

# ALDEN BROWN PARENT BULLETIN

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Nov 16<sup>th</sup> – Nov 20<sup>th</sup>

## THIS WEEK AT ALDEN BROWN:

Monday, Nov 16<sup>th</sup>

Tuesday, Nov 17<sup>th</sup>

Wednesday, Nov 18<sup>th</sup>

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

Thursday, Nov 19<sup>th</sup>

Friday, Nov 20<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.

- 5) **Masks and Distancing** – Please keep reminding your son or daughter about the importance of wearing their mask (covering their mouth and nose) at all times at school. As difficult as it is, we need to remind students (and adults) about the importance of mask wearing and distancing from others. We want to be able to continue to offer in-person learning – in order to do this we must do what we can to keep students and staff members healthy. Thank you to everyone for your attention to this.

**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)
Mar 29-Apr 2	No School (Spring Break)
May 31	No School (Memorial Day)