



Greetings Allendale Parents and Families,

Welcome back! I hope everyone had a restful summer break and is ready to begin a new school year.

A safe learning environment is a priority at Allendale Elementary. Please review and discuss the Code of Conduct with your child(ren) as soon as you receive it. It is important that they understand the expectations and their responsibilities. (The complete edition of the Code of Conduct is available in the main office and on the district website).

Please remember to check your child's backpack and read and sign student agendas every night!

Important Reminders:

Arrival:

- Doors will open at 8:30AM. Students should be dropped off at the assigned student drop off (side door).
- **If students arrive before 8:25AM they will be sent to the Before-School Program** (parents will be charged for the child care services).
- Buses drop off students at **8:30AM** and Morning Announcements begin at **8:45AM**.
- Students who arrive after **8:45AM** are considered late/tardy and must be signed-in by a parent to receive a late pass (side door will be closed).

Lunch:

- Please assist your child in selecting healthy food choices for their lunch.
- Please do not drop off restaurant food for lunch during the school day.
- **Due to allergies, all birthday/party treats must be store bought.**

Dismissal:

- Students getting picked up at the Parent Pick-Up door will be released at **2:55PM.**
- Bus dismissal will begin at **3:00PM.**
- **Instruction does not end until 3:00PM and then students must prepare for dismissal. Therefore, please do not ask the main office to release students between 2:30-3:00PM unless it is an emergency.**

Absences:

- A written excuse must be brought in to the teacher after an absence or the absence will be marked illegal.
- Phone calls to the school would be appreciated regarding tardiness or absences at **677-3679** prior to 11:00AM, or the automated Robocall will be sent out if we do not hear from you.

Parking lot:

- **For the safety of all students, parents/guardians cannot pull into the bus loop during bus arrival and dismissal. There is no parking along the circle.**
- When dropping off students, parents can follow the road and the signs to the student drop off entrance at the end of the parking lot and a staff member will assist the students (8:30AM-8:45AM).
- When bringing students who are tardy, picking students up early or dropping something off, parents will need to bring their children into the building at the Main Entrance. **Please do not just drop students off without coming in to sign.**
- **Please do not allow your child to get out of the car and cross the parking lot or the grassy area of the circle. Please use the sidewalk when entering and exiting the school building.**
- **At NO TIME should a car enter the circle when buses are in the circle nor can a car pass a bus when THE LIGHTS ARE FLASHING-A fine of up to \$350.00 can result.**

Please do not park in the handicapped parking spaces (unless you have a handicapped parking permit) this includes the striped areas next to the handicapped spaces (those areas are designed to provide additional space for wheelchair access) or in the reserved parking spaces along the front entrance of the building at any time. This also includes before and after school programs and events.

Parent Visitors/Volunteers:

- ***Parents are always welcome at Allendale Elementary!*** For the safety of each child, visitors must sign in at the Security Desk and receive a visitor's pass before proceeding to the classroom. **Please remember that photo ID is required for everyone entering a school building!** We will be using the Rapter system this year.
- **Parents cannot go down to classrooms without a pass and an appointment.**
- Please leave instructional supplies, birthday treats etc. labelled with Teacher & Student name with the Security Guard. Students will be called down to pick up their items.

Conferencing with Teachers:

- If you need to speak with a teacher, please leave a phone message or send in a note to make an appointment. Teachers will be unable to conference with parents while supervising students because it disrupts learning. To leave a voice message, please dial 677-3801 and enter the teacher's extension number.

School Events

Flyers will be sent home regarding upcoming events at the school. The information is also located on our building webpage. Parents who sign up for e-mail will also receive notifications. (If you have not already done so and would like to be added to the e-mail list, please contact Mrs. Kottas in the Main Office for assistance).

Thank you and kind regards,

Dr. Holly Quinn
Principal