Richard L. Wilkins Elementary School  
1322 Central Street, Stoughton, MA 02072  
Tel. 781-344-7005 Fax 781-344-2973

Lisa Whelan, PhD, Principal  
Alicia Heymann, School Adjustment Counselor  
Kate Pearl, Counselor  
Joanne Sousa, Nurse  
Christina Bermudez, Secretary

School Information

Welcome to the Wilkins! We are very excited that you have chosen our school for your child. We strive each and every day to ensure that every student receives a safe, caring, and academically enriched school day. We consider every parent a partner in this process. If you have any questions, please feel free to contact us. The following are important guidelines about the daily operations of the school.

1. School hours are **8:30am to 2:45pm**. Students report to their classrooms at 8:25am. **Parents must accompany any student entering the building after 8:30am. Please sign your child in at the school office.** The earliest time a student may arrive at the school is 8:00am. **A reminder that there is NO adult supervision available for students prior to 8:00a.m.** Breakfast is offered starting at 8:00am. All students are to be dropped off at the cafeteria door in the lower parking lot until 8:30am. Please follow the drop off line procedure, in the lower parking lot, when dropping off in the morning and pick up in the afternoon. **No students may be dropped off at the main entrance before 8:30am. (The front driveway is for buses only during morning arrival and end of day dismissal)**

   a. In accordance with the state’s attendance policy, School Principals, or a designee, must make a reasonable effort to meet with the parent or guardian of a student who has missed two (2) or more classes/periods (unexcused) or five (5) or more unexcused absences to develop a plan that includes the specific action steps necessary to address the student’s poor attendance.

2. If a child is to be dismissed early for an appointment, please send a note to the teacher indicating the time of dismissal and who will dismiss the student. The adult who will be dismissing the child must show a picture I.D. Due to the end of day classroom and office procedures, **NO child will be dismissed early from the school office after 2:15pm.** The front foyer becomes very busy and congested during dismissal times, therefore, we ask that you pick up your child at their designated walker door or carpool after 2:15p.m. **Parents are expected to use the walker doors and or carpool for any dismissals after 2:15p.m.** Teachers are teaching well up to the dismissal time, therefore early dismissals are highly discouraged.

3. There are eight early dismissal Thursdays during the school year. They will be indicated on the yearly and monthly school calendars. All students are dismissed at 12:20pm on these days.

4. Breakfast is $1.25 a day and includes juice and milk. Hot lunch is $2.75 per day and includes milk and fruit. Milk is $.50 a day. You can pre-pay for your child’s milk, breakfast or lunch on a weekly, monthly, or yearly basis.

   a. The Food Service Department DOES NOT accept personal checks. They do accept cash or credit cards. Credit Card payments can be made through schoolcafe.com  
   b. Please put any money that comes to school in an envelope with your child’s name, room number, amount of money enclosed and what it is for.  
   c. Reminder: Applications for Free or Reduced Lunch and Bussing must be submitted every year.

5. School Supplies: If you wish to donate to your child’s classroom, tissues, disinfectant wipes, and hand sanitizer are always appreciated.

   **If you have any questions, please feel free to call the school.**