

# CHARLESTON ELEMENTARY SCHOOL

**Welcome to Charleston Elementary School!!** We are excited about the 2022-23 school year and look forward to another awesome year! The purpose of this letter is to give you some information about school schedules and procedures.

Our school day begins at 8:00 AM and ends at 3:10 PM. Students should not arrive at school any earlier than 7:45, as teachers are not on duty until that time. Our afternoon dismissal is done in phases:

- 3:10 Bus riders will be dismissed to load on buses and car riders will be dismissed to the loading zone in front of the Elementary School
- 3:15 Walkers will be dismissed from the East Hall to walk home after the buses have departed

For the safety and security of our students and staff, **All exterior doors and classroom doors will be locked when the 8:00 bell rings and will remain locked the remainder of the school day.**

Charleston Elementary School will continue to fight the COVID-19 virus by frequent handwashing, daily cleaning/sanitizing of the building and limiting outside visitors. During the school day visitors will only be allowed in the front foyer and Elementary office. Access to hallways and other areas of the building will be restricted unless admitted and approved by office personnel. The student check-in/check-out Chromebook Register will be set up in the front foyer for you to check-in or check-out your child. There will also a table available to drop-off and pick-up items.

Students who are tardy must be signed-in by a parent/guardian by using the Chromebook sign-in Register located in the front foyer. Students leaving school early must also be signed-out by a parent/guardian using the same method. “Tardies” and “Early Dismissals” are documented in the student’s attendance record. If a student is absent, a parent/guardian must **call the Elementary Office at 965-2460 by 9:00 AM on each day that the student is absent.**

**LUNCH / BREAKFAST:** Student lunches are available to purchase each day at the cost of \$2.00 per day. Free and reduced lunches are available for qualifying students. Breakfast is offered for .75 cents per day and is served in the Cafeteria **before** school starts from 7:35 to 7:55 each morning. Students eating breakfast should go directly to the Cafeteria and then walk to the Elementary School when they finish eating. Monthly lunch calendars and newsletters are sent home each month to keep you updated on current school events and to let you know what the lunchroom is serving each day. **Please send lunch/breakfast payment in a separate envelope marked with the student’s name, grade and teacher’s name.** Payment can be sent daily or can be paid ahead weekly or monthly.

Phone calls notifying us of any **transportation change** must be made **before 2:00 PM** to ensure notification to the student and teacher. A student will follow his/her normal after-school routine unless a note or phone call from the parent/guardian is received giving permission to do something different.

**Homework requests** for absent students must be made **before 11:00 AM** in order to give their teacher ample time to gather and organize the student’s make-up work.

Our **After School Care Program** will again be available for working parents! This program is designed to assist working parents who cannot pick up their child at the end of the school day due to their work schedule. There will be a one-time sign-up fee of \$25.00 per child, and then will be of no charge. Please note the following guidelines:

- Kindergarten through 4<sup>th</sup> grades only
- Program hours are: Monday - Thursday, 3:10 – 5:30 PM, Friday, 3:10 – 5:15 PM
- The program is only available for parents whose work schedule does not allow them to pick up their child at the end of the school day or be home when the school bus would deliver their child/children.

Should you have any questions, please feel free to call the school office at 479-965-2460.