

Dear Families,

It is with great enthusiasm that we welcome you and your child to Eunice Smith Elementary for the 2017-2018 school year. The staff and I look forward to an exciting and productive year. We know the importance of teamwork when it comes to education. It is my sincere hope that the staff at Eunice Smith, the parents, and the children will form a cohesive team that will work hard toward the goal of providing each student with a quality education.

I look forward to working with you and I encourage you to share your thoughts, questions, and concerns with me.

Meet the Teacher Night

You are invited to attend our **Meet the Teacher Night** on Tuesday, August 15, from 5:30pm-6:30pm. During this time you can drop off your school supplies in your classroom, meet the teacher, and tour the school.

First Day of Student Attendance - Thursday, August 17th

The entire staff is looking forward to starting the school year. The first day of school is on Thursday, August 17. This is a full day of student attendance. School begins at 8:15 am and dismissal is at 2:40 pm. Students may be dropped off starting at 7:30am.

- ★ Parents who plan to park and come in on August 17, 2017 should park across the street on North Henry.

Transportation

Please begin to think about and plan how you would like your child to get to and from school each day. It is best for your child if you begin this routine on the first day of school. **Please understand that we will not make changes in your child's transportation plan at any time during the school year unless we hear from you by phone or in writing.**

★ **Arrival/Drop-off Procedures**

If you will be transporting your child by car, please drop your child off in front of the building at the main entrance each morning. This area is for drop-off only. **To ensure the safety of each child, all cars MUST stay in a single file line and students must exit the car on the sidewalk side to the right.**

★ **Pick-up Procedures**

Buses load in the front of the school. Parked or standing cars are not allowed in the loading zone. Parents picking up students by car will receive a colored "hang tag" that is numbered and corresponds with name(s) of student(s) being picked up. After school, parents and guardians will need to pull around the back of the building for parent pick-up. You will remain in your car and pull up to the door, which is located at the South end of the building-near Max Sports. Please wait in line until your child(ren) are escorted to your vehicle by the supervisor on duty. An additional "hang tag" can be requested if you want to give permission to someone to pick up your child up from school. If you forget or lose your "hang tag", you will need to park and come to the office to sign your child out of school.

★ **Bus Riders**

Bus rider tags will be issued the first day for all students. Children will wear them on the bus and the drivers will collect them before they exit the bus. This will take place for the first two weeks of school.

- ★ If you are a parent of a **Kindergarten Student**, please be advised that an adult must be at the bus stop to meet the student. Illinois Central will not allow a student to exit the bus unless there is an adult present to meet the student. If you would like the kindergarten student to be allowed to exit the bus with an older sibling, a **Kindergarten Release of Liability** must be completed and signed and presented to the school office.

Supply List

Supply lists are located on the Alton School District website and in the district calendar.