

Welcome Back to School, Washington Bulldogs! 2024-2025

Important Information to Kick-Off a Great Year



Open House/Meet the Teacher Night: Wednesday, August 28, 5:30pm-7:00pm

All Washington students and their parents are encouraged to join us for Open House/Meet the Teacher Night, which is scheduled from **5:30pm-7:00pm on Wednesday, August 28**. This is a night for everyone to meet the teachers, see the school, and learn a bit about the class. **You are also welcome to bring your child's school supplies, which makes for a much lighter backpack on the first day of school!**

After visiting the classroom, students can also enjoy an ice cream treat and reconnect with one another on the playground.

You do not need to stay for the entire time, even just coming by for a few minutes to greet the teacher and learn a bit about the classroom **will help set the stage for a positive partnership this year!**

SCHOOL TIMES

School starts at 9:03am and dismisses at 3:58pm.

Students are NOT to arrive at school any earlier than 8:50am.



Student Information Update: If you have not done so already this summer, go online to review and update information for your students. Even if you have no changes, you are required to login to the PowerSchool Parent Portal to update and confirm the information by the start of school. You should have received a mailing with your login information from the District Office back in July. The parent portal can be accessed on the main page at Romeok12.org.

Let's Ride the Bus! Bus route information will be on the www.romeok12.org website. Click on the School Bus icon on the district home page and follow the prompts. **Students are STRONGLY ENCOURAGED to ride the bus to and from school daily, which will help with congestion in our parking lot.**



First Day of School:

Tuesday, Sept 3

Our first day of school is a half day schedule (9:03am-12:12pm) for **grades 1-5**.

For **Young Fives and kindergarten** students, parents will bring their child anytime during the window of 9:30am-11:30am on the first day. Please refer to the staggered start sheet included in this mailing for Y5 and K parents ONLY.

Arrival and Dismissal Procedures 2024-2025

Please carefully review our procedures for a safe and organized start:

*Our parking lot is small and our placement on VanDyke is very congested. We encourage to you use bus transportation if you are eligible. Our teachers are there to greet students, however, **it takes parents using patience, kindness and grace to make drop-off a safe and efficient system.**

Morning Arrival - 8:50-9:03 (Tardy bell rings at 9:03)

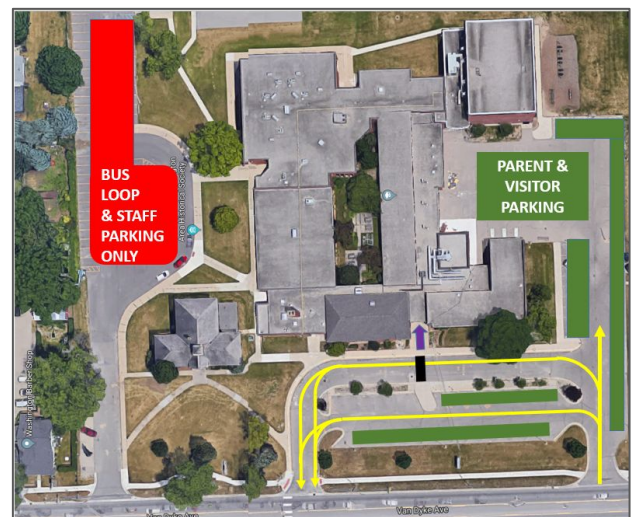
Beginning at 8:50am, students being dropped off may enter through the main entry and go directly to their classrooms. Staff will be available to assist. **NO STUDENT MAY EXIT A VEHICLE PRIOR TO 8:50 am.**

- **Parents may ONLY use** the main parking lot in front of the school; including the spaces through the gated area near the gym. No parent drop-offs are allowed in the bus loop area of our North Lot.
- **Due to limited parking, please consider using the drop off/pick up lane.** When using the drop-off lane, parents should **pull up as far as possible** to the front of the lane, let their students out quickly, then move along so that the next cars can drop-off. **There is NO parking in the drop-off lane and drivers should NOT exit the vehicle for any reason!**
- If you choose to walk your child to the front entry door, you must park in a parking space. Use caution and watch for vehicles. Abide by all regular parking rules, including leaving disability accessible spaces for drivers with the proper designation. Do not block driveways or crosswalks.
- **Parents MAY NOT accompany students into the building.** Please see the office staff if you need access.
- Pack your patience and caution! These procedures are for the safety of all students.

Afternoon Dismissal - 12:12pm on ½ days, 3:58pm on full days

- Bussers will be dismissed from their classrooms first, beginning with kindergarten students who will be escorted.
- **Pick-Up for Grades K-3:** Parents **MUST PARK IN A PARKING SPACE** and walk to the grassy area near the playpad and gates. Teachers will bring students out to a designated classroom area on the playpad to release children to parents.
- **Pick-Up for Grades 4-5:** Parents may use the pick-up/drop off lane, however you **MUST REMAIN** in your vehicle. **Please pull up all the way to allow others to fill in behind you.**
- **Families with both K-3 and 4-5 students** will park and pick up all of their children from the playpad area near the gates.

NO DRIVING NEXT TO DROP OFF LANE or STOPPING ON THE CROSSWALK



Must Have Information

Please keep handy this information for use throughout the year.

DAILY INSTRUCTIONAL SCHEDULE - 9:03am-3:58pm

1st Arrival Bell: 8:58 am

2nd Arrival (Tardy) Bell: 9:03 am

Dismissal Bell: 3:58pm

Half-Day Dismissal Bell: 12:12pm

****Students who are driven to school may not be released from their vehicles until 8:50am.***

STAY CONNECTED

Your child's teacher will communicate through Google Classroom and/or email. Always keep an updated email address on file to receive School Messenger Communications from the school and district. If you have not done so already, be sure to also [opt-in to School Messenger Text Messages](#) to get important school and district updates.



www.romeok12.org



www.facebook.com/washingtonbulldogs

ABSENTEE CALLS / NOTES

If your child is ill, please remember to call the school attendance line at **586-281-2150 before 9:30am**. Please give us the spelling of the child's last name, teacher's name, and reason for absence. The answering machine is on 24 hours a day. If your child needs an early dismissal, please send in a note (**not an email**) to the teacher, who will forward the information on to the office. **It is very important to include the child's last name on all notes and envelopes.** If a child is riding home with another student in the school, please send in a note with this information also. Due to the busy end-of-school day in the office, **please call us no later than 2:30pm** with any changes to your child's dismissal schedule.

Allowance of bus ride changes at the end of the day is at the discretion of the transportation department, therefore all change requests must be communicated through a note to the school office in the morning. Please be sure to have a back-up plan in case transportation is unable to honor the request. **NO CHANGES are allowed during the first month of school and it is possible that none will be permitted during the year.**

Doctor's notes matter! While we encourage you to try not to pull students out of school for appointments, we understand that scheduling sometimes necessitates it. **Any absence verified by a doctor's note is marked as excused.** Please make sure to forward these notes to the office as they do make a difference in your child's attendance record.

SCHOOL-AGED CHILDCARE (SACC)

The SACC program is offered at Washington Elementary before and after school daily from 6:30am-9:00am and 4:00pm-5:30pm. All interested parents, or questions around SACC, should be directed to the Early Childhood Department at 586-752-0314. Washington is unable to accept SACC registration forms. **Students may not be dropped off at school prior to 8:50am. Should your schedule need a drop off time prior to 8:50am, please contact the Early Childhood Department regarding SACC.**

Must Have Information

Please keep handy this information for use throughout the year.

MEDICATIONS

Washington maintains and follows State of Michigan school policy regarding the dispensation of medication: Any medication, whether sold over the counter or dispensed by the pharmacist, must be brought to the office by the parent/guardian. **Students may NOT bring medication(s) to school.**

There **MUST BE** a “Medication/Treatment Consent” form completed and signed by the attending physician and the parent/guardian. This form must be filled out whether the medication is sold over the counter or dispensed by the pharmacist. If your child has asthma, severe allergies, seizures or diabetes, the aligned management plan form **MUST BE** filled out and returned to the school office. All medication must be in the original container, clearly labeled with the student’s name, the dosage, the doctor’s name and phone number. All necessary forms are available in the school’s office and online at [Romeok12.org](https://romeok12.org).

VISITORS/VOLUNTEERS

All visitors/volunteers must enter the building through the main door into the secure lobby area. Ring the doorbell inside the lobby and front office staff will communicate with you through the intercom system. **Please be prepared to have your driver’s license run through Raptor, our visitor management system, in order to access the building beyond the lobby and office.**

If you plan to volunteer for school or classroom activities, **you must fill out a volunteer form in order to have a background check prior to volunteering.** Please contact the main office or your child’s teacher to get a volunteer form.

FOOD SERVICE INFORMATION

One free breakfast and one free lunch each day is again available at school for the 2024-25 school year thanks to Michigan School Meals funding! Seconds will not be available for students. Families will need to complete an Education Benefits Form, as this can qualify your student and our school for additional benefits! Please visit <https://romeo.familyportal.cloud> and click "apply for benefits." Students will indicate to their teacher each morning upon arrival if they are ordering a school breakfast and/or school lunch. Breakfast and lunch menus will be available on www.romeok12.org under “[Lunch Menus](#)” at the top of the home page and are included in the Washington Weekly. Families interested in participating in (formerly Blessings in a Backpack) will need to complete the [Sharing Benefits](#) form.

BIRTHDAY TREATS

At Washington, we believe that birthdays are an important part of a child’s life and we want to recognize them at school. Children’s birthdays are announced on our daily student broadcast, and students who are celebrating their birthday at school receive a birthday prize from the office. For students who would like to bring items to share with their class on their birthday, they are encouraged to bring a small **NON-FOOD** surprise to school (for example - pencil, eraser, stickers) to give to each classmate. Another idea would be to gift a favorite book to the class for the classroom library. **Any food items must be store bought and individually packaged and will be sent home. Our teachers do not have the time or supplies to package treats (ie: bulk cupcakes) so please do not send in these types of treats. Always consult with the teacher ahead of time before sending in a birthday surprise.**

Must Have Information

Please keep handy this information for use throughout the year.

WATER BOTTLES

Students are encouraged to bring a full water bottle to school daily. Please label your student's water bottle with their first and last name to avoid mix-ups.

PARTY INVITATIONS

While we encourage friendships outside of school, **our teachers WILL NOT pass out birthday invitations unless everyone in the class is receiving one, nor will students be permitted to pass them out.** If you are inviting a small group of children, please reach out to those families outside of school hours. Teachers will not "slip invitations" into a few backpacks. Thank you for understanding.

SCHOOL SUPPLIES

A suggested school supply list by grade level has been sent via mail, is included in this mailing and is available on our school website. **Please do not feel that you need to have everything ready to get the year started.** We also have basic supplies and backpacks available in the building for those who would like some support in attaining school supplies. Please contact the school office if you need more information. Teachers will provide additional details via classroom communications.

CELL PHONES

Cell phones are not permitted for use during school hours. **These devices will be taken and held in the office for parents to pick up if students are found in possession of them.** While students may wear watches with cellular capabilities (Smart Watches), students are not permitted to receive or send messages during the school day. **These watches will be taken and held in the office for parents to pick up if students are found using them for communication purposes.** Phones are available in the school office for students who need to contact parents.

TOYS & PLAYGROUND BALLS

Toys are not allowed to be brought to Washington. **Toys are a distraction and cause a variety of problems when brought to school. PLEASE, leave them at home.** This includes playground balls. Students who bring these items to school for after school plans will be asked to keep them in their backpack, and items taken out during the school day will be held in the office for parents to pick-up.



We Are Washington: A Caring School Community!

Now Hiring!

Noon Duty Aides



We're seeking Moms, Dads, Guardians and/or Grandparents to support lunch supervision at Washington Elementary!

Join our team of dedicated and fun Noon Duty Aides!

We offer a fun and friendly working environment where **YOU** get to make a positive difference as you supervise our students during their daily lunch and recess.

Paid positions at \$14.00/hour & Volunteer Positions available

Flexible schedule!

Work from 11:30am to 1:30pm, 1-5 days/week.

Choose the number of days per week that you prefer.

This is a great way to get to get involved at our school!



Email Rachel Tippett at rachel.tippett@romeok12.org

and

Apply Online Today at <https://tinyurl.com/28z4mtc4>