



WEST POINT

ELEMENTARY SCHOOL

Summer 2017

Dear West Point Families:

Welcome back to school! We still have a few weeks of summer rest and relaxation before we begin our new school year, but we are anxious to get started. As part of our ongoing efforts to keep our parents fully informed we are sending this letter to share important back to school and safety information.

The new school year begins on Thursday, August 3rd, 2017. We would like to invite you to attend the Meet the Teacher night on Tuesday, August 1st, 2017 between 5:30 p.m. and 7:00 p.m. Your child's teacher assignment is included with this letter.

The safety of our students and families remains a priority for West Point. **Parents will be permitted to enter the building to escort students to their classroom on the first day of school only.**

Starting the second day of school, **students should not be arriving on campus prior to 8:40 a.m. each morning** unless they are eating breakfast. Cafeteria doors will be open at 8:30 a.m. for students that are eating breakfast to enter. At 8:40 a.m. the double doors by the cafeteria and the doors in front of the library, by the drop off lane, will be open for all students to enter. **Students arriving between 8:40 a.m. and 9:00 a.m. will report directly to their classrooms.** Students will not report to the playground before school. Staff will be assigned duties to supervise students entering the building and in the hallways. Teachers will be in classrooms at 8:40 a.m. School begins promptly at 9:00 a.m.

Gates to enter the field area from behind the school will be open until 9:00 a.m. Students will be able to enter the building through the double doors at the rear of the building. Staff members will be on duty on the field to ensure that students are entering campus safely. Kindergarten students drop off and pick up is located in front of the kindergarten playground gate. **Preschool parents are the only parents required to sign in/out their children from the building before and after school. Preschool parents will sign their child out from the kindergarten playground gate.**

All visitors entering our school will be escorted to the location they are going to within the school building. For this reason, parents are not permitted to walk into school hallways before or after school. We encourage parents to make appointments with teachers as they are unavailable between 8:40 a.m. and 3:45 p.m. when they are with students. However, teachers are available during planning periods most days, so it is best to contact the teacher directly either by phone or email to schedule the appropriate time.

We are working hard to keep our campus and our children safe. Our focus remains on providing a safe, supportive and respectful environment. I would like to remind parents that Arizona State Law requires that all visitors on campus sign in at the office and obtain a visitor's badge. Visitors will be required to present identification to office staff. Identification will be returned when signing out of the building. As dismissal is a busy time in the office, we do not call into classrooms to check out students after 3:30 p.m. Please plan ahead if you need to pick your child up prior to our 3:45 p.m. dismissal time. Parents should call directly to their child's classroom by 11:00 a.m. if normal dismissal plans need to be changed for the day.

*Governing Board: Spencer Bailey, Jay Leonard, Christine Pritchard,
Traci Sawyer-Sinkbeil, Jennifer Tanner*





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We strongly urge all parents to utilize the drop off/pick up lane in front of campus. In an effort to reduce traffic and congestion in the parking lots on and around campus, parents are **not** required or encouraged to park and stand in line in front of the building to pick up their children. Students will be supervised by staff members and waiting under the ramada area, ready to load into cars quickly. Teachers will be posted along the pick-up lane to greet parents in their vehicles and escort students to them. Students with permission to walk will be released.

Reminder: Monday dismissal is at 1:45 p.m. Dismissal on all other days is at 3:45 p.m.

Parents may begin lining up in cars in the pick-up lane before dismissal. However, please pull forward as it may take a few minutes before the pick- up lane begins to move. Please be patient and alert as the safety of our students is our first priority. Although we realize this may take a few extra minutes initially, we anticipate that with everyone's patience it will become a smooth, safe, and time efficient way to dismiss your children to you. We appreciate everyone's patience and understanding as we work to put into place procedures that contribute to a safe and secure environment.

Be sure to check our West Point website for calendar events and celebrations planned this year. I would like to extend a personal invitation to each of you to join in the partnership at West Point as we continue our tradition of excellence. Please do not hesitate to call our office for more information. Throughout the school year our focus will remain on promoting a cooperative and collaborative environment which will help each student reach and understand his or her full potential. It is my distinct privilege to serve as your principal. I look forward to working with you this year. Let's make it our best ever!

Sincerely,

Marilee Timbrooks