

EMERSON ELEMENTARY SCHOOL

Every Child, Every Day

13439 Clifton Blvd.

Lakewood, Ohio 44107

(216) 529-4254

Margaret Seibel, Principal

August 12, 2009

Dear Emerson families,

It is with much excitement and anticipation that I extend a warm welcome to new families and a heartfelt welcome back to our returning families.

The following dates and information will be helpful to you before the first day of school:

Tuesday, August 18, 6:30 Kindergarten Welcome and Parent Information Night
(Invitations have already been sent)

Wednesday, August 19, 6:30 PTO Family Kickball Game

Friday, August 21, 10:00- 11:00 New Student Orientation (Grades 1-5)

Tuesday, August 25, 3:00 Class lists posted on Emerson doors*

Wednesday, August 26, 8:45 First day for students

Thursday, August 27 EARLY DISMISSAL AT 1:10

Wednesday, September 2, 6:30 Parent Information Night (Grades 1-5)

Monday September 7 Labor Day, No School

***At the end of this letter is a number that has been assigned to your child. We will post our class lists using this number. Class lists will be posted on Tuesday, August 25 at 3:00 on the Clifton and parking lot doors of Emerson Elementary.**

Supply lists are in the area stores, on our website and available in our office. If you purchased your supplies through our PTO, you can pick them up during office hours (8:00- 3:00) or at the kickball game on the 19th.

Please join us for a PTO sponsored family kickball game on Wednesday, August 19 at 6:30. This will give our students and families a chance to reconnect before the school year begins. Popsicles will be provided. We hope to see you there!

THE FIRST DAY OF SCHOOL

ARRIVAL: All students (riders and walkers) need to come to the back of the building. The bell will ring at 8:45. Teachers and support personnel will escort students to their classrooms. Parents are encouraged to stay for our PTO coffee. **ALL STUDENTS WILL CONTINUE TO ENTER THROUGH THE REAR DOORS FOR THE ENTIRE SCHOOL YEAR.** All other doors are locked.

DISMISSAL: At 3:05 students who walk will be dismissed out the Clifton Blvd doors. Riders will be dismissed out the back parking lot doors. **It is important that students know if they are riders or walkers at the end of the day because they are dismissed out of different doors.**

CAR RIDER ARRIVAL AND DISMISSAL TRAFFIC PATTERN:

Cars enter the back parking lot via the east driveway on Emerson. You are encouraged to enter Emerson Avenue from Nicholson instead of Jackson. This will ensure all right hand turns into our parking lot. Cars will then exit and make a left hand turn on to Jackson. This circular traffic pattern will help alleviate backups. Vans transporting handicapped students and vans from daycare providers will use the driveway off of Clifton Boulevard for drop off and pick up. No other students may be dropped off using this driveway.

Loop around the curb and pull up to the gym doors. In the morning the gym doors will open at 8:30 and students will be supervised until the 8:45 bell rings.

At dismissal, car riders will exit out of the gym doors. Staff will look for your car sign in the window (it will be sent home the first day of school) and escort students to the cars.

We ask that you adhere to these procedures for the safety of our children. It does get congested at dismissal, but we are able to load all students into cars in about 15 minutes.

ADDITIONAL FIRST DAY NOTES

You will receive much information on the first day of school. Please check your child's book bag! A school handbook outlining our policies and procedures will be sent to each family. Many items need to be signed and returned.

Fourth and fifth grade students will bring their Ohio Achievement test scores home on the first day of school. You will also be given a sign to place in your car window if you pick up children at the end of the day and our opening Chalktalk newsletter that will outline the month of September.

Breakfast will be served on the first day of school from 8:30 – 8:45. Hot lunch will also be served. If you attended a Lakewood school last year and received free or reduced lunch, you will continue to receive this for the first few weeks of school. You will need to resubmit forms by mid September in order to continue to receive this service. If you did not attend a Lakewood school last year, your application for free or reduced lunch must be processed before you can receive this.

PLEASE NOTE THAT STUDENTS WILL BE DISMISSED AT 1:10 ON THURSDAY, AUGUST 27 TO ALLOW FOR REQUIRED STAFF DEVELOPMENT. WE WILL SERVE LUNCH ON THAT DAY BEFORE DISMISSAL.

Please do not hesitate to call (529-4254) if you have any questions.

We are truly looking forward to another successful year at Emerson Elementary!

Sincerely,

STUDENT IDENTIFICATION NUMBER: LOOK FOR THIS NUMBER ON CLASS LISTS THAT WILL BE POSTED ON AUGUST 25.

