that are khaki or navy blue. Dresses, skirts and shorts must reach the tips of students' fingers when placed by their sides. Wednesdays are college/sports days, meaning students may wear college or sports shirt with blue jeans or uniform bottoms. Students may wear blue jeans or uniform bottoms with an OFE spirit shirt on Fridays.

### 3. Where do I drop off in the morning?

1st day of school: Parents are permitted to take their Pre-K and Kinder students to their classrooms.

### 2nd day of school through end of school year:

Parents may walk their children to the front door but will not be permitted beyond the door without an appointment with their child's teacher.

Children will proceed to the Blue Commons area where they will wait for their teacher and go as a class to their room. This is a supervised area.

Pre-K-2nd grade (and older siblings): Students can be dropped off in the front driveway (the wave) or you may park and use the crosswalk.

3rd-5th grade: Students can be dropped off in the back circle drive off of Lamonte or you may park and use the crosswalk.

*If you are driving your child through the drop off line, please pull up as far up as possible. Teachers and staff will be available to help your child unload. If you plan to get out of your car, please park in the spots available instead of delaying the car line.*

The morning drop off line can often extend down 43rd street. Please be courteous of others and join the line at the end rather than at intersections or gaps in the line. The same courtesy should be extended to afternoon pick-up.



### Did you know?

Additional questions can be directed to our PTA via email: [newparent@oakforestpta.com](mailto:newparent@oakforestpta.com) or on Facebook (Oak Forest PTA group).

#### 4. Where do I pick up in the afternoon?

**Pre-K - 2nd:** Students can be picked up in the car line at the side circle drive (enter driveway next to Black Middle School track field -- this is NOT the front wave driveway as that is used by buses each afternoon) or you can choose to be a "walker," where you walk up to the side door of the school and physically pick up your child. Remember that you must have your child's carpool name tag.

**3rd - 5th grade:** You can pick up your child in the back circle drive off of Lamonte or your child can be a "walker" where they will exit the school from the front playground gate with staff escort. If picking up in the car line, you must have your carpool name tag. Please try to be consistent with your pick-up procedure so your child is aware of his/her dismissal area. Send a note to your child's teacher when there is a change. Older siblings should join younger siblings in the front car line.

After the third week of school, students who are not picked up on time will be sent to After 3.

#### 5. Can my child ride his/her bike to school?

Yes - if you ride your bicycle, always use the sidewalk for the safety of you and your child. When crossing the street, you must cross at a designated crosswalk. Crossing guards are provided by HISD Police at Oak Forest and 43rd and at Oak Forest and Lamonte. The bicycle station is located near the front door. Parents are encouraged to provide a lock and chain to secure the bicycle. Riders will be dismissed with the walkers.

#### 6. Does the school provide breakfast?

Yes, breakfast is free to all students and served in all classrooms at 7:50 A.M.

#### 7. How can I create a lunch money account?

You may place money on a pre-paid lunch card by accessing the SchoolCafe website, which is [www.parentonline.net](http://www.parentonline.net) or by paying for the lunch card in the cafeteria on Monday mornings for one week, two weeks, etc. Only cash is accepted in the cafeteria. Note that if you set up an online account, you may see all purchases made by your child or place restrictions on what he or she may purchase.

#### 8. What if my child loses his/her lunch money or if I have forgotten to reload their lunch card?

Your child will be provided a lunch.

#### 9. Can I eat lunch with my child?

Yes, you may join your child during his or her designated lunch period. There are tables set up along the back wall of the cafeteria for you and your child to enjoy lunch together. You must check in at the front office with your valid ID. The front desk

maintains a list of lunch times by teacher for reference.

#### 10. What if my child forgets his lunch box or backpack?

You may drop his/her lunch box or backpack off at the front office. The school staff will ensure that your child receives his or her belongings.

#### 11. Where can I park when I visit the school?

Parking is permitted in the front driveway of the school. Please DO NOT park in the shopping/retail centers. They will tow! Obey all NO PARKING signs. You can park on Overhill and cross 43rd St. at the crosswalk. After hours, you may park at Resource One Credit Union.

#### 12. How can I order school supplies?

You may pre-order school supplies at <https://www.educationalproducts.com/shopPacks/> using the code OAK005. School supplies ordered here will be delivered to your child's classroom before the first day of school. **This campaign runs through June 26, 2016.** If you miss the pre-order campaign, remaining school supply packets will be sold on a first-come, first-served basis during the Ice Cream Socials and on the first day of school in the Multi-Purpose Room from 7:30 - 8:30 A.M. For more information visit [www.ofepta.com](http://www.ofepta.com).

#### 13. What do I need to do if I want to volunteer / visit the school?

The school encourages parents to visit the school. Please contact the office or your child's teacher if you are interested in volunteering. Your time and interest will make a difference in our students. When visiting the school, you must sign in at the office, present a valid ID, and receive a visitor's pass. Please give your pass to the receptionist upon leaving the building. This policy is for the protection and safety of our children. All volunteers must register for the Volunteer in Public Schools (VIPS) Program and pass a background check at the beginning of EACH year. This is a three-step process. First, register at [www.hisd.org](http://www.hisd.org) under the VIPS link. Second, present a valid picture ID to the school's front office to finalize the process. Third, call



**Cell Phones -**  
State law prohibits the use of a cell phone in school zones. Please do not use your cell phone in the car lines!

our school front office to ensure the VIPS information was finalized. Without registering with VIPS, you cannot chaperone field trips. Background checks may take up four weeks.

#### 14. How does OFE communicate to parents?

- \* From School Administration - Living Tree, weekly Wednesday folders and Twitter @OakForestES
- \* From PTA - Bobcat Beat (monthly newsletter), Oak Forest PTA Facebook page (open only to families of actively enrolled students) and Living Tree.

#### 15. What is Living Tree?

Living Tree is a communications tool built by parents for parents to connect all the people who work together to raise and teach our kids in ONE place. You will receive multiple invitations depending on how many groups you join: your classroom, the PTA, the PTA Board, specific PTA committees, etc. Teachers use Living Tree to communicate with you about classroom and school events.

#### 16. How can I get involved in the PTA?

We welcome your involvement in any capacity! Contact us at [newparent@oakforestpta.com](mailto:newparent@oakforestpta.com) to discuss your areas of interest and availability. You also may review all committee descriptions and contact Committee Chairs directly for additional information. Descriptions and contact information are available at [www.oakforestpta.com](http://www.oakforestpta.com). Dates for all major PTA events, such as Association Meetings, Fall Festival or Spring Auction, also are online.

**Texas**  
**PTA**  
everychild.onevoice.®

Contact us anytime at [newparent@oakforestpta.com](mailto:newparent@oakforestpta.com) or on Facebook (Oak Forest PTA group) or check out our website for additional information: [www.oakforestpta.com](http://www.oakforestpta.com)

**17. Where can I purchase OFE logo uniform polo shirts and logo t-shirts?**

OFE logo uniform shirts and spirit t-shirts are available at the Bobcat Store on the PTA website ([www.oakforestpta.com](http://www.oakforestpta.com)) or at all designated PTA events like association meetings.

**18. When can my child wear an OFE t-shirt?**

Students may wear OFE (no-collar) t-shirts on Fridays with denim or uniform bottoms or for field trips as specified by their teacher.

**19. Does OFE participate in the Box Top\$ for Education program?**

Yes, you may send them to school year-around with your child to turn in to their teacher or you can drop them off in the Box Top collection basket at the front office. Your child will be recognized each month in the Bobcat Beat Newsletter! Please include ten Box Tops in each zip lock bag along with your child's name,

teacher and grade for tracking, counting and recognition purposes; forms can be downloaded from our website. Each Box Top is worth \$.10, and collectively, we earn more than \$2,000 a year for OFE.

**20. How do I link my Kroger Plus card to give a percentage of my spending to OFE?**

Register your Kroger Plus card account, and every time you use your Kroger Plus card, our school will receive a percentage of your purchase. We earned almost \$4,500 last year through this program. Note that you must register your account "each year. Go to [www.oakforestpta.com](http://www.oakforestpta.com) and click on 'Kroger Rewards' for instructions.

**21. Does OFE have an AmazonSmile account?**

Yes, earn money for OFE by shopping through the AmazonSmile program and Amazon will donate 0.5% of the price of your eligible purchases to the school. Go to [www.oakforestpta.com](http://www.oakforestpta.com) and click on 'Amazon Smile' for instructions.

**22. Who do I inform that my child was absent?**

Please send an explanation, including dates of absence, to your teacher upon return to school.



**School  
phone number:**

713-613-2536

**23. When do we find out who our child's teacher is?**

At the following PTA Ice Cream Socials:  
Pre-K & Kinder: 5-6:30 p.m. August 17  
1st & 2nd: 5-6 p.m. August 18  
3rd-5th: 6:30-7:30 p.m. August 18

**Where can students go after school?**

After3 is our licensed after-school provider; check the school's website for details on registering and for a list of enhancement classes!

**WELCOME NEW BOBCATS!**



**Oak Forest PTA**

**OFE 101**

A frequently-asked-questions guide  
for all families new to Oak Forest  
Elementary School in Houston, Texas

**For any additional questions, please contact:**

1. Your child's teacher
2. New Parent Liaison Committee at [newparent@oakforestpta.com](mailto:newparent@oakforestpta.com) or [newparent2@oakforestpta.com](mailto:newparent2@oakforestpta.com)
3. The OFE website at <http://www.houstonisd.org/oakforestes> or our PTA website at [www.oakforestpta.com](http://www.oakforestpta.com)
4. School Principal Dr. April Williams at 713-613-2536