



## Welcome to Hannah 2008-2009

September 3, 2008

Dear Parents,

As we begin a new school year, I'd like to provide some essential information. Each year begins with excitement and enthusiasm on the parts of students, teachers, and parents. We plan to have a fantastic year of learning and growing together. As we begin, I'd like to ask students and parents to commit themselves to arriving at school on time each and every day. School begins *promptly* at 7:55 a.m. Students who arrive late miss out on essential instructions and activities at the beginning of the day. Please make every effort to arrive *on time!*

### **School Hours:**

AM Kindergarten Session:	7:55 a.m.-10:35 a.m.
PM Kindergarten Session:	11:25 a.m.-2:00 p.m.
Full Day Kindergarten:	7:55 a.m.-2:00 p.m.
Grades 1-5:	7:55 a.m.-2:00 p.m.



### **Early Dismissal Days:**

AM Kindergarten Session:	10:35 a.m.
Full Day Kindergarten:	12:00 p.m.
Grades 1-5	12:00 p.m.

### **Arrival:**

Students should arrive at school between 7:35 a.m. and 7:55 a.m. and report to the schoolyard area. A bell will ring at 7:50 a.m. for students to begin entering the building with their teachers.

Instructional time begins at 7:55 a.m. There will be staff outside to greet students. On rainy days, students will go into the gym through the schoolyard door and line up with their class. Please make every effort to ensure that your child arrives to school on time each day. Thank you



### **Breakfast and Lunch:**

Our cafeteria provides nutritious food for our students. Breakfast will be available to students each morning in the cafeteria from 7:30 a.m.-7:55 a.m. and costs \$1.25 daily. A choice of hot lunch items is provided each day as well. Each family will receive a menu magnet with the menu for the year. This menu is also posted on the district website. Lunch costs \$2.25 per day.



There will also be a choice of a la carte items (cookies and other snacks). You can prepay lunches by paying on Mondays for a week or a month at a time. If your child brings a lunch to school, milk may be purchased for 65 cents.

### **Health Concerns:**

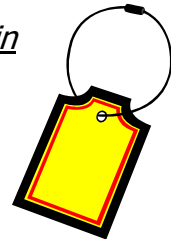
All Hannah parents should be aware that it is necessary for us to reduce the risk factors for students in the school with certain medical needs, in particular severe allergies to certain foods. This will require your understanding and support, as we continue to provide a safe school environment. Based on the needs of the students, there will be a "peanut free" table in the cafeteria. This is because certain nut products are already known to be serious allergens to some of our students. Students sitting at this table will be able to bring a friend who has a nut-free lunch. Also please note that certain areas in our school have been designated as food-free (art, music, and science rooms, gymnasium, library, and computer lab). We appreciate your support and cooperation in this matter.



Please make sure we have an updated physical and immunization record on your child. We also need to be aware of any medical conditions, allergies, or medications that your child takes. If your child has specific restrictions or health needs, please contact our school nurse at ext. 103.

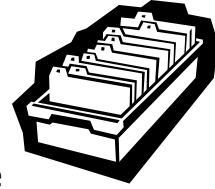
### **Visitor Passes**

If you need to be in building during the school day, *you must check in the main office and get a visitor badge.* There are no exceptions. There is a sign in book on the counter. Please be sure to write both the time you arrive and the time you leave. This is for the safety of all students. The school doors will be locked after 8:30 a.m. each day. You must ring the bell to gain entrance and report to the office.



### **Emergency Cards:**

Please make sure that you fill out the emergency cards **completely**. This year there are two cards. Please fill in the tan card for the office and the pink card for the nurse's office. They are included in this packet. It is *extremely important* that we have accurate information including cell phone, work phone numbers, and 3 emergency contacts other than parents in the event that a parent cannot be reached for a medical or other emergency situation. If any information changes during the year, please keep us informed and update this card. Emergency cards should be returned to your child's teacher by **September 5<sup>th</sup>**.



### **Dress Code:**

Students are expected to **dress appropriately** for an **educational environment**. I consider "Heelies" to be a safety hazard and ask that students **not** wear them to school. Additionally, Flip-flops and sandals without heel straps are unsafe for Gym class and recess. Your child must bring sneakers or other safe footwear to participate in recess and gym activities. Please make sure you are aware of what your child wears to school.



### **Dropping Off Items:**

If you need to drop off any item for your child after the start of school, please label it with your child's name and the teacher's name and bring it to the main office. Your child will be called to come and pick it up.



### **Kindergarten Parents:**

We welcome you and your child to the Hannah School community. Kindergarten screening will take place on September 18, 2008. Your child will receive an appointment time. The screening should take approximately 30-45 minutes. There will be NO REGULAR CLASSES for kindergarten students on that day.



### **Drop Off and Pick Up of Students:**

There are designated areas for this. All cars entering the Hannah School **must** follow the traffic rules for the safety of all concerned. Drivers must **stay in their cars** when dropping off or picking up students. Please stay in a single line along the curb. If you need to see someone in the school or wish to accompany your child to his/her line, please park in the parking lot. Do not park along the sidewalk in the driveway entrance. The area between the service delivery driveway and the drop off circle is for live drop off or pick up only! There is NO PARKING on either side of the drop off circle island. Please be sure your child is wearing a seat belt and



that he/she exits your vehicle from the passenger side door. It is very dangerous for students to be exiting cars from the driver side and/or exiting from a vehicle that is double-parked.

Again, *drivers must stay in their cars when dropping off or picking up students.* Please consider carpooling to lessen the traffic volume.

**Dismissal:**

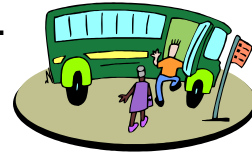
Students in grades 1, 2, and 3 are dismissed at **2:00 p.m.** through the schoolyard doors.

Students in grades 4 and 5 will be dismissed at **2:00 p.m.** in front of the building. If your 4<sup>th</sup> or 5<sup>th</sup> grader

needs to accompany a younger sibling, he or she should exit the building from the schoolyard doors.

Kindergarten students will be dismissed at 1:55 p.m. through the front door.

Students riding a bus will line up inside the building, in a designated area, and be escorted to their bus by a staff member.



**Volunteers:**

If you would like to volunteer in our school, you must fill out a CORI background check. The form is included in this packet. This form is necessary for parents who would like to chaperone on field trips as well as those who wish to help in the library or in other ways at the school.

We look forward to a great school year. Please feel free to contact me if the need arises.

Sincerely,

Susan Snyder  
Principal