



# Crosby Elementary School

401 Hereley Drive

Harvard, IL 60033

[www.cusd50.org/crosby/](http://www.cusd50.org/crosby/)

## Main Office

**Hours** 7:00 am - 4:00 pm  
**Phone** 815-943-6125  
**Fax** 815-943-4230

**Principal** Mrs. Kathleen Ferguson  
**Assistant Principal** Mr. Paul Brass  
**Secretary** Ms. Mireya Sanchez  
 Ms. Araceli Sanchez  
 Mrs. Christina Wolf

**Health Office** Ms. Laura Montemayor  
 Ms. Selena Aleman

**Parent Community Liaison** Mrs. Vania DeAlmeida  
**Mission**  
 To produce a community of learners by cultivating academic, social, and emotional skills to maximize each student's potential.

**Vision**  
 Educational excellence and lifelong learning for all.

## Daily Schedule

Doors Open 7:50 am  
 School Begins 8:10 am  
 Lunch Periods 10:10 am - 1:25 pm  
 Dismissal 3:05 pm

**Breakfast**  
 All students may eat free breakfast with their class between 7:50 - 8:10 am.

### LUNCH/RECESS

10:10 am - 11:10 am First Grade  
 10:55 am - 11:55 am Kindergarten  
 11:40 am - 12:40 pm Second Grade  
 12:25 pm - 1:25 pm Third Grade

## Arrival and Dismissal Procedures

### Arrival

- Adult supervision begins at 7:50 am
- Walkers may enter through Door 12 which will be open until 8:10 am. After 8:10 am, walkers must enter Door 1, and check in at the office.
- Car riders should be dropped off as directed in the main entrance car rider line, and enter Door 2 for grades 1,2,3 and Door 13 for Kindergarten.
- For the safety of everyone and flow of traffic, drivers must remain in their cars at all times. If your student needs assistance getting out of the car, please park in the parking lot and walk with your student across the crosswalk, following the crossing guard to Door 1.
- Bus riders will enter Door 1 for grades 1,2,3 or Door 13 for Kindergarten.

### Dismissal

- Please call the office with any dismissal changes prior to 2:00 pm
- There are 3 ways for your child to be dismissed from school:
  - Walker
  - Car Rider
  - Bus Rider
- **Office Pick Up:** Parents picking up students prior to 3:05 pm should park and enter the main office to sign students out. This is used for early pick up when appointments occur.
- **Walkers:** Staff will escort walkers from the building at Door 12 to the north end of the bus loading zone, and students are supervised until the end of the Crosby sidewalk.
- **Car Riders:** To provide safety for our students, parents picking up students must have a car rider tag hanging from their rearview mirror. Additional car rider tags are available in the office. Families may request 2 car rider tags to be assigned to them for multiple vehicles. If a parent does not have a tag they will be asked to park and go to the



# Crosby Elementary School

401 Hereley Drive

Harvard, IL 60033

[www.cusd50.org/crosby/](http://www.cusd50.org/crosby/)

office to show identification, and sign the student out.

- Only individuals listed as emergency contacts or custodial parents may pick up students from the car rider line, unless there has been an arrangement made with permission for another adult, who is not listed, to pick up the student.
- Students in grades K, 1, and 2 will exit Door 2 when staff calls students by radio.
- Car riders in grade 3, with younger aged siblings, will exit Door 7 when staff calls students by radio.
- All car riders will be held indoors until their driver approaches the front of the car line and called by radio.
- Parents must remain in cars when picking up students. Parents will not be permitted to walk up to the door to pick up their student. They will be directed to the office to sign students out as an office pick up if they come to the door.
- **Buses:** There are two rounds of bus departures from Crosby. The first round of buses board students at approximately 3:05 pm pending weather. The second round of buses board students at approximately 3:15 pm pending weather.

## **Treats, Snacks, and Celebrations**

- Treats and snacks for any occasion must be arranged in advance with the classroom teacher.
- All treats and snacks must be store bought and pre-packed in individual servings.
- We strongly encourage you to select a treat or snack with nutritional value.
- Pre-packaged treats or snacks should be dropped off in the office. Office staff will take treats to classrooms.
- Parents are not permitted to take treats to the classrooms for a celebration.
- The classroom teacher will determine the most appropriate time to distribute pre-packaged treats.
- No homemade treats or snacks are allowed at school for such occasions.
- Treats and snacks that require refrigeration are not allowed.



## **Crosby Elementary School**

401 Hereley Drive

Harvard, IL 60033

[www.cusd50.org/crosby/](http://www.cusd50.org/crosby/)

- Treats and snacks must have a clearly printed list of ingredients on the packaging.



**Crosby Elementary School**

401 Hereley Drive

Harvard, IL 60033

[www.cusd50.org/crosby/](http://www.cusd50.org/crosby/)



**Crosby Elementary School**

401 Hereley Drive

Harvard, IL 60033

[www.cusd50.org/crosby/](http://www.cusd50.org/crosby/)