

# ALDEN BROWN PARENT BULLETIN

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Feb 14<sup>th</sup> – Feb 18<sup>th</sup>

## THIS WEEK AT ALDEN BROWN:

Monday, Feb 14<sup>th</sup>

Tuesday, Feb 15<sup>th</sup>

Wednesday, Feb 16<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, Feb 17<sup>th</sup>

Friday, Feb 18<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 Carlisle Elementary School 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 7:50 am – 8:20 am. Afternoon pickup occurs starting at 3:05 pm (2:20 pm on Wednesdays). All drivers should proceed with caution (and slow speeds) in the parking lot – there are often adults (and students) walking through the lot during drop-off and pick-up times.

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 up the entire process. Also, please make every effort to drop off and pick up your student on the curb (passenger) side of your vehicle. This will be safer for your child and make the process move more efficiently. *Finally, we do allow drivers to use either (of the two) parking rows to drive down (prior to approaching the sidewalk). At the sidewalk area, we expect cars to alternate (one from one row, one from the other) as they reform the single drop-off/pick-up line.* Thanks to everyone for your attention to this process.

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

Feb 21	NO SCHOOL (Presidents' Day)
Mar 17	Last Day 3 <sup>rd</sup> Quarter
Mar 17	P/T Conferences (PS-3) from 3:15 pm – 7:45 pm
Mar 24	1 <sup>st</sup> Grade Concert (CLSD Auditorium – 7:00 pm)
Mar 18	NO SCHOOL
Mar 28-Apr 1	NO SCHOOL (Spring Break)
Apr 15	NO SCHOOL
May 26	Last Day – Students
May 27	Last Day - Teachers