



August 7, 2023

Hello Arbor Elementary Families,

I hope that you had a great summer with family and friends. We are excited to start another wonderful school year, and I can't wait for you to see the latest updates to the building on Move-In night. As you drive in you will see that the parking lot has been refreshed and looks amazing.

**Move-In night for AES** will take place on **Monday 8-21-2023 from 4:00-5:30 PM**. As you help your children "move-in" please be on the lookout for these items around the building:

- The AES gym is where our students have their PE classes, eat lunch and even attend school assemblies.
- Walk by our handprint wall where students and staff have "left their mark." New students will be adding to this wall very soon, and you will be able to see them at Parent-Teacher Conferences. 😊
- Be sure to check out our central park, and even feel free to take a turn on the slide!

During Move-In night you can expect to:

- Walk the building to experience where your children will be throughout the day at Arbor Elementary School.
- Meet your child's teacher and see their classroom
- Drop off all required classroom supplies (i.e., paper towels, wipes, etc.).
- Transportation review with your teacher (example: your student will be on purple bus AM/PM)
- Have fun and enjoy the time. 😊

**General Information:**

**First day of school is August 23, 2023, and it is a full day of attendance with lunch.**

Please refer to the Arbor Elementary Student and Parent Handbook for detailed information regarding our school and important procedures. Your child will have a math/science teacher and a reading/writing teacher. Students will stay together in a group and move across the hall or to the room next door after their lunch for their afternoon classes. Before dismissal, the students will go back to their homeroom to gather their materials and jackets before going to the bus lines.

**Schedule:**

Student schedules will be available in Alma starting on Thursday 8-17-2023.

**Transportation Information:**

Bus stop information can be found on the district website under the transportation tab. **This information will be reviewed with your homeroom teacher on Move in night as well!**



**Communication:**

There are three important apps that will help you stay informed during the school year: Parent Square, ALMA, and the Arbor Park School District app. Our tech department will send out information regarding log in and set up features. Please continue to check our website for information.

**Attendance:**

Regular attendance is important. Students need to be in class on time each day to make consistent progress. **Student arrival is 9:00-9:10.** Classes begin at 9:15 am. Please remember to call the school office (560-0092) before 9:00 am if your child will be absent. You may also use the Attendance Line (560-0092/Choose Option #1) to leave a message informing us of an absence at any time.

You may contact the office for homework on the second day of an absence. Homework will be sent down to the office at 3:30 pm. The office is open until 4:00 pm for parents to come and pick-up the assignments. If you would like homework sent home with another student, please contact the other parent, and then let the office know.

**Safety and Security:**

School Hours are 9:00-3:30. We ask that no students arrive before 9:00 am as there is no supervision available and doors remain locked until 9:00. Anyone needing childcare before or after school, please see information about Kids Club on the district website.

All visitors must report to the office to sign-in, have their ID scanned and receive a visitor's pass. Parents must make appointments to see classroom teachers to avoid conflicts with instructional time. All teachers have some time each day to return phone calls, respond to emails or schedule meetings. Staff will respond to calls or emails within 24 hours during the work week.

**Dropping off students (Car riders):**

For the children's safety, any parents who must drive their children to and from school need to follow these guidelines:

- Do not arrive before 9:00 am
- Turn into the drop off lane (marked on Central) and drive around to the back of the school. Please drive around to **door 4** where the students should exit from the passenger side of the vehicle if possible. **Staff will be there until 9:15** when the doors will be locked. If you arrive after that time, you will need to drive around to door 1 and sign in at the main office.
- If your child is a car rider/walker or will be picked up every day, he/she will be dismissed from door 4 at 3:30pm.



- Parents, please remain in your vehicle. A sign will be given to the children that are car riders/walkers. Please place the sign in your window when picking up your student.

**Bus Arrival/Dismissal:**

Students that take the school bus to school will enter and exit via door 17 (on Fridays we use door 18 as we walk through district office to celebrate Friday 😊). Doors open at 9:00 AM and remain open until the last bus has arrived. At dismissal we load busses as they arrive at our building, typically the last bus is loading approximately 3:40 PM. We expect this process to take a little longer than normal in the first few days of school and during the winter weather at times. Parents/guardians must be at the bus stop to retrieve the students, or they will be brought back to school, we will not allow the students to get off the bus without a parent/guardian present.

**Special request for change in dismissal procedures:**

The office must have written permission from parents when there is a change in dismissal for students when possible, if there is an unexpected change during the school day, call the office before 2:30 PM. If more than one student is involved, (going to a friend's house after school, etc.) notes are required from each student's parents. Students will be dismissed in the usual manner if the office does not receive appropriate documentation of the change before the end of the day. If you need to make a permanent change, please call the office and we will give you the necessary information regarding procedure.

**Please inform the office of any address or phone changes during the year so that we can reach you in case of an emergency.**

**Medication:**

We prefer that medication be administered at home, but if medication must be administered during the school day, please comply with the following regulations:

1. A form must be completed, signed by the physician and by the parent, and returned to our school nurse before medication can be administered. The form is available from the school nurse's office. This form must be newly completed each year that your child attends AES. Call the school and ask to speak to the nurse.
2. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.

**Birthdays:**

We announce student birthdays in the morning during announcements and call students down to receive a birthday pencil and a ribbon. Birthdays that fall on dates outside of the school year (most of June, July, and August) are announced in May on the corresponding date. Weekend birthdays are announced on Fridays.





**Proper Footwear:**

Our students will be outside either on the equipment, the field, or the blacktop every day, weather permitting. Because of safety concerns, students should not wear flip-flops or backless shoes. Students will have to miss the outside activity if proper footwear is not worn.

**Personal Items:**

Personal items (i.e., games, toys, video games, balls, jewelry etc.) should not be brought to school without the teacher's permission. If the student has permission, these items should remain in student book bags while riding the bus. We supply toys, games, and sports equipment for our students to use during recess. We are not responsible for lost or stolen items.

**Lunch:**

**First graders eat lunch at 11:50 pm. Second graders eat lunch at 12:10 pm.** Students can select a vegetarian lunch or regular lunch each morning if they are purchasing the school lunch. Please refer to the monthly menu we send home and choose the desired entrée.

**School Spirit Days:**

Every Friday is School Spirit Day. We will wear our spirit wear, school colors (blue and white) or patriotic colors. We have an "AES spirit wear store" available for purchases, more details coming soon.

**Assignment Books:**

Our 2<sup>nd</sup> Graders are required to purchase and use our AES Assignment Book. The price is \$5.00, and they are available in the gym on move in night. You may also purchase them by sending the exact amount in an envelope with your child's name and room number on the front.

**Kids Club:**

The district is happy to provide Kids Club, before and after school care. See our website or contact Sandy Bahena [sbahena@arbor145.org](mailto:sbahena@arbor145.org) with any questions.

I look forward to meeting you/seeing you on **Aug 21<sup>st</sup> for Move in night (4:00-5:30 enter via door 17)**

Thank you,

Mr. Tom Flynn, Principal