

# Clayton Huey Elementary School

"A Great Place for All Children to Learn and Grow"

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Superintendent of Schools

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**Dennis Ricci**  
Principal

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Assistant Principal

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Dear Parent(s)/Guardian(s):

I hope you have been enjoying a wonderful summer with friends and family. As the season is drawing to a close, our staff at Clayton Huey is working diligently to ensure a smooth opening as we prepare for another productive, successful school year. Opening day is **Tuesday, September 3rd, 2019**, and school hours are **9:00 a.m. – 3:15 p.m.** Children will be allowed to enter the school building beginning at *8:55 a.m.* and we want to be sure all parents are also reminded that Kindergarten through third grade will **not** be released from the school bus unless a parent/guardian or other designated individual is present at the bus stop. Please refer to the "Bus Stop Location Directory" to establish your child's bus stop which is enclosed in this packet along with information on all arrival and dismissal procedures, Bus Stop Pick-Up and CHAMP. Please be sure to complete the *Student Dismissal Information 2019-2020* form and return it to school on the first day of school. Also return the completed CHAMP application as soon as possible should you be utilizing the program. (A copy of the application will be provided to the classroom teacher(s) **as a courtesy**; however, *you must send a note to your child's teacher regarding dismissal, it should specify the days you want your child to be sent to CHAMP and not ride the school bus home after school.*)


Breakfast and lunch will be served in our cafeteria beginning the first day of school. If you are not sending your child with lunch from home please provide your child with money or utilize our "pre-pay" system found at [www.myschoolbucks.com](http://www.myschoolbucks.com) to purchase lunch in our cafeteria. The cost of lunch is **\$2.85** and the cost for breakfast is **\$1.50**. Applications for the Free and Reduced Price Meal Program will be sent to each family in a separate mailing. Please list *all children attending our schools* and return the completed application to the school for processing. Please note, students who were receiving free and reduced meals during the 2018-'19 school year, *must submit the 2019-'20 application by October 1<sup>st</sup>* in order to avoid interrupted services. All forms are also available on our website.

We will continue to use agenda books in Grades 3-5. The agenda book includes our Student/Parent Handbook and Code of Conduct on the opening pages. For those families without children in Grades 3-5 you can review this information on our homepage under Quick Links. Please review this important information with your child(ren) as we refer to it often when disciplinary measures are required.

I look forward to working closely with you to ensure your child's success. A partnership is truly the key to making your child(ren)'s school experience the best it can be. If you have any questions or concerns, please feel free to contact me at any time.

Enjoy the rest of the summer!

Respectfully,



Dennis Ricci  
Proud Principal

## **OPEN HOUSE**

Grades: 3<sup>rd</sup> – 5<sup>th</sup> - Thurs. Sept. 12th

Grades: Kind. – 2<sup>nd</sup> - Thurs. Sept. 19th

**Time: 6:00 – 7:15 p.m.**

## **2019-2020 ARRIVAL AND DISMISSAL PROCEDURES:** **BROOKFIELD AND BUS STOP PICK-UP**

To ensure the safety of our students, please follow the arrival and dismissal procedures below and submit the enclosed **Student Dismissal Information form** to your child's teacher on the **first day of school**. If your child(ren) are in grades Kindergarten through Third, please submit the form (one per family) to provide the names of individuals *who have permission to take your child(ren) off the bus in the afternoon* at the bus stop in your absence. If your child(ren) are to be picked up at the Brookfield (or "Gazebo") exit and not ride the school bus, please complete that portion of the form.

**ARRIVAL** - If your child will not be riding the bus to school please drop them off at the Brookfield entrance. Do not drop off students earlier than 8:50 a.m. Student drop off will begin at 8:50 and the doors will close at 9:05 a.m. After 9:05 a.m. students will be considered late and will need to be signed in by a parent or guardian at the main office. It is also important to remember that the Brookfield "Kiss-and-Go" is meant **ONLY** for parents whose children can independently exit the car, allowing for a speedy exit and efficient traffic flow. Once you pull up to the orange cone, you will be directed by security or a building administrator to have your child exit the vehicle. All children should exit the vehicle on the curb side; we try to avoid children walking behind or in front of cars. This procedure is meant to move quickly for the benefit of all involved so we do not create traffic issues and children arrive safely. If your child is not able to exit independently, please park your car in the Brookfield parking lot and walk your child to the Brookfield door. Any child in need of assistance should be escorted by a parent or guardian. A parent/guardian should not be exiting his/her vehicle in the Brookfield loop during morning arrival.

**DISMISSAL** - If your child is to be dismissed to Brookfield Avenue exit each day, check off the "Brookfield Avenue" box and complete the form as necessary. Please inform your child's classroom teacher, in writing, that your child will not be riding the bus at dismissal. Children who are not picked up by 3:15 p.m. will be escorted to the Main Office. *Note Brookfield Pick-up times: Kindergarten - 3 p.m.; Grades 1-5 - 3:05 p.m. (Gazebo Door)*

**BUS STOP PICK-UP** - Students in Kindergarten through third grades will not be released from the school bus unless a parent/guardian or *other designated individual is present* at the bus stop. Check the "Bus Stop Pick-Up" box and complete the form for children entering these grades. Students who are not met by a designated adult (indicated on the form) or parent will be brought back to the Clayton Huey main office for pickup by parent/guardian to ensure the safety of our students.

**C.H.A.M.P. (Before-After Care)** - Please submit a C.H.A.M.P. application if your child(ren) will be attending our childcare program

1. CHAMP forms can be dropped off at the Clayton Huey Main Office from 8 a.m.-2 p.m. the last week of August.
2. The CHAMP application will be given to the Director of the program.
3. **TEACHERS MUST RECEIVE A NOTE SPECIFYING WHAT DAYS YOUR CHILD WILL ATTEND AFTERNOON CHAMP.**

### **Reminder:**

**The classroom teacher dismisses each child in his/her class. He/She needs to know where to send them. The CHAMP director needs to know who to expect each day.**

**A note to the teacher, along with the application-stating the first day MUST be sent in to school, preferably BEFORE the first day so that the dismissal information for both the classroom teacher and the CHAMP director coincide.**

**EARLY DISMISSAL-** If your child must be dismissed early due to an appointment (medical, dental, etc.), please send in a note to the classroom teacher with the time of your expected arrival to sign-out your child. Please be sure to factor in any additional time you may need depending on the location of your child's classroom.

**DISMISSAL CHANGE-** All dismissal changes must be submitted in writing to your child's teacher. E-mails and/or texts are unacceptable methods for dismissal changes as a teacher may be unable to receive the information prior to the end of the day. Telephone call requests will only be accepted if there is an emergency and they will not be accepted after 2:20 p.m. to ensure the accurate dismissal of all children.

*Your child's safety is our priority. Following these procedures will ensure a smooth arrival and dismissal every school day for our faculty and students.*

**STUDENT BUS STOP PERMISSION  
AND  
BROOKFIELD PICK-UP PERMISSION**

**2019-2020**

STUDENT'S NAME (Print) LAST: \_\_\_\_\_ FIRST: \_\_\_\_\_

TEACHER: \_\_\_\_\_ GRADE: \_\_\_\_\_

**Bus Stop Pick-Up Permission (Grades: Kind. - 3rd)**

BUS LTR: \_\_\_\_\_

My child will be taking his/her assigned bus to and from school. In the event a parent/guardian is not available at the bus stop, the following individuals have permission to collect my child(ren) off the bus (please print):

- 1. Name: \_\_\_\_\_
- 2. Name: \_\_\_\_\_
- 3. Name: \_\_\_\_\_



**Bus Stop**

I understand that my child will be released at the bus stop without an adult present (Grades 4 and 5)



**Brookfield Avenue Pick-Up (Kindergarten – Door closest to bus loop; Grades 1-5 – “Gazebo”**

**Door):**

My child(ren) will be picked-up at the **Brookfield Avenue** entrance daily. S/he will NOT ride the bus. In the event I/we (parent/guardian) is/are not available, the following individuals have permission to collect my child(ren) at the **Brookfield Avenue** location (please print). (Note: Please be sure that individuals bring ID with them):

- 1. Name: \_\_\_\_\_ 2. Name \_\_\_\_\_
- 3. Name: \_\_\_\_\_ 4. Name \_\_\_\_\_

**IMPORTANT:**

- 1. **Any changes to your child's usual dismissal arrangement must be submitted in writing to your child's teacher.**
- 2. **E-mails and/or text messages directly to the teacher are UNACCEPTABLE methods of requesting a dismissal change.**
- 3. **Phone calls to the Main Office to request dismissal changes cannot be accepted after 2:20 pm *unless its an emergency.***