



# Jerseyville East Elementary School

201 N. Giddings St.

Jerseyville, IL 62052

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Kimberly Anderson, Principal



August 9, 2017

Dear Families of East Elementary Students:

Welcome to a new school year! I am so excited to get our school year started. I look forward to meeting and serving the members and stakeholders of our learning community. I would like to take this opportunity to welcome your child to East Elementary, a learning environment that will provide a challenging, yet fun place for your child to learn and grow.

Please know that student safety is a primary concern. Upon visiting East Elementary, you will notice a buzzer outside of our main entrance doors. When visiting East Elementary, please press the buzzer and a member of our office staff will assist you. Student safety is also a priority as evidenced by our morning drop-off and afternoon pick-up procedures.

**Please refer to the directions and map on the reverse side of this page.**

I would like to share with you a few more important pieces of information to prepare you and your family for a successful school year:

- **School hours are 8:25-2:50.** The school building opens at 7:45. If your student is not eating breakfast, they may arrive between 8:00 and 8:25. **Students will be marked tardy after 8:25 a.m.** A good start to the day is essential for student success—please ensure that your child arrives to school on time.
- **Student Handbook:** Please remember to view the East Elementary Student Handbook. The handbook can be viewed by visiting the Jerseyville East Elementary homepage. From there, select “Students and Parents,” and then select “East Elementary Handbook.”
- **Breakfast/Lunch Money:** We have an automated system in the lunchroom. Payments via credit card are accepted via the RevTrak system. If you prefer to pay at school, most parents send payments in larger increments such as \$20, \$25, \$50, etc. for their meal account. **When your child brings breakfast/lunch money to school, we ask that you put it in an envelope with your child’s name on it.** They may give it to their classroom teacher who will turn it into the office.
- **Please communicate with your child about his/her daily routine, especially how they are going home.** Students do worry if they are unsure how they are getting home or waiting for a message. Please discuss this with your child so they feel comfortable knowing the routine. If a change in transportation occurs, please notify the office via note sent with the child or a phone call to the office in the morning.
- **Communication:** I encourage you to communicate with your child’s teacher about any questions or concerns you might have. They are wonderful sources of information and are always happy to communicate with you.

## UPCOMING DATES TO NOTE:

- Monday, August 21: Open House, 5:30 p.m. -6:30 p.m.
- Wednesday, August 23: First Day of School For Students
- Monday, September 5: Labor Day-No School
- Thursday, September 14: East Elementary Picture Day