

# ALDEN BROWN PARENT BULLETIN

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Sept 21st – Sept 25<sup>th</sup>

## THIS WEEK AT ALDEN BROWN:

Monday, Sept 21<sup>st</sup>

Tuesday, Sept 22<sup>nd</sup>

Wednesday, Sept 23<sup>rd</sup>

**EARLY RELEASE - Students dismissed at 2:20  
(AM K from 8:30-10:50; PM K from 11:50-2:20)**

Thursday, Sept 24<sup>th</sup>

Friday, Sept 25<sup>th</sup>

## SMOKE SIGNALS:

- 1) **Absence Notes/Calls** – Parents, please be sure to send in a note or call the school EVERY TIME that your son or daughter is absent from school. If he/she visits a doctor (or dentist), pick up a note at the office and turn it in to school (these types of absences are always 'Excused'). Parents may write a 'Parent Note' or use a phone call to excuse up to 12 total absence occurrences (doctor's notes are included in this 12) - After 12 doctor's notes/parent notes/phone calls, only a doctor's note can excuse an absence. If you have any questions, please do not hesitate to call Alden Brown Elementary at (937) 746-8969.
- 2) **Communication** – It is our goal at Alden Brown Elementary to maintain constant communication with our parents. If you should ever have a question or need to speak to your child's teacher, please contact the teacher via email (you may get the email address from a building secretary if you do not know it) or by phone (937-746-8969). We look forward to keeping lines of communication open with you this year!

- 3) **Progress Book** – If any parents (particularly 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> grade parents) experience problems logging into or getting information from Progress Book, please email Mr. Milner at [Mike.Milner@carlisleindians.org](mailto:Mike.Milner@carlisleindians.org).
- 4) **Drop-Off / Pick-Up** – If parents are dropping off in the morning, please recall that the times to do this are 8:05 am – 8:20 am. Please do not arrive prior to 8:05 am because staff members will need to have access to the lot in order to park. Afternoon pickup occurs starting at 3:05 pm (2:20 pm on Wednesdays).

We appreciate your patience when dropping off and picking up. We do ask that drivers pull as far up along the sidewalk as possible when dropping off or picking up – this will allow more students to be dropped off at once and will speed the entire process up.

**FUTURE ALDEN BROWN EVENTS (DATES MAY BE SUBJECT TO CHANGE):**

Nov 25-27	No School (Thanksgiving Break)
Dec 23-Jan 1	No School (Winter Break)
Jan 4	School Resumes
Jan 18	No School (MLK Jr. Day)
Feb 15	No School (Presidents' Day)
Mar 29-Apr 2	No School (Spring Break)
May 31	No School (Memorial Day)