

Patrick Hamilton Elementary School



Building Times: 8:56 am – 3:57 pm Half Day: 12:10 pm

www.dowagiacschools.org

Principal: Nicole Robinson nrobinson@dowagiacschools.org

Secretary: Tonya Brooks tbrooks@dowagiacschools.org

Building Schedule of Events

2020-2021 Newsletter 1 November 13th 2020

Nov. 16th	School Board Meeting 7pm	
Nov. 24th	Picture Day	
Nov. 25th	Half Day	
Nov. 26-27th	Thanksgiving Break	
Dec. 14th	School Board Meeting 7pm	
Dec. 21st	Winter Break	
Jan. 4th	School Resumes	

Wellness Agreements

We will be sending out another round of the Wellness Agreements this week. Please fill these out and send them back as soon as possible.

Updated Information

If your phone number, email or address changes at any time please call the office so that we can get it updated.

Collecting Box Tops and Family Fare Receipts

Please save you Box Tops and Family Fare receipts. Both collections will benefit our school with additional funds to purchase school supplies and field trips for our students. Thank you for your help!



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Toys for Tots

This year we will be having sign up dates for the Toys for Tots program. Sign up forms **WILL NOT** be sent home this year and will not be available in the office. Sign ups are Saturday November 14th at 3 different locations. Cass District Library 9 am-1 pm, Edwardsburg Library 9 am-1 pm and Marcellus Library 10:30 am-1 pm. You must have your Michigan Identification (must show Cass County residence) and Birth Certificate or proof of guardianship for each child (social security cards **WILL NOT** be accepted). Masks **MUST** be worn and please practice social distancing.

Parent Drop Off, Messages and Early Pick Up

Our building doors are locked until 8:50. Please use the drop off location that was assigned to your student either Lot A (office parking lot) or Lot B (Spruce St.). All students that are dropped off are to enter through the front door by the flagpole. **Do not drop your children off at the front door before 8:50 and do not drive in the bus parking area.**

The end of the day is a difficult time to release students early and make sure all students have their messages. If there is a change in the way a child is going home or if a message needs to be delivered, you will need to contact our office **prior to 2:30 pm**. Interrupting classes to call students to the office also distracts other students and interrupts the classroom routines. Please try to limit early dismissal to emergency situations and special circumstances.

Attendance

Please have your child here on time. If your child arrives after 9:30, they will be marked absent for the morning. If your child is absent, please report your child's absence by calling the office. If your child's absence is not reported, you will receive an automated phone call asking why your child isn't present. Children that leave before 3:20 will be marked absent for the afternoon.