



NEW FAMILY GUIDE

for the 2021-22 school year

Welcome to The Westfield School! We are excited to have your family as a part of our school community. To help you make your transition to Westfield, we want you to feel welcome and informed from day one! We hope that the information below will help you and your student adjust to a new school, especially these first few days and weeks.

SCHOOL AND OFFICE HOURS

School Hours: 8 am – 2:50 pm for Grades Pre-K – 5th (Lower School)

8 am – 3 pm for Grades 6 – 12 (Middle and Upper School)

Administration Office Hours: 8 am – 4 pm

After School Tutorial for Middle and Upper School: 3:00 – 3:40 p.m., Monday – Thursday

After School Program for Pre-K – 5th Grade: 2:50 – 6 p.m. on school days. Students must be registered to attend the After School Program. [Please click here for more information and registration.](#)

SCHOOL SUPPLIES & SUMMER READING ASSIGNMENTS

All supplies for students in grades Pre-K and Kindergarten are provided by Westfield. The cost is billed to your Westfield account.

[School Supply List for grades 1 - 12](#)

Additional Items needed:

- Pre-K: art shirt, change of clothing (including socks and underwear) in a Ziploc bag, large book bag, nap mat
- Kindergarten: large book bag, ear buds/headphones for technology enrichment, nap mat
- Grades 6 - 9: students will be issued a school iPad after school begins. [Please click here](#) for details regarding our iPad program.
- Grades 10 – 12: students will be issued a school laptop after school begins. Please [click here](#) for details regarding our laptop program.

[Summer reading required assignments for students in grades 5 – 12](#)

HOMEROOM ASSIGNMENT/CLASS SCHEDULES

Homeroom assignments and class schedules may be viewed on our MyWestfield (FACTS/RenWeb) beginning Thursday, August 5th. By logging into your MyWestfield account, you will be able to view your child's assigned classes and teachers.

LUNCH AND SNACK/BREAK

Lunch: All students in grades Pre-K through 12 eat lunch during designated lunch periods for Lower School, Middle School, and Upper School. Students may eat lunch served by the cafeteria or bring a lunch from home. Cafeteria services are provided by FLIK Independent School Dining. School lunches, either through the meal plan or purchased daily, will be billed by the Business Office to your account. Lower School students are asked not to bring items for lunch that need to be heated.

For information about the meal plan or to sign up for the meal plan, go to <http://www.westfieldschool.org/student-life/dining-services-and-lunch-menus.cfm>. Click on Meal Plan Registration Form to register for the meal plan.

Snack: Lower School students should bring a nutritious snack each day from home and a small bottled water. Lower School students' snacks should be brought in a snack bag or box labeled with your child's name. Snack bags should be able to fit inside your child's book bag. If students bring lunch from home, please bring snack in one bag/box and lunch in another, separate lunch bag or box. The lunch box also needs to fit inside the large book bag. Please label all snack bags and lunch boxes with your child's name.

A snack is provided for Lower School students attending our After School Program (ASP).

MS/US Break: Students in Middle School and Upper School may bring a snack from home or may purchase a snack in the cafeteria during morning break.

MORNING DROP OFF AND AFTERNOON PICK UP PROCEDURES:

Please follow these guidelines to help traffic move as safely and efficiently as possible:

- ✓ Do not use cell phones when driving on campus.
- ✓ Drive slowly and watch for children at all times.
- ✓ Do not drop-off students in a parking lot and allow them to walk across carline traffic unescorted.
- ✓ The Turnaround, Carline and Drop-off Areas = NO PARKING ZONES
- ✓ Do not enter the bus loading/drop-off zone (located near the Upper School building).

Lower School Families – Turnaround at Back of Campus Near Football Field:

- ✓ The drop-off and pick up area for Lower School students, known as the “Lower School Turnaround,” is located at the back of our campus near the football field. **During morning drop-off and afternoon pick-up, Lower School families should use the middle gate on Hwy 41 to enter campus and exit campus, driving directly in front of the Admin Building.** The south campus gate is closed daily from 7:30 – 8:15 a.m. and 2:15 - 3:15 p.m.
- ✓ Do not pick-up/drop-off students before you reach the yellow painted curb in the Turnaround, and always pull up to the car in front of you without leaving gaps in the carline.
- ✓ When there are no cars in front of you, drive all the way to the far end of the yellow painted curb before stopping to pick-up/drop-off children.
- ✓ Ensure students only enter and exit on the curb side of your vehicle (*adjust car seats and boosters as needed*).
- ✓ Parents who have students in Lower School and Middle School or Upper School should use the Middle/Upper School turnaround (see below). Lower School students will be escorted to/from that side of campus by a faculty member.
- ✓ Lower School students who ride to school with an Upper School student driver should be dropped off through the Lower School Turnaround. Lower School students may not exit cars in the Upper School or softball/baseball field parking lots.
- ✓ For the safety of your student and others, please do not drop off students in the softball/baseball field parking lot or the middle of the Arts & Sciences parking lot. In the morning, if you are planning to park on campus, please escort your student to his/her building after you have parked. In the morning or afternoon, if you have a meeting on campus and have parked in one of these lots, please walk to meet your child at the sidewalk and escort him/her to your car. Students should never cross carline traffic without a parent escort.

[Click here for a detailed map.](#)

Middle School/Upper School Families and Middle School families with Lower School children – Turnaround in Front of Quad:

- ✓ Enter and Exit through the Holly Hills gate for student drop off and pick up. (*Please do not exit through the Upper School parking lot north gate or through the middle gate on Hwy 41 being used by Lower School carline.*)
- ✓ As your vehicle approaches the sidewalk area, your student(s) should be ready to exit the vehicle and should exit/enter vehicles only on the right, curb side of your vehicle.
- ✓ For the safety of your student and others, do not drop off students in the Arts & Sciences parking lot. If you are parking to enter campus, please escort your student to his/her building after you have parked. In the afternoon, if you have a meeting on campus and have parked in one of these lots, please walk to meet your child at the sidewalk and escort him/her to your car. In other words, parents should not park to simply drop-off a student in lieu of using the appropriate carline.
- ✓ Do not drop off or pick up students in the parking lot beside the Middle School building. This lot is for faculty/staff parking only.

Upper School Student Drivers:

- ✓ Enter the North Gate on Hwy 41 OR enter the Holly Hills gate and proceed through the Middle & Upper School carline.
- ✓ Student drivers must park in the Upper School parking lot and must have a parking pass.
- ✓ Drivers dropping off or picking up students should use the Middle & Upper School carlines. Do not drop off students in the middle of the Arts & Sciences parking lot.
- ✓ No student younger than 6th grade is allowed to exit a car in the Upper School Parking Lot (**Upper School student-drivers should use the Lower School carline to drop-off younger students, and then return to the US parking lot.*)

[Click here for a detailed map for Middle School and Upper School.](#)

Students participating in after school events and practices are not allowed to move their cars from the Upper School parking lot to the gym, football, or softball/baseball parking lots until after 3:30 p.m. This is an important safety measure to ensure the safety and security of our Lower School students exiting campus between 2:50 and 3:30 p.m.

VISITING CAMPUS/CHECKING STUDENTS IN OR OUT

As our primary goal is to protect the health and safety of our students, faculty, and staff, all parents, grandparents, guardians, etc. who are checking in or checking out students must stop at the Administration Office. No visitors should enter any other building on campus other than the Administration building.

- All visitors (including parents) must park in front of and enter the Administration building to check in.

Delivering Items to Students

- If a parent is bringing an item to a Lower School student (i.e. a book bag, nap mat, etc.), a staff member from Administration will deliver the item to the student. Middle and Upper School students may be directed to the Administration building to pick up an item being delivered by a parent.

Checking In or Checking Out Lower and Middle School Students (Grades Pre-K – 8)

- Parents who need to check in or check out their children for appointments, illness, etc. between 8:30 a.m. and 2:20 p.m. (while gates are closed) must check in at the Administration building. **Please call 478-987-0547 ext. 231 IN ADVANCE so that we may have your child checked out and ready for you to pick up in the Administration building.** If you are checking your child in, an Administration staff person will escort your child to the Lower/Middle School office to sign in and then to his/her classroom.

- For checking in or checking out a student before 8:30 a.m. or after 2:20 p.m. (while gates are open), parents may go to the Lower/Middle School office.

Checking In/Checking Out Upper School Students (Grades 9 – 12)

- Parents who need to check in or check out their children for appointments, illness, etc. must check in at the Administration building. **Parents should notify Mrs. Lisa Gilliam in the Upper School office at 478-987-0547 ext. 221 or email lgilliam@westfieldschool.org IN ADVANCE so that we may have your child checked out and ready for you to pick up in the Administration building.** Upper School students who drive may check out from the Upper School office and leave campus.
- For checking in or checking out, Upper School students will need to go to the Upper School office to check in or check out.
- Upper School students who drive on campus in their own vehicles must park at the Administration building and check in at the Administration office and the Upper School office.

AFTER SCHOOL PROGRAM (ASP)

Westfield offers an [after school program](#) on full school days until 6 pm for students in grades Pre-K through 5th grade. The ASP is located in our Pre-K/Kindergarten building. [Information regarding the program, fees, and registration is available on our school website.](#) Students may attend on a regular or drop-in basis. An afternoon snack is provided for students attending ASP.

BUS TRANSPORTATION PROGRAM

Westfield offers bus transportation to Warner Robins, Byron, Fort Valley, Reynolds, and Hawkinsville. [Information about the bus routes, fees, and registration is available on our school website.](#)

DRESS CODE FOR STUDENTS

[The student dress code for grades Pre K – 12 is available on our school website.](#)

WEDNESDAY ASSEMBLY REQUIRED DRESS DAYS FOR GRADES 6 - 12

Students in grades 6 through 12 are required to wear a Westfield uniform (polo shirt or button down with Westfield monogram available from [Lands' End](#) or our [online school Spirit Shop](#) and khaki pants or a khaki skort) every Wednesday. Students in grades 6 through 12 may be required to wear the Westfield uniform on other days for field trips, honors programs, etc. PLEASE NOTE THAT FOR THE FIRST THREE WEEKS OF SCHOOL MIDDLE SCHOOL STUDENTS MAY WEAR THEIR WESTFIELD UNIFORM SHIRT, KHAKI SHORTS (APPROPRIATE LENGTH), AND TENNIS SHOES AS THEY WILL NOT BE DRESSING OUT FOR PE. [The student dress code for grades Pre K – 12 is available on our school website.](#)

FRIDAY SPIRIT DRESS DAYS

We encourage students to show their school spirit! Students may wear Westfield game jerseys or Westfield t-shirts on Fridays. During the fall, we plan to have pep rallies and themed spirit days. Special dress up days will also be scheduled during Homecoming Week in October.

COMMUNICATION

[MyWestfield \(FACTS/RenWeb ParentsWeb\)](#) is our school's main communication tool via email and text and provides parents and students access to student grades, lunch menus, school announcements, school calendar, directories, and much, much more! To access RenWeb from our school website, click the MyWestfield link on the top right corner of our home page We strongly encourage you and your students to download the RenWeb app available in the Apple App Store and Google Play Store. Search "RenWeb Home." When you enrolled your child at Westfield, you created your username and password. These are the log in credentials you will need to use to access MyWestfield (RenWeb). Please make sure that your email address, cell number, and all emergency contact information is up to date. If you should have any questions concerning your access to RenWeb, e-mail helpdesk@westfieldschool.org.

Each Thursday, you will receive the [Westfield Weekly](#), our weekly email newsletter. We also encourage you to stay connected to Westfield through social media by following our school Facebook, Instagram, and Twitter accounts. Our school website, westfieldschool.org, is our other main source of information.

Lower School teachers send "Friday Folders" home with students each week. These folders include your students work for the week, along with other important announcements/reminders and such documents as permission slips, order forms, etc. Teachers in most grades also use daily agendas.

Middle and Upper School teachers use Microsoft TEAMS for students to use in viewing assignments, turning in assignments, test calendars, lesson plans, etc. Students access TEAMS for each class using their school email address/Office 365 account.

All [Westfield faculty and staff](#) have school email accounts. At Westfield, we give our faculty members flexibility in determining their own style of communication. School e-mail is the preferred method of communication, however some teachers may text, while others prefer e-mail or other means. Please with your student's teachers to set expectations and know the best method of contact. We encourage you to always reach out to your student's teachers first with any comments or concerns. All faculty and staff may be reached via school e-mail in the following format: [firstinitial+lastname@westfieldschool.org](mailto:firstname.lastname@westfieldschool.org).

POINTS OF CONTACT:

The following is a list of faculty/staff to contact on campus for questions about...

Lower & Middle School Students (Check in, check out, attendance, changes in transportation, ASP, etc.)

478-987-0547 ext. 231

Upper School Students (Check in, check out, changes in transportation, student driving/parking, attendance, etc.)

Lisa Gilliam, Administrative Assistant

lgilliam@westfieldschool.org

478-987-0547 ext. 221

Tuition Payments, Westfield Account, Bus Registration, Meal Plan Registration, Tuition Refund Insurance, Re-enrollment, etc.

Kris Taylor, Chief Financial Officer

ktaylor@westfieldschool.org

478-987-0547 ext. 227

Patti Speth, Assistant to CFO

pspeth@westfieldschool.org

478-987-0547 ext. 228

Bus Routes/Bus Program

Chip Champion, Director of Transportation

cchampion@westfieldschool.org

478-987-0547 ext. 234

Cafeteria Services/Food Allergies/Dietary Restrictions and Accommodations, etc.

Sabrina Smith, FLIK Manager

Sabrina.Smith2@compass-usa.com

478-987-0547 ext. 236

Athletic Program

Chip Champion, Athletic Director

cchampion@westfieldschool.org

478-987-0547 ext. 234

MyWestfield (FACTS/RenWeb) Log in/Access

helpdesk@westfieldschool.org

Student Laptops/iPads

helpdesk@westfieldschool.org

Academic Support

Holly Arnold, Academic Support Specialist

harnold@westfieldschool.org

478-987-0547 ext. 242

Classroom Questions/Homework/Assignments/Grades, etc.

Please contact class teacher via email.

firstinitial+lastname@westfieldschool.org

Counseling/College Counseling/Academic Issues or Concerns

Dr. Cynthia Morton, Director of Counseling/College Placement

cmorton@westfieldschool.org

478-987-0547 ext. 229

Discipline Issues/Concerns

Lower School: Anne Moore, Director, amoore@westfieldschool.org, 478-987-0547 ext. 232

Middle School: Marci Cawthon, Director, mcawthon@westfieldschool.org, 478-987-0547 ext. 233

Upper School: Jarrod Lewis, Director, jlewis@westfieldschool.org, 478-987-0547 ext. 230

ASP After School Program

Susan Isner

sisner@westfieldschool.org

478-987-0547 ext. 235

Annual Fund/GOAL contributions

Laura Medlin, Director of Development and Alumni

lmedlin@westfieldschool.org

478-987-0547 ext. 224

WESTFIELD “LINGO”

We want you to be informed and feel part of the Westfield family starting on your very first day on campus! Below is a list of places, terms, and phrases often used by Westfield students, faculty, and families...

THE QUAD: the grassy area in front of our cafeteria and between our Lower and Middle School buildings. Our Middle and Upper School students enjoy spending time during break and lunch in the Quad, and it is often the location for special events on campus.

RECITAL HALL: located in our Arts & Sciences building. The recital hall is the location for our Wednesday assembly programs, as well as special programs and events such as chorus concerts, one act plays, drama/musical productions, Lower School costume parade, Westfield Idol Lower School talent show, kindergarten graduation, etc.

GYMNATORIUM: located adjacent to our playground and directly across from our Arts & Sciences building. The gymnasium includes athletic space and a stage and serves as a location for PE classes, basketball team practices, wrestling team practices/meets, cheer team practices, as well as for school wide assemblies, pep rallies, Grandparents' Day, baccalaureate, and graduation. A fundraising campaign, the 50th Anniversary Campaign, is currently underway to provide funding for the renovation and expansion of this facility.

THE HIVE: located in the cafeteria as a special eating area

PAVILION: entrance to the football/soccer field area that houses the concession stand and restrooms

THE HORNETS' NEST: refers to the location of all of our athletic facilities on campus where our Hornets play and compete

THE BIG TREE: a “famous” large oak tree located on our school playground where Westfield students have played for 50 years

LOWER SCHOOL TURNAROUND/CARLINE: the cul de sac area located between the football stadium and the Pre-K/K and Lower School building that serves as the pick up and drop off location for Lower School students

HOLLY HILLS GATE: the gate into the Westfield campus located off of Greenwood Drive in the Holly Hills subdivision. This is the gate used by families entering or exiting the campus for pick/up or drop off of Middle School students along with Middle School students who have Lower School siblings

WESTFIELD ACCOUNT: a financial account set up for your family for payment of tuition, lunches, after school program fees, athletic participation fees, etc. Purchases in the spirit shop and other purchases during the year (i.e. class t-shirt, etc.) may be charged to your Westfield account with your permission.

WFO: an organization of parent volunteers comprises the Westfield Family Organization to provide support in a variety of areas throughout the school year. The WFO meets monthly, and all parents are invited to attend and become involved. [Please click here for more information and to volunteer.](#)

BOOSTER CLUB: a volunteer organization led by coordinators for individual sports to help provide support for our school's athletic program at every level (youth, middle school, JV, and varsity)

ASP: Our [After School Program](#) is available until 6 p.m. on school days for students in grades Pre-K through 5th. ASP is located in the Pre-K/Kindergarten building.

SPIRIT SHOP: The spirit shop is the place to buy Westfield apparel and spirit wear! The spirit shop is operated by the Westfield Family Organization and is located in a trailer located at the football field or in the Quad area for special events. Purchases for some items can be made through the [online spirit shop](#).

GISA: Westfield participates and competes in athletic and interscholastic events and is a member of the Georgia Independent School Association. [Our athletic calendar is available by clicking here.](#)

KINDERBUDDIES: a mentoring program where students in the senior class are partnered with students in the kindergarten class. The students enjoy spending time at several special events throughout the year. The kinderbuddy program is one of our favorite Westfield traditions.

GRANDPARENTS' DAY: a special event held on the first Friday of March each year that showcases our Pre-K through 5th grade students, along with our senior class, in a special performance. All parents, grandparents, and friends are invited on campus for this Westfield tradition ongoing for the past thirty years. All students in grades Pre-K through 12th are dismissed at 12 noon for this event.

WSE: a career exploration/serving learning week-long opportunity known as the Westfield Senior Experience held each year in March for the student in grade 12.

ANNUAL FUND: our school's primary fundraiser and source of charitable gifts. Monies raised each year from the Annual Fund benefit our students' education, improve our facilities, provide development opportunities for our faculty, and enhance our technology. This year's Annual Fund supports our 50th anniversary campaign. [Click here for more information on how you can support the Annual Fund.](#)

GOAL: a program that redirects tax dollars owed to the state of Georgia to Westfield to be used for the Georgia GOAL Scholarship program's financial aid awards for qualifying students. GOAL provides an incredible opportunity for students of families with demonstrated financial need to attend Westfield and an incredible opportunity for individuals and corporations to make a financial contribution to our school while receiving a dollar for dollar credit against their state tax liability and a federal charitable deduction. [Click here for more information about how you can support Westfield through GOAL and receive a tax credit.](#)

MARK YOUR CALENDAR

Monday, August 9th

LOWER SCHOOL MEET & GREET – 1:30 – 6 pm (drop in)

Students in grades Pre-K through grade 5 and parents may drop by the school to see classrooms and meet teachers. Please use outside doors to enter and exit classrooms.

Tuesday, August 10th

FIRST DAY OF SCHOOL (12 NOON DISMISSAL)

Bus Transportation begins/No After School

8:00 a.m. – School Begins

All students in Pre-K – Grade 12 report to homeroom. Parents may walk Pre-K and Kindergarten students to their classrooms. **12:00 p.m. – School Dismisses for All Students**

Wednesday, August 11th

SECOND DAY OF SCHOOL (FULL DAY)

8:00 a.m. – School Begins

All students in Pre-K – Grade 12 report to homeroom. Pre-K – Grade 5 students should be dropped off at turnaround areas.

2:50 p.m. – School Dismisses for Pre-K-Grade 5

Half-day Pre-K students dismiss at 11:30 a.m.

Afterschool operates until 6:00 p.m.

3:00 p.m. – School Dismisses for Grades 6 – 12

Please note that other previously scheduled events including Prayer Walk, New Student Orientation, Open Houses, Grade Level Meetings, and New Family Ice Cream Social have been postponed.