

August 1, 2019

Welcome New Berkeley Elementary Families!

With pleasure I welcome you to a fantastic year of learning at Berkeley Elementary. This year's motto is "Bulldog Strong!" This motto serves as a reminder that we are creating a rigorous academic culture and supporting students as they strengthen their attendance, attitudes and academic progress. This is our school mission. With your support and voice, we can say with confidence that your child will have a great year!!

Berkeley Elementary is a brand new school, serving students in grades 3-5. We are extremely excited to get the year started and to get to know all of you. You can expect to be greeted with a smile every visit, provided support in getting the year started, securing bus routes, downloading the district app and getting on your parent portals. Please make sure you complete your online verification as soon as possible. If you have any questions about your child's enrollment status, please call our main office. We expect every student to be on time the first day of school. **Attendance counts from the first day until the last.**

It is important to us that all families help with decision making, trust our instructional goals and feel supported throughout the year. This is a start to a beautiful partnership between school and home.

Your next opportunities to meet leaders, teachers, support staff, and other families will be during the following events:

Saturday - August 10th - Back to School Parade and Fair on August 10th - 9: 00 a.m. - 1:00 p.m.

Tuesday - August 13th - Meet the Your Teachers Night" on August 13th - 5:00 - 6:30 p.m.

Tuesday - August 27th - Open House - 5:00-6:30 p.m.

The entire district staff has been working really hard to prepare schools for our **first day of school - August 15th - Thursday.** It is extremely important that your child's information is updated online and they **are on time for the first day** and every day of school this year. I encourage you to post a copy of our **school calendar** from the district and school on your refrigerator when received. This will help you plan doctor's appointments on half days or when school is closed and to stay connected. If there are needs or information that may be helpful to you and your family, please reach out to our school office staff first and ask for a principal or counselor. We will be here when you need us.

**Friendly Reminder about Birthday Celebrations - Only healthy snacks are allowed during your child's 30 minute lunch period. A list of healthy snacks is available from our main office.**

At the end of this letter you will find arrival/dismissal schedule. Attached find: a school supply list, a district calendar, and school event family calendar.

Please do your best to provide all of the supplies, however, some FREE school supplies and back packs will be given away at "Meet the Teacher Night".

As you prepare to send your children back to school, please be sure to look for both text messages and emails. At this time, the school website is being reorganized, but will also be available for school information in the future. It is our goal to "go green", but if you prefer hard copies, please let us know.

If you have any questions or concerns, please don't hesitate contacting our office staff:

Ms. Stewart-Attendance Secretary

Ms. Tina Cosentino - Office Manager

314-524.3883 or Fax (314) 524-3889.

Berkeley Elementary School Office hours are 7:45-4:15 p.m. - Monday through Friday.

In partnership,

*Staci L. Wadlington*

Staci L. Wadlington - Principal

## **Berkeley Elementary Arriva/Dismissal Procedures and Schedule**

This year Berkeley Elementary - Grades 3-5 will use the following arrival and dismissal procedures. Please help us keep your children safe and the flow of traffic moving quickly by following these procedures.

### **Arrival Procedures**

#### **Unleashing Potential ONLY**

6:30 a.m. - Unleashing Potential accepts *ENROLLED ONLY* students after parents sign-in.

#### **ALL STUDENTS**

8:15 a.m. Students can enter the building to read silently. Bus students enter through the main parking lot doors, Car riders, cabs and walkers enter the front door.

8:35 a.m. - Breakfast begins.

8:50 a.m. - Breakfast ends.

8:50 a.m. - Tardy Bell and Morning Announcements

8:55 a.m. - Instruction begins at all grade levels.

9:05 Bell rings - Late period starts and impacts attendance minutes.

### **Dismissal Procedures**

3:15 p.m. - Afternoon Announcements - Bell rings

3:20 p.m. - Instruction Ends and Dismissal Begins - All groups line up and assemble in hallways with teacher.

3:20 p.m. - Walkers - Teacher A walks all walkers to the east door and then the west door depending on the location of the grade level and escorts them across the east street and the driveway.

3:25 p.m. - Unleashing Potential (UP) Program - Teacher B walks students to cafe from classroom and leaves them with UP supervisors/staff. Students follow the UP procedures.

3:25 p.m. - Buses/Day Care Vans- Teacher C walks students to gym, supervises and then walks group to bus. Girls sit behind bus driver and boys sit on the opposite side of the bus driver.

3:30 p.m. Car/Cab Riders - Teacher D walks students to car rider dismissal location on first floor, out east side of building to car rider lanes and are called by radio to cars.

**MIDDLE AND HIGH SCHOOL SIBLINGS - Older siblings will have a designated area to wait for students walking home. They will not be allowed to enter the building or be on the front near buses or cars during the pick up students early.**

**PARENTS PLEASE REMAIN IN YOUR CARS, BE PATIENT AND ALLOW ADULTS TO BRING YOUR CHILD TO THE CAR.**

**IF EARLY DISMISSAL IS MANDATORY, PLEASE CALL THE SCHOOL AND PICK UP YOUR CHILD PRIOR TO 3:00 P.M. ANY LATER PICK UPS WILL BE DISCOURAGED SINCE INSTRUCTION CONTINUES UNTIL 3:20 AND THEN THE DISMISSAL PROCESS BEGINS.**

