



Welch Elementary School

Sarah Nowak, Principal

Gina Getting , Student Services Coordinator

Dear White Tiger Families,

We are excited to welcome you to Welch Elementary School for the 2019 - 2020 school year. I hope this letter finds you enjoying the sunny days of summer! I have really enjoyed my time this summer with my husband, Dan, and our two little girls: Avery (10) and Payton (8). We spent lots of time at Cubs games, softball games, ballet recitals, swimming and playing outside! I hope you and your family have had an opportunity to relax and enjoy time with those close to you!

August is one of my favorite months! There is such a wonderful energy as students and teachers return after summer vacation. I am very much looking forward to seeing everyone in a few weeks and starting our year together as Welch White Tigers!

It has been a busy summer in the Welch office and we have been planning many wonderful things for the upcoming school year. The Welch staff and I are enthusiastic to team together with you. Thank you for sharing your children with us.

The following information should be helpful as the school year begins.

Registration

If you have not yet completed all of the necessary components for your child's registration, please do so as soon as possible. If your student is not fully registered they will not be scheduled in a class. If you have questions about registration, please contact the school office (630.428.7200). Thank you.

Updated 2019-2020 Calendar

The 2019-2020 school year calendar was just revised; the new calendar can be found here:

[2019-2020 IPSD Calendar](#)

School Supplies and Lists

School Supply Lists can be found here: [2019-2020 Welch Supply List](#)

Teacher Assignments

Teacher Assignments for the 2019-2020 school year will be available online through Home Access Center (HAC) at 4:00 p.m. on Monday, August 12th. If you have not fully registered your child, you will not see a teacher assignment. All families will need to sign up for a Home Access Center (HAC) account; instructions can be found at www.ipSD.org; click on *eSchool Home Access*, located on the left column of the homepage; click on the Log In link at the top of the page scroll to the bottom of the screen until you see *Click here to register for HAC*.

New Student Tours

The Welch PTA will be offering tours of Welch to our new families with students entering grades 1-5 on Tuesday, August 13th from 9:30 AM - 10:30 AM. Families are invited to come and see our wonderful school, locate their student's classroom, where they will eat lunch, have their specials, and where they will enter and exit the building. It will be a great opportunity to get acquainted with the building and Welch families!

Meet and Greet

Please join us for a *Meet and Greet* on Wednesday, August 14th from 11:00 AM - 11:30 AM. The *Meet and Greet* will be held in the Welch classrooms . This is an opportunity for students and teachers to introduce themselves to one another, in addition to dropping off supplies. If you are unable to attend the *Meet and Greet*, your student is invited to bring their supplies with them on the first day of school. To assist in everyone entering the building in a prompt fashion, we ask that families use the following doors:

Kindergarten - Door #3 (front east side of the building)

First Grade - Door #1 (main entrance)

Second Grade - Door #1 (main entrance)

Third Grade - Door #5 (rear of the building by the playground)

Fourth Grade - Door #2 (front east side of the building)

Fifth Grade - Door #7 (west side of the building by the parking lot and bike rack)

Curriculum Night

Please mark your calendars for this fall's Curriculum Night. This evening is designed to allow parents the opportunity to better get to know their child's teacher and hear about the curriculum designed for their child's grade level. Curriculum night will be held on Tuesday, September 10th, for all grade levels. Each grade level has two identical sessions from which to choose.

First Session: 6:00-6:30 p.m

Second Session: 6:45-7:15 p.m.

Please note that this evening is for **PARENTS ONLY**. Welch students and siblings are not invited to this important night for parents.

School Hours

Due to supervisory schedules, students should arrive at school between 8:50 -9:05 AM and report directly to their classrooms where they will be supervised by the classroom teachers. Students should not arrive before 8:50 AM since there is no adult supervision. Doors open at 8:50 AM, with the exception of Wednesdays when the doors open at 9:00 AM.

The student day begins at 9:05 AM (Monday, Tuesday, Thursday and Friday); Wednesdays are a later start at 9:15 AM. The school day ends at 3:35 PM each day.

Wednesday/Late Start Arrival Procedures

District 204 adjusts the starting time for students on Wednesday mornings. This set block of time for teachers to work collaboratively on improving student learning will occur each Wednesday before school. The start of the elementary school day will be adjusted to 9:15 AM. School staff will be available to supervise students beginning at 9:00 AM. Students will enter the building and report directly to their classrooms for supervision by their classroom teachers.. Bus pick-up on Wednesday mornings will be ten minutes later than your child's regularly scheduled morning pick-up time. If your child does not ride a bus to school, and you are unable to make arrangements for your child to arrive at 9:00 a.m. on Wednesday mornings, your child will be able to arrive at school at the regular time, 8:50 a.m., and he/she will read quietly in the hallway until arrival begins at 9:00 a.m. This silent reading time will be supervised by Welch staff members.

Attendance, Tardies, and Early Dismissals

If your child will be absent on any day during the school year, it is critical for you to report the absence to the school attendance line at (630) 428-7200 ext 3. Please remember to describe the nature of your student's absence. All absences should be reported prior to the beginning of the school day. Thank you. If your child will be absent for 5 or more days a doctor's note is required upon returning to school. In the event your students is tardy to school, a parent **MUST** bring the child in to the main office to sign them in. To ensure that we have all staff available to assist with dismissal and to ensure that our bus lanes are clear, we ask that if you need to pick up your child early from school that you do so before 3:10 PM. Whenever you pick up your child(ren) early from school please note that we will call them down once you arrive to ensure they don't miss any additional time from their classroom. Feel free to build in a few extra pick up minutes when planning for doctor appointments, etc.

Arrival and Dismissal

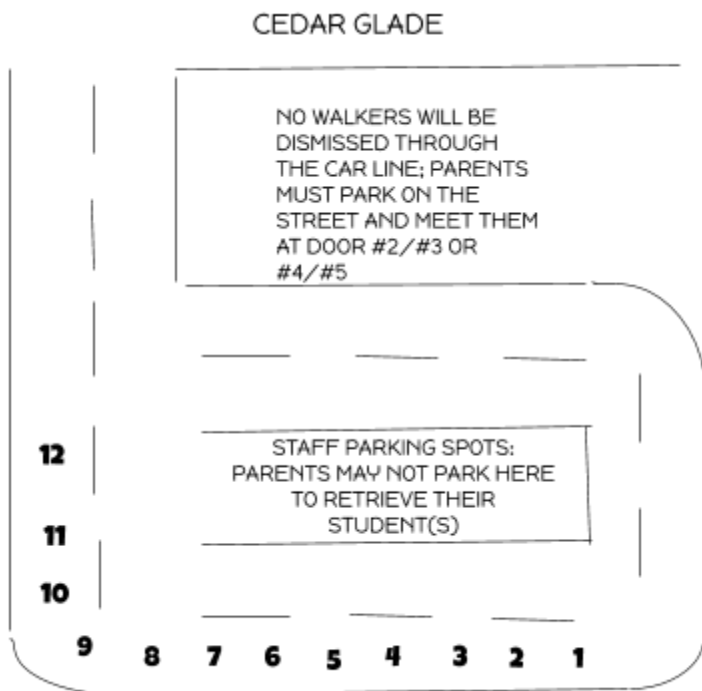
If your student is a WALKER, they will be exiting the building from doors #2/#3 (FRONT DOOR WALKERS) or doors #4/#5 (BACK DOOR WALKERS) only at 3:35 PM. Parents are invited to legally park on one of the streets and meet their student(s) at doors #2/#3 or doors #4/#5 if you choose not to use the car pick-up line.

A WALKER is any student who is not picked up in the car line or bus rider. Please note that students will only be dismissed through Door #8 if their ride is picking them up in the car line.

If your student is a CAR RIDER please follow these procedures:

- Parents should enter the parking lot off of Cedar Glade.
- Parents should have their student(s) name displayed on the rear-view window of their car. Car tags will be available at Meet and Greet. If you need additional tags, please email Sarah Nowak (sarah_nowak@ipsd.org) or Gina Getting (gina_getting@ipsd.org) and we will ensure that you receive one as soon as possible.
- Staff will direct parents to one of the assigned loading spots, which will be identified with large numbered signs.

- Staff will assist students in locating their car at the specified loading spot. It is important that cars have the tags clearly displayed to ensure students locate their car quickly.
- Parents must stay in their car; staff will assist students as needed.
- Students may enter and exit vehicles from the passenger side only.
- As cars load and exit the lot, parents should move forward to the first available loading spot. For example, if you are parked in spot 5 waiting for your student(s) and the cars from spots 3 and 4 leave, you will be asked to move up to loading spot 3.
- Please see diagram below:



Lunch and Recess

School lunch money can be dropped in the metal lock box outside the main office in an envelope or baggie with your child's name, grade, and teacher on it at anytime. It can also be paid online via Pushcoin. Pushcoin is an electronic payment system. Information on how to sign up and use Pushcoin is [here](#):

[Pushcoin](#)

Lunch is 20 minutes long and recess is 15 minutes. Students will eat first and then go outside for recess. The lunch/recess periods for the 2019 - 2020 school year are as follows:

Kindergarten -	11:15 a.m - 11:50 a.m.
First Grade -	12:05 p.m. - 12:40 p.m.
Second Grade -	12:55 p.m - 1:30 p.m.
Third Grade -	11:40 a.m. - 12:15 p.m.

Fourth Grade -
Fifth Grade -

10:50 a.m. - 11:25 a.m.
12:30 p.m. - 1:05 p.m.

Lunch is an important component of every student's school day. It is a time for students to relax and interact with peers. As a special treat, Welch parents are invited to come in and eat lunch with their student(s) **one time** a year on their birthday, half birthday, or a day of their choosing; we will have a separate table in the lunchroom for students and their parent(s) to sit at while celebrating. Please note that this special lunch is for the birthday student and their parents/guardians **only**. Younger siblings are unable to attend this special lunch. We do ask that visiting parents leave after lunch rather than going out for recess. We know this is a valuable "kid time" for our students.

Parents are always welcome to drop off lunch for their child(ren); however, we ask that parents do NOT bring lunches for other children. This presents a problem for the school staff in that we do not know that other parents have approved the lunch. In addition, other children may feel excluded. There is a special lunch bin by the "I Forgot" bins that our lunchroom supervisors check prior to each lunch period and deliver to the students.

Classroom snacks

Each classroom has a time during the day to enjoy a HEALTHY snack. We ask that the snack be NUT free. Suggested snacks include fresh fruits and vegetables, crackers, granola bars, pretzels, and goldfish. **Please don't send candy, cookies, cakes, chips, pudding, soda, and other dessert-like items.**

"I Forgot" Bins

In an effort to limit the number of interruptions within classrooms, we ask that the "I Forgot" bins located in the main entrance of Welch be used to deliver any items for students. Each grade level has a bin and students and staff check these periodically throughout the day. Items that may need more attention (i.e. glasses) should be dropped off in the office so we can ensure they are promptly delivered to classrooms. **Please note that chromebooks are not to be dropped off for students.**

Bus Routes

Bus route information will be available in the Home Access Center home page no later than August 12th. Please know that the start of each school year brings with it the potential for some overcrowding on buses. During the first few weeks of school, especially on high school bus routes, rider counts fluctuate as students explore their various methods of transport. We ask for your patience as bus drivers and school administrators take daily head counts of high volume routes and adjustments are made to route assignments. Please allow at least 10 minutes for a late bus before calling your school. Please note that students are not able to ride home on a bus other than what they are assigned.

Please call the Welch Elementary School office (630-428-7200) if you have any questions. We are looking forward to working with you and providing an outstanding educational experience for your child.

It is a GREAT day to be a Welch White Tiger!

Sarah Nowak, Principal