



Crosby Elementary School

401 Hereley Drive

Harvard, IL 60033

www.cusd50.org/crosby/

Main Office

Hours 7:00 a.m. - 4:00 p.m.
Phone 815-943-6125
Fax 815-943-4230

Principal Kathleen Ferguson
Assistant Principal Paul Brass
Secretary Jazmin Peralta

Dena Laubinger
 Mireya Sanchez
 Laura Montemayor
 Selena Aleman

Health Office

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 a.m.
 School Begins 8:10 a.m.
 Lunch Periods 10:30 a.m. - 1:28 p.m.
 Dismissal 3:05 p.m.

Breakfast

All students may eat free breakfast with their class between 8:05-8:30 a.m.

LUNCH

11:15 p.m.-11:59 p.m. Kindergarten
 12:45 p.m.-1:28 p.m. 3rd Grade
 12:00 p.m.-12:43 p.m. 2nd Grade
 10:30 a.m.-11:13 p.m. 1st Grade

Arrival and Dismissal Procedures

Arrival

- Adult supervision begins at 7:50 a.m.
- Walkers may enter through Door 12 which will be open until 8:15 a.m. After 8:15 a.m. walkers must enter Door 1.
- Car riders should be dropped off as directed in the main entrance circle and enter Door 2.
- 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 to Door 1.
- Bus riders enter Doors 1 or 13.

Dismissal

- Please call the office with any dismissal changes before 2:00 p.m.
- There are three ways for your child to be dismissed from school:
 - Walker
 - Car Rider
 - Bus Rider
- **Office Pick Up:** Use ONLY in the case of an emergency or if the student has an appointment and needs to be picked up early. In this case, parents should park and enter the main office to sign students out.
- **Walkers:** students are escorted from the building at Door 12 to the north end of the bus loading zone and are supervised until the end of the Crosby sidewalk.
- **Car Riders:** family members picking up students must have a car rider tag hanging from their rearview mirrors. Additional car rider tags are available in the office. Families may request two 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 office to show identification and sign the student out. If you require more tags, please contact our office.



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Dismissal Cont.

- Students in grades K, 1, and 2 will exit door 2 when staff calls students by radio.
- Car riders in 3rd grade, 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 2 to pick up their student. They will be directed to the office to sign students out as an office pick up.
- **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 p.m pending weather.

- Only individuals listed in Teacherease as emergency contacts or custodial parents may pick up students from the car rider line.

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