Woodward North FAQ

Where can I find a complete list of Woodward North’s Policies and Procedures?
Policies and Procedures are defined in the Woodward North Student Handbook posted under
the Current Families section of the website.

At what time is a child considered tardy to school?
The tardy bell rings at 8:15 a.m. However, if the child is in the classroom before 8:30 a.m.,
he/she will not need a tardy slip. After 8:30 a.m., you will need to accompany your child to the
front office to obtain a tardy slip, which will be required to enter the classroom.

What is the procedure if my child will be absent from school?
Please email or leave a voice message for your child’s teacher letting him or her know the
reason for the absence and the projected date for your child’s return to school.

What is the procedure if we know ahead of time that my child will be absent for another
reason besides illness?
Contact your child’s teacher ahead of time concerning the absence so arrangements can be
made.

What is the procedure if my student needs to sign out before school is dismissed?
Please check with your teacher to make sure that you schedule appointments during non-
academic time, then send a note or email ahead of time to your child’s teacher. When you pick
up your child, go to the office to sign them out. The office will call the classroom.

What are the After School Care hours?
After School Care hours are from 2:30 - 6: p.m.

How do we let our child/children know if their after school plans for pick-up have
changed?
You may call the office at 404.765.4490 prior to dismissal, and the office will relay any
messages to your child.

What is the best way to communicate with my child’s teacher?
Send a note in your child’s folder or email the teacher using the faculty/staff directory on the
website. You may also call and leave a message on the teacher's voice mail.

How can I schedule a conference with my child’s teacher?
There are two scheduled conference days this school year, which are designated on the
Woodward North calendar. You may additionally schedule any other conference during the
year. Woodward North teachers are very accessible and anxious to address any concerns
parents may have as soon as possible. Parents are welcome to call or email at any time.

How are parents/guests at Woodward North monitored and identified?
Every non-faculty member, including parents, grandparents, guests, etc. is required to be
buzzed in at the main entrance, sign in at the office, and receive a name badge upon arrival on
campus.

What time does the weekly Assembly start and may parents attend?
The Assembly program starts most Fridays at 10 a.m. in the Arts Center. Yes, parents are
welcome to attend.
**Does my child need a special book bag?**
No. The children may select any book bag. Woodward book bags are available through the campus bookstore if you wish.

**What is for lunch?**
The lunch menu is available in the Current Families section of the website.

**Can I have lunch with my child/children?**
Yes. Please report to the office first to sign in and receive a name badge. A parent’s table is located next to the multiplex entrance doors. Please take your trays to the window when finished with your meal.

**What if my child has forgotten his/her homework/book needed for school that day?**
If possible, please bring your child’s homework/book to the office, and someone will make sure he/she receives it. Parents are not permitted to go directly to the classroom during school hours.

**What if my child has a food allergy?**
Please contact the school nurse, Nan Banks, and your child’s teacher so arrangements can be made. WN requests that parents refrain from sending in any snacks with peanuts, tree nuts, and traces of nut oils, for the safety of our children. For your convenience we have compiled a list of nut-free snacks and nut-free bakeries, which will be emailed to you.

**What is the procedure if my child needs to take medication during the day?**
Please leave the medicine in the office for the nurse with written instructions on dosage and times to be given. The school nurse, Nan Banks, will contact you with any questions.

**What do I do if my child needs to take medicine during the day?**
Please leave the medicine in the office for the nurse with written instructions on dosage and times to be given. The school nurse, Nan Banks will contact you if there are any questions.

**What is the Parent Community and how can I get involved at Woodward North?**
The Woodward North Parent Community provides parents with an opportunity to enrich and enjoy their children’s experience at Woodward North, and at Woodward Academy as a whole. We host many events throughout the school year, and we welcome all parents to participate and volunteer their time and talents. Please visit the Woodward North Parent Community page in the Current Families section of the website.