

Harvey Elementary School
2012 19th Avenue
Kenosha, WI 53140
(262) 359-4040 phone (262) 359-4020 fax

August 4, 2015

On behalf of the entire school community, it is truly my pleasure to extend a warm and heartfelt welcome as we begin the 2015-2016 school year at Cordelia Harvey Elementary School. September is the time of year to reconnect with old friends and welcome new friends. We at Harvey are very pleased to welcome everyone to the 2015-2016 school year! To those students and parents who are new to our school, we extend a special warm welcome and best wishes for an exciting and productive year in your new school. We hope that you will quickly feel at home and become involved in the activities of our school through the PTA and your child's classroom program.

Here are some quick notes that may be helpful in planning for the beginning of the school year

First Day of School: Thursday, September 1, 2015

Start Time: Students may enter the building at 7:25am. Our tardy bell rings at 7:30am. EC/4K morning sessions are from 7:25am -10:32am. The afternoon session begins at 11:13pm and ends at 2:25pm. Students who are not in the classroom by 7:30am will be marked tardy. Please be on time to ensure that your child does not miss valuable learning time.

Early Release Fridays: Students will be **released at 11:15 every Friday** unless otherwise noted.

Open House: Please join us on Thursday, August 27th from 5:00pm– 6:30pm for our annual Open House. Harvey will be open for everyone to come meet their teachers, drop off school supplies and tour the building. Remember to sign the classroom attendance sheet and leave an email address.

Online Registration: Every family must be certain to register online for the upcoming school year. In order to register, you will need your district parent login and password. Please contact the Harvey office with questions about registration.

Kleenex and Coffee:

Our annual Kleenex and Coffee will be held in the Multi-purpose room on the first day of school from 7:30am-8:00am. This meeting is for parents of 4K and K students as well as our new Harvey families. During this time, the school's counselor and I will answer questions and provide a school tour. Please make plans to join us for coffee, juice, breakfast and prizes.

Attendance Line: When you are calling your child in sick or tardy, please use our attendance phone line at 262-359-4040. Be certain to leave your child's name and the reason for the absence or tardiness. If your child is late and will still need a lunch, please leave that information as well so that a lunch will be ordered for them. You will need to send in a cold lunch if a hot lunch is not ordered before 8:00am. Calls to the attendance line should also be made before 8:30am.



PTA: During Open House, we also ask that you stop by our PTA table and find out how you can help out with this organization. Meetings are held on Wednesday evenings once every month. It's one of many great ways to get involved with our Harvey Elementary School community. Our school depends heavily on this Parent Teacher Association. I know schedules get busy, but I urge you to join. I would really like to see the participation in this organization grow. Being an active participant in your child's school, greatly impacts their school experiences.

Harvey Email List: We urge you to join Harvey's email list. Please visit our school website, harvey.kusd.edu, and sign up at the bottom of the page to receive email blasts.

Inclement Weather Procedures:

You are able to find our inclement weather procedures at <http://kusd.edu/sites/default/files/document-library/english/weather-procedures.pdf>

Dress Code: Please be aware of the District's dress code. You may use this link to view the specifics of this policy: <http://kusd.edu/sites/default/files/document-library/english/5431.pdf>.

Here are some items that you may want to pay close attention to:

- Please be aware of short and skirt length
- No Sleeveless Shirts & Necklines must be rounded, buttoned, or collared
- No Flip Flops, all shoes must be secure on feet, sandals must have a strap around the heel

Breakfast/Lunch Programs:

We will continue to have a breakfast program for the 2015/2016 school year. The program runs from 6:55am- 7:20am. Students should enter through the doors by the custodian's door on the north side of the building. The costs are as follows:

Full Cost Breakfast= \$1.45
Reduced Breakfast = \$0.30
Free = No cost

Full Cost Lunch = \$2.65
Reduced Lunch = \$0.40
Free = No cost

Parents may pay for meals online at <http://kusd.edu/departments/food-services-0>

Parking/Parking Lot: In the interest of student safety, our parking lot is closed between 7:25am and 7:40am. There should be NO CARS DROPPING STUDENTS IN THE NORTH PARKING LOT at any time. There is student drop off and pick up available on the west end of the building. Please allow ample time to drop your child off safely in the morning. Cars should not stop in the middle of the street forcing students to cross in such a dangerous situation. There are traffic signs advising you of where you are permitted to stop, stand and/or park. We have had a number of parents dropping students off on 20th Place which creates a safety concern. Please adhere to these safety provisions and signage around the perimeter of the school. We want to make sure that each child is safe as they come to and from school each day. Thank you so much for your cooperation in this matter.



Visitors and Parents Sign in the Office: For the safety of your child and our school community, anyone entering the building must immediately sign in at the office no matter how brief your visit.



Arrival and Dismissal

Students will line up each morning by classroom on the west or south side of the building. Classroom numbers are spray painted on the pavement. Teachers will pick classes up from the designated areas once the bell rings. After school, we encourage you to pick your child up from the assigned dismissal door. Our K students will enter and leave the building through the southeast door.

Playground During Dismissal

At the end of the school day, the playground equipment will be accessible after 2:35pm. We have found that students remain after school, unsupervised on the equipment. This prevents us from being able to accurately identify students who have not been picked up. We never want a child's safety to be in question. This allows us to make certain those who are not supervised are brought into the main office.

During the ten minute period of time between dismissal and students having access to the equipment, please consider the following:

- Check backpacks
- Review homework assignments
- Read a book together and record the minutes for credit with the teacher
- Meet new Harvey parents
- Have conversations about the school day with your child

Calendar of Events:

August

27th Open House 5:00pm-6:30pm

September

1st First Day of School
Kleenex and Coffee 7:30am in the Harvey Multipurpose room
4th Early Release at 11:15am
7th Labor Day (No School)
9th PTA meeting at 6:30
11th Early Release at 11:15am
18th Picture Day
25th Action Territory Night 4:00pm-10:00pm

Please know that you may contact the Harvey staff at any time with questions by calling 262-359-4040. We value your commitment to the school community and look forward to seeing families and students very soon!

Sincerely,

Ursula Hamilton-Perry, Principal
Harvey Elementary School