



# August 2017

Welcome to the 2017-18 school year! Please review the information below carefully. The first day of school for all students is Friday, September 1, 2017.

## Daily Schedule and Attendance

- There is no before-school supervision on the playground, so please do not drop off your child before 8:30.
- The bell will ring for students to go to their classroom at 8:35. Learning starts promptly at 8:45.
- If your child is going to be out or late, please call our school before 8:30 if possible to let us know.
- **An adult must come with the child to the office to sign him/her in if arriving after the 8:45 bell.**
- Our school day is as follows
  - Senior Kindergarten (K5) through Fifth Grade 8:45 A.M. - 3:26 P.M.
  - Morning Early Childhood students and Junior Kindergarten (K4) 8:45 A.M. - 11:21 A.M.
  - Afternoon Junior Kindergarten (K4) 12:50 P.M. - 3:26 P.M.
- Regular school attendance is critical for student success. If your child is going to be absent, you must call and leave us a message with your child's name and grade and reason for absence. The number is 414-281-7100. **You will receive notice after 5 absences and a meeting with school staff is required after 10 absences.**

## Beginning and End of the Day Procedures

- In the morning, *all* students will line up outside the doors until the bell rings at 8:35. During inclement weather, we will have students line up in the gym.
- If you drop your child off in the morning, have your child exit the passenger side at the yellow and black curb area. You may NOT have your child exit the driver's side of your vehicle. Staff will be outside to help direct drop-off traffic starting at 8:25. Please turn right when leaving to help ease traffic congestion.
- If dropping your child off for before school care, Kids Connection, please park in the front lot and walk your child in using our new cafeteria entrance beside our flag pole. We have a staff only parking lot in the back of our school. Please **only use the front parking lot or the street if needed.**
- At the end of the day, a staff member will open the new cafeteria entrance beside our flag pole at 3:15. Students who take the bus will be sent down first and then teachers will bring students to the cafeteria for parent pick-up.
  - **Please park in the front lot until all spots are taken, and then park legally on the street. Do NOT park in the staff only lot or the sides of the back lot. These must be kept clear for emergency vehicles.**

## School Picture Day

School pictures will be taken during the school day on Wednesday, September 13<sup>th</sup>.

## Thursday Folders

Most correspondence from school will come home each Thursday in a special folder provided by the PTO. New this year we are giving families the opportunity to opt into a *primarily paperless* Thursday Folder. Each week, families who choose this option will receive an email titled "Thursday Folder" with the corresponding date. Any documents that would have been received on paper will be included as attachments. Any form or document that requires a signature will continue to be sent home in the paper Thursday Folder and should be returned in the paper folder. Families who do not wish to opt into this, will receive the paper Thursday Folder as in past years. All-school information will be sent home with the oldest or only child in the family. Please review the paper in the Thursday folders and return the empty folder to school the next day.

## Food Service

We will open the front doors for students who are eating breakfast at 8:25. Students who ride the bus will enter as soon as the bus arrives to school. The elementary student breakfast price is \$1.30 and their lunch price is \$2.45. Milk only is \$.45.

## Kids Connection Before and After School Care

Greenfield Parks & Recreation and Greenfield School District has joined together to create our new before and after school program. Kids Connection is available to our students who are enrolled for the 2017-2018 school year. Please contact Park and Recreation with any questions at 414-329-5370.



## Parent Teacher Organization

Our PTO supports the school in many ways. All parents are welcome and encouraged to participate. **Our first PTO meeting this year will be on Monday, September 11<sup>th</sup> at 6:30 P.M. in the Learning Commons.** Free child care is provided for those who attend the meetings. First Student Bussing will be here to review school bus safety, answer questions, and take families on a bus ride around the neighborhood at the end of this meeting. Parents who have attended this event have shared that they earned so much and feel safer about their child taking the bus than ever before!

## School Fees

School fees for the 2017-18 school year are \$30.00 for Early Childhood students and Junior Kindergarten (K4), and \$50.00 for students in Senior Kindergarten through Grade Five. Your prompt payment is greatly appreciated. Please contact the school office if you find it necessary to set up a payment schedule or to request an application for Waiver of Student Fees. We encourage you to pay your fees either online using the instructions on the parent portal letter you received from the district, or during Open House.

## Medication

School personnel will administer prescription and over the counter medication only when a form is completed authorizing the school to administer such medicine. The prescription forms must be signed by your health provider. The bottle of medicine must be properly labeled by the pharmacist and kept in the school office. Over the counter medicines must be in the original container. The student forms for administering medication are available on the school district web-site. [http://www.greenfield.k12.wi.us/parent/pr\\_healthOffice.cfm](http://www.greenfield.k12.wi.us/parent/pr_healthOffice.cfm) Inhalers also need the proper prescription form filled out. **The medical forms must be filled out every year.**



## Bussing

Our bus company is First Student. Children should be at their stop at least five minutes before the scheduled time. If your child will be walking or taking another form of transportation home, please notify the school office. **Please note that the busses will run slower the first week of school as children learn their stops. Elm Dale staff will ride the end of day busses in September to ensure all students get to the correct stops.**

## Early Dismissal Days

There will be three elementary early dismissal days this school year. October 19<sup>th</sup> and February 13<sup>th</sup> are for elementary conferences. The last student day, June 8<sup>th</sup> will also be an early dismissal day. Early dismissal days will end at 1:26. **Please note that Junior Kindergarteners and students in early childhood will NOT ATTEND school on early dismissal days.**

## Questions and Comments

Please feel free to contact me at any time. I can be reached via email at [cbrzycki@greenfield.k12.wi.us](mailto:cbrzycki@greenfield.k12.wi.us) or by phone at 414-281-7100.

Sincerely,  
Christine Brzycki- Principal of Elm Dale Elementary School