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Description automatically generated**Welcome to Elmcrest Elementary School**

**2023-2024**

 Dear Elmcrest Families,

We are so excited to start the 2023-2024 school year!

We look forward to a year full of learning. The following are some aspects of our culture we are happy to share with you:

* Title 1 – Elmcrest receives Title 1 funds from the government. Through this grant, we are able to provide 1:1 computers for students, extra personnel, free breakfast and lunch for all students, & all classroom supplies.
* We send an Elmcrest Weekly Update for celebrations, news, and upcoming weekly changes. This comes as a phone call, email and text message.
* Dragon Dollars: students earn either physical dragon dollars, or through class dojo. They can spend their dragon dollars in our dragon store one time per month.
* Communication: Teachers communicate through class dojo, or email. Please make sure you have an updated phone number and email address for them to use.
* Volunteering: We are thrilled to welcome volunteers back to campus! Please fill out a volunteer form in the office. If approved, while on campus the volunteers are expected to follow all school and district policies.
* School hours are 9 am – 3 pm daily, with an Early Release (2:15) each Wednesday.  Gates do not open before 8:45 am. Students should not be dropped off early unless they are in the before school program through City of Reno.
* Only students are allowed onto campus in the morning and after school. This has become an increased safety and security measure. Also, this has greatly helped our school with organization at the beginning and end of the day. If you need to schedule an appointment with the teacher, please contact them directly, or schedule through our office.

First day of school: Grades 1 – 5, Monday 8/14/23 & Kindergarten, Monday 8/21/23

**New Kindergarten students:** Students entering Kindergarten will come to campus the week of Aug. 14 - 18 for a Kindergarten readiness assessment. Our secretary, Miss Judy, will be calling you this summer to schedule your appointment.

We are looking forward to another year with our wonderful Dragons!

Sincerely,

Jessica Wilson, Principal

Ryan Linton, Dean of Students

The faculty & Staff of Elmcrest Elementary School

**Student Drop Off and Pick Up/Transportation**:

\*All WCSD bus transportation runs through the Transportation Department.

All gates will open at 8:45 am. Students will be allowed to play on the playgrounds before school, from 8:45-8:55 am. A warning bell rings at 8:55 and the official bell to start the day rings at 9:00 am. The gates close shortly after 9:00 am. If you arrive after, please go through the front office.

Morning Care through the City of Reno is from 7:00 am – 8:45 am - If you need morning care, please visit reno.gov and search for Sierra Kids. There ***is*** a cost to this service.

When dropping students off in the morning, please use our loading zone on the McDonald side of the school near the Kindergarten gate.  It is expected to drop students off in a “kiss and go” manner and for parents to remain inside the car. Students need to exit the passenger side of the car. *Students should be opening and closing their own doors as it is a liability for our staff to do so.* Our staff will be on duty every morning in bright yellow vests to ensure all students safely get inside the gates. Please wait for the car in front of you to exit the drop off lane as this will allow for more flow of traffic. **Per Nevada Law, it is illegal to make a U-turn in school zones.**

If you walk to school, please be aware that for security purposes *only students will be allowed past the gates*.

Dismissal – Please let your teacher know your plans for student pick up. The after-school options are: Team Up program in our cafeteria, walk home, take WCSD bus transportation, or pick up by parent. Parents are asked to wait outside the gates after school as well.

KINDERGARTEN – drop off & dismissal is always at the McDonald gate unless student is walking home with an older sibling, going to team up or taking the bus. Kindergarten is ready for pick up 5 minutes prior to the rest of the students to alleviate traffic.

\*Please discuss with your child where you will pick them up and have a set routine.

**Inside School Logistics**

* **Early student pick up**: if your student needs to be picked up early from school, please go to the front office and let our secretary know. If your student is ill, they are picked up within 1 hour of the phone call. You will be required to show ID to pick up your student during school hours. *\*Students will not be released within the final half hour of school dismissal time, please come before 2:30 if you need to pick up your student early\**
* **Hand Washing**:  All classrooms have a sink and will have a hand washing routine & protocol established.  Handwashing will be encouraged throughout the day.   Hand sanitizer will be utilized throughout the day as well.
* **Specials**: Elmcrest students have 4 specials each week: PE, computers, library, and music. Students also participate in guidance lessons taught by our counselor Mrs. Conner at least once per month.

**Breakfast**:  Students will continue to have breakfast in their classrooms every day.

**Lunch**:  Our daily lunch period provides each group of students 20 minutes to eat and takes place in the cafeteria. If you send a cold lunch with your student, please label everything in the lunchbox.