

# Norton Creek School

Tony White, Principal

2033 Smith Road, West Chicago, IL 60185



Norton Creek Main Office and

Attendance Line:.....331.228.2700

Nurse's Office:.....331.228.2709

Learning Resource Center:.....331.228.2755

Main Office Fax:.....331.228.2701

Visit our website at [www.d303.org](http://www.d303.org)

## 2017—2018 School Procedures/Information

### FIRST DAY OF SCHOOL & SCHOOL HOURS FOR GRADES K-5

The first day of school for Grades K-5 for the 2017-18 school year is **Wednesday, August 23rd**.

#### **Elementary school hours will be as follows:**

Grades Kindergarten-5 (8:40 a.m.-3:00 p.m.)

- Please do not arrive before 8:20 a.m.
- Students in Grades K, 1 and 2: Report to the *Gym* at the beginning of the first day.
- Students in Grades 3, 4 and 5: Report to the *Community Room* at the beginning of the first day.

On the first day, parents are welcome to bring students to school and stay with them until dismissal to class. However, teachers will walk children to their classroom.

\* Early Childhood/Preschool: Please refer to mailing from Early Childhood regarding start date and calendar.

### ARRIVAL PROCEDURE AT NORTON CREEK

- Students *should not arrive before 8:20 a.m.*
- Outside teacher supervision will begin at 8:20 a.m.
- Students will *wait outside at the front of the building and enter the building at 8:25 a.m.*, at which time *they will go directly to their classrooms.*
- Students will be dismissed from their classrooms at 3:00 p.m.

### STUDENT DISMISSAL

At dismissal time, parents and caregivers need to wait outside when picking up students at the end of the school day. It is important that the hallways remain open at dismissal to ensure the safety of our students. Please do not block the exit doors as students are leaving the building. Thank you for your cooperation!

### NOTIFICATION OF TRANSPORTATION ROUTES/AFTER SCHOOL CARE:



If you live in a bus route area, your student is automatically assigned to a bus route by District 303.

Bus route information will be available for all students on Wednesday, August 16 at 12:00 p.m. Bus route information can be viewed by going to Bus Routes E-Link located on the "For Parents" menu on [www.d303.org](http://www.d303.org). For the first two weeks of school, please be patient with pick up/drop off times as buses may be running late .

If for some reason you choose not to have your student ride the bus due to alternate pick-up plans, after school care, after school activities, etc., please email the office at [madonna.strom@d303.org](mailto:madonna.strom@d303.org) so that the appropriate adjustments can be made to our bus list. If your student is assigned a bus route they will ride home on the bus unless we are notified otherwise. Your child's safety is always our priority. Your assistance with dismissal is key in helping keep our students safe. Please make every effort to communicate changes to the after school schedule with your child(ren) prior to their arrival to school. If a change is necessary, please communicate this information to the office and teacher via email.

*If your student will never ride the bus or will be going to after school care, the office will also need to be notified and given this information.*

**ATTENDANCE LINE:** *To ensure your child's safety, you must call the attendance line at (331) 228-2700, wait for the prompt and press 1 to leave a message for the following reason(s).*

- Student will be late to school (due to an appointment, etc.). All students who are late coming to school need to check in with the office before they go to class.
- Student is ill.
- Student will be absent, please leave the reason.



Information to include on the attendance line: Student name, grade, teacher, reason for absence, symptoms.

**Please do not request homework on the attendance line. If you would like to request homework, you will need to email your student's teacher.**



DROPPING OFF ITEMS YOUR STUDENT HAS FORGOTTEN

If you are dropping off a forgotten item for your student, we have drop-off shelves in our foyer in front of the LRC. Please mark your student's item with their name, grade and teacher and place it on the appropriate grade level shelf. Parents will need to email their student's teacher and in the subject line state "**Child's name**" **has something on the pick-up shelf**. When your student has a break in their instruction, they will pick up their items.

BIRTHDAY TREATS

**Birthdays will be celebrated without food treats.** Please **do not send any food treats** to school for your child's birthday. We are looking forward to celebrating your child's birthday, but will be doing it without food treats. One of the ways we celebrate birthdays is possible because of the generosity of the PTO. The PTO provides funding to purchase books for each child at Norton Creek. The children are able to go to the LRC on their birthday and select one of these books. In addition, if you would like, please consider other ways to celebrate your child's birthday with his/her class. Some ideas include:

- Donating a book to the LRC or classroom.
- Providing a small token, such as a pencil or a sticker, to each of the children in the class.
- Donating a puzzle or board game for classroom use.



NORTON CREEK IS A PAPERLESS SCHOOL!!

In order to receive our electronic E-News on Thursday afternoon and other electronic information, **you must sign up** through the District 303 website—go to For Parents—Subscribe to eNews.

Visit the District's website at [www.d303.org](http://www.d303.org) to sign up or to update an incorrect or new email address in order to receive Norton Creek news and other hand-outs via email. It's simple—just follow the directions.

SECURITY PROCEDURES

All exterior doors of the school are kept locked during the school day. All visitors are required to check in at the school office and *present their driver's license or state photo identification* upon arrival. *Visitors must wear identification badges* while visiting in the school.

If you will be volunteering in the school, and have not already completed the Volunteer Waiver, this form can be found on the district website under For Parents, Registration, Kindergarten Enrollment, Pages 13 and 14.

SCHOOL HEALTH FORM

Completed health forms may be dropped off in the health office on Tuesday, August 22nd during the open house.

Please visit the District's website at [www.d303.org](http://www.d303.org) in the "For Parents" section for more information and to download the forms.



PAY DISTRICT REGISTRATION/TUITION FEES

You can pay your District registration fees, all day kindergarten and community preschool monthly tuition online. Visit the District's website at [www.d303.org](http://www.d303.org) to make your online payment by going to For Parents/PushCoin.

ELECTRONIC PAYMENTS IN PUSHCOIN

- **PushCoin** will once again be used by D303 to handle electronic payments for **school lunches, registration fees and Kindergarten and Preschool Monthly Tuition**. Previous D303 PushCoin users are able to access their accounts and see any balance left over from last year. New accounts can now be set up for new users. You will need to add each individual student to your **PushCoin** account. If you would like to learn more about **PushCoin**, visit [www.PushCoin.com](http://www.PushCoin.com).
- If paying by check for lunch accounts, make checks payable to CUSD 303 - **DO NOT SEND CASH** Place check made payable to CUSD 303 in an envelope and reference your child's name/teacher/and indicate "lunch money" in the memo line.
- Questions regarding lunch accounts should be directed to Aramark. You may contact Aramark through the D303 website by selecting the "For Parents" tab, then Food Services. Select the "Contact Us" tab in the upper right corner for Aramark contact information.
- **ALL DAY KINDERGARTEN (ADK) AND COMMUNITY PRESCHOOL PAYMENTS WILL BE MADE THROUGH PUSHCOIN.** To make monthly payments for ADK and Preschool, see the attached instructions.