

# Patrick Hamilton Elementary School



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

[www.dowagiacschools.org](http://www.dowagiacschools.org)

Principal: Nicole Robinson [nrobinson@dowagiacschools.org](mailto:nrobinson@dowagiacschools.org)

Secretary: Tonya Brooks [tbrooks@dowagiacschools.org](mailto:tbrooks@dowagiacschools.org)

## Building Schedule of Events

2020-2021 Newsletter 6 March 19th 2021

March 26th	Dress like your favorite Non-Fiction Character Day	
Mar. 29-31st	Parent Teacher Conferences	
Mar. 31st	Half Day- Dismissal 12:10	
April 1st	Half Day- Dismissal 12:10	
April 2nd	No School	
April 5-9th	Spring Break	
May 31st	No School- Memorial Day	

### 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. If you do need to come and pick your student up, please call and let us know when you are on your way and we will have your student ready for you in the office.



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## **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!

## **Attendance**

Please have your child here on time. If your child is dropped off between 9:15 and 9:30 they will be marked tardy. If they arrive after 9:30 they will be marked absent for the morning. If your child is going to be absent for the day, 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. Children that leave before 3:20 will be marked absent for the afternoon.

## **Job Opportunities**

We have 2 part time positions available at Pat Ham. We are looking for a Lunch Aide and an Utility Aide. If you are interested and would like more information please call the office at 269-782-4450.

## **Parent/Teacher Conferences**

Conferences will be held virtually again and have been scheduled for March 29th and 30th 5-8 pm and March 31st 1-4 pm. If you have not heard from your child's teacher please contact them to set up a time.

## **Kindergarten Roundup**

It's hard to believe that it is almost time for Kindergarten Roundup! If you have or know a child that will be 5 by September 1st, please contact Mrs. Brooks in the office at 782-4450 to get your child's name on the list. There will be more information coming in the next few weeks!



***February  
Student of the Month  
Jayla Runyon and  
Ms. Eastman***



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