Dear Parents/Guardians,

The MES staff would like to welcome you to the 2024-2025 school year. To ensure a successful year for you and your student(s), please review the following information thoroughly:

**Schedule:**

* School begins at 8:35 AM and dismissal is at 3:25 PM.
* Half-day dismissal is at 12:00 PM.
* Please call the school office at 248-542-3414 if your child will be absent or late.
* All tardy students must enter through the main entrance (door #1) and check in at the office before reporting to their classroom.
* Any early pickups or changes in pickup plans must be made before 1:30 PM by calling the school office to ensure timely communication.
* Please be prompt when picking up your children. If an emergency arises, please call the office so appropriate arrangements can be made.
* In accordance with our late pickup policy, any pick-up occurring beyond 3:35 (10 minutes after scheduled dismissal) is considered late. Parents will receive a verbal reminder from school staff after the first late pick-up. Monetary fines will be imposed for subsequent late pick-ups within the academic year, as follows:
  + $10 for the first 15 minutes, with an additional $1 for every minute thereafter
  + Parents will receive written notification of any fines incurred due to late pick-ups.

**Arrival:**

* All students should be dropped off at the main entrance to line up and wait for their teachers to escort them to their classrooms.
* There will be no entry into the building before 8:35 AM. Administrators and teachers will greet students at their designated locations each morning.
* Do not drop students off before 8:20 AM, as there will be no supervision before that time.
* In case of inclement weather, students will line up inside but still may not enter the building before 8:20 AM. Plan accordingly.
* Upon entering, students will proceed to their designated hallway locations to wait for their teachers.
* Parents may not enter the building to line up with their students without a current background check on file and must sign in at the main office.

**Communication:**

* We will use ParentSquare to communicate with the entire student body via email, text, or phone blasts. These messages may include upcoming school/district events, school closings, monthly newsletters, mass reminders, and updates. Ensure you have a current phone number and email address on file with the office to receive these messages.

**Health:**

* The Oakland County Health Department requires a doctor’s note for rashes, pink eye, strep throat, and other contagious diseases before returning to school.
* A child must be fever-free (without medication) for 24 hours and free of flu-like symptoms (e.g., vomiting, diarrhea) before returning to school.
* Prescribed or over-the-counter medication (including cough drops) is not allowed to be given by school staff or self-administered by a student without a medical action plan form completed by a physician. The medication form is available in the school office.
* We are a nut-restricted school. Review our nut-restricted policy and check all food labels carefully before sending them to school with your student(s).

**Food Service:**

* Free breakfast and lunch are available for all students.
* The lunch calendar will be shared electronically via ParentSquare monthly.
* Breakfast is served in the classroom from 8:35 AM until 8:45 AM.

**Emergency Cards:**

* An emergency card must be filled out upon enrollment and at the beginning of each school year.
* Ensure there are at least three emergency contacts included on the form.
* Notify the school office of any changes to the emergency card throughout the school year.

**Visitors:**

* For the safety of our students and staff, all visitors must present ID and check in at the main office.
* Parents/guardians wishing to pick up students before the end of the school day must present ID in the main office.

**Volunteer Form:**

* The district requires the Volunteer Form to be completed by any adult interested in volunteering in the classroom, field trips, parties, etc. A copy of a Michigan state ID or driver’s license is required for a background check.

**Learning Tree:**

* This program provides before and after school care at our Early Childhood Center. Elementary students will be transported to/from the center by bus. If you are interested, contact Lisa Digiulio at lisa.digiulio@madisondistrict.org or call 248-543-5465 ext. 5102.

**Transportation:**

* Arriving at school on time is essential to your child’s education. Communicate clearly with your child about how they are getting home each day.
* Students who are car riders may be dropped off no earlier than 8:20 AM.
* Students should be in their classrooms by 8:35 AM, ready for instruction.
* Our dismissal time is 3:25 PM. Just as arriving on time is essential, so is completing the school day. Occasional early dismissals are understood, but they should not be routine.
* Wait outside the school building to pick up students at the end of the day.
* Drive slowly through our parking lots and drop-off areas.
* If the daily dismissal routine changes, contact the office no later than 1:30 PM to allow us to communicate the change with the classroom teacher and child.
* For those picking up their child, you have two options: by foot, park in a designated spot and meet your child outside their assigned dismissal doors or in front of the school on the sidewalk near the loop drive; or wait in the car pickup line beginning at the flagpole. Do not motion for your child to run across the parking lot. Teachers will not release students to vehicles in unapproved parking areas or at the stop sign.
* For bus transportation questions, contact Cat Vyse, Director of Transportation, at catherine.vyse@madisondistrict.org or 248-399-7800 ext. 1001 or 248-953-7423 (direct line).

The MES Staff is very excited and looking forward to an enjoyable and academically rewarding school year with your child(ren)!

Educationally yours,

**Felecia K. Hemingway**

Principal

Madison Elementary School