

# ALDEN BROWN PARENT BULLETIN

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Feb 15<sup>th</sup> – Feb 19<sup>th</sup>

## THIS WEEK AT ALDEN BROWN:

**Monday, Feb 15<sup>th</sup>**

**Tuesday, Feb 16<sup>th</sup>**

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

**Early Release - Students dismissed at 2:20  
(AM K from 8:20-10:50; PM K from 11:50-2:20)**

**Thursday, Feb 18<sup>th</sup>**

**Virtual Day (All students will work at home today)**

**Friday, Feb 19<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.

- 6) **Kindergarten/Pre-School Delay Schedule** - If there are days this year in which school is delayed, we will implement a schedule in which BOTH AM and PM Kindergarten/Pre-School classes will attend school. We will use the following schedules:

**1-Hour Delay (Monday, Tuesday, Thursday, Friday):** AM Pre-School from 9:15-11:53, PM Pre-School from 12:37-3:55; AM Kindergarten from 9:20-11:43, PM Kindergarten from 12:43-3:05

**1-Hour Delay (Wednesday):** AM Kindergarten from 9:20-11:20, PM Kindergarten from 12:20-2:20 (NO PRE-SCHOOL ON WEDNESDAYS)

**2-Hour Delay (Monday, Tuesday, Thursday, Friday):** AM Pre-School from 10:15-12:23, PM Pre-School from 1:07-3:15; AM Kindergarten 10:20-12:13, PM Kindergarten 1:13-3:05

**2-Hour Delay (Wednesday – Early Release cancelled)** – Early Release will likely be cancelled. If so, we'll use the following schedule: AM Kindergarten from 10:20-12:13; PM Kindergarten 1:13-3:05 (THERE IS NO CLSD PRE-SCHOOL ON WEDNESDAY)

**2-Hour Delay (Wednesday – with Early Release)** – If Early Release is not cancelled: AM Kindergarten from 10:20-11:50; PM

Kindergarten 12:50-2:20 (THERE IS NO CLSD PRE-SCHOOL ON WEDNESDAY)

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

Feb 22-March 5	Spring Book Fair (schedule TBD)
March 18	Parent – Teacher Conferences (Teachers will be contacting parents if a conference is necessary – Parents are welcome to request a conference as well)
Mar 29-Apr 2	No School (Spring Break)
May 31	No School (Memorial Day)