

# ALDEN BROWN PARENT BULLETIN

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Dec 4<sup>th</sup> – Dec 8<sup>th</sup>

## THIS WEEK AT ALDEN BROWN:

**Monday, Dec 4**

**Tuesday, Dec 5**

**Wednesday, Dec 6**

**Thursday, Dec 7**

**Friday, Dec 8**

## 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 7:50 am – 8:20 am. 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.* 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.

- 5) Delay Schedule (2023-2024)** – Below, please find the 1-Hour and 2-Hour Delay schedules for Preschool and Kindergarten (Remember Carlisle Local Schools does NOT have preschool on Fridays):

*One-Hour Delay*

AM Preschool	9:05-11:53
PM Preschool	12:27-3:15
AM Kindergarten	9:20-11:43
PM Kindergarten	12:43-3:05

*Two-Hour Delay*

AM Preschool	10:05-12:23
PM Preschool	12:57-3:15
AM Kindergarten	10:20-12:13
PM Kindergarten	1:13-3:05

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

Dec 19	3 <sup>rd</sup> Grade Concert (Auditorium) – 7:00 pm
Dec 20 – Jan 2	NO SCHOOL (Winter Break)
Jan 3	School Resumes
Jan 11	End 2 <sup>nd</sup> Quarter
Jan 12	Professional Development Day (No School for Students)
Jan 15	No School (MLK Jr. Day)
Feb 16	Professional Development Day (No School for Students)
Feb 19	NO SCHOOL (Presidents' Day)
Mar 14	Parent-Teacher Conferences (3:15-7:45) – Teachers will reach out to parents if a conference is requested (Parents may contact teacher to request a conference as well)
Mar 15	Last Day 3 <sup>rd</sup> Quarter

Mar 18	Professional Development Day (No School for Students)
Mar 29	NO SCHOOL
Apr 1- Apr 5	NO SCHOOL (Spring Break)
May 6	Professional Development Day (No School for Students)
May 24	Last Day – Students