

## SPRING MILLS ELEMENTARY

*Dream It, Believe It, Achieve It*

Ms. Sarah Bentley  
Principal



Mrs. KristenAnn Arndt  
Office Coordinator

Spring Mills Kindergarten Families:

Welcome to the 2023-24 school year! I am so looking forward to seeing all of you and getting to know you as we start the first of many years together at Spring Mills. We know that strong relationships among our school community are the foundation for student success, and I am very excited to begin this journey with you. We value our families as our partners. We are all in this together!

The schedule for the first week of Kindergarten is listed below. ***The schedule for Kindergarten students is unique, so please make note of this special schedule for the first few days of school.***

- **Tuesday, September 5th:** Two half day sessions attended by parents/guardians and students. Transportation is NOT provided.
  - Session A (students with last names beginning with A-L) attend 9:15 am - 12:19 pm
  - Session B (students with last names beginning with M-Z) attend 12:59 pm - 4:08 pm

***We ask that only 1 parent/guardian attend per student. There is no bussing for kindergarten students on the first day of school.***

- **Wednesday, September 6th:** Full day for Session A students. School hours are 9:15 - 4:08. Bus transportation is provided both ways for students.
- **Thursday, September 7th:** Full day for Session B students. School hours are 9:15 - 4:08. Bus transportation is provided both ways for students.
- **Friday, September 8th:** Full day for ALL Kindergarten students. All students, all day, 9:15 - 4:08. Transportation provided.

**STUDENT EMERGENCY CARDS** You should have received information regarding our online Back to School registration process. When filling out the information, please make sure that you fill in the additional emergency contacts for your child in step 2e. This is essential as we are not able to release your child to anyone not listed on the card.

**OPEN HOUSE:** We are excited to have a new format this year for Open House. In an effort to streamline welcoming our families back and curriculum night, we have combined the two into one evening. On Wednesday, August 30th, from 5-7pm, our Spring Mills Staff will welcome families to a meet and greet with teachers and an opportunity to walk through the building. There will be information available on curriculum and volunteer opportunities. This will also give students an opportunity to see their classroom space prior to the first day of school.

**FAMILY ACCESS** As part of a district-wide initiative to utilize Family Access as a key tool for communication between school and home, as well as to preserve our "Green School" status, we will be sending out school-related communications and updates via email using Family Access. It is a priority of ours to increase the parent usage of Family Access at the elementary level because it is an integral aspect of the secondary experience. It is also a great tool for parents to use in the digital age we live in. Remember, your child's attendance, newsletters and report cards are made available to you through Family Access. Please call the Family Access Hotline at 248-676-2350 or email [familyaccess@hvs.org](mailto:familyaccess@hvs.org) to sign up or if you are having difficulty using this valuable resource. Please inform our office staff

if you do not have access to the internet, as we are always able to make paper copies available to families who are unable to utilize Family Access.

**ATTENDANCE Important!** If your child will be late or absent, please call the Spring Mills 24-hour attendance line at 248-684-8130 by 9:15 a.m. If we do not hear from you, you will receive a phone call from our Skylert system. We want to make sure all of our students are safe and accounted for every day.

**MEDICATION** If your child requires medication (prescription OR over-the-counter), please call our office for a copy of our medication policy and procedures. ***Students are NOT permitted to carry any over the counter or prescribed medication to or from school.*** For students with specific health needs, please contact our office to set up a meeting to discuss and/or set up an individualized **Plan of Care** for your child. These forms need to be completed each school year for any medication to be administered during the school day.

**BUS ROUTES** The Transportation Department posts all bus related information containing bus route numbers along with the locations and times for pick up and drop off on Family Access at the end of August. If your child's information is not available on Family Access after September 3rd, please contact the Transportation Department at 248-684-8200. **It will be very helpful for your child to ride the bus the first few days of school.** This helps Transportation establish accurate counts and bus routes. If you choose, you may follow the bus to school and meet your child at school as the students get off of the bus. Please note, however, that our parking lot will be extremely busy/full the first few days of school.

**FOOD SERVICES** The breakfast and lunch program begins on our first day of school. We encourage parents to continue to fill out our free and reduced breakfast and lunch program applications which are available online. If you are unable to access those online, please let us know and we will make sure that you receive one.

**ENROLLMENT PAPERWORK** Please make sure that you have turned in your child's updated immunization records, birth certificate, and proofs of residency to the office before the first day of school. We are required to have this information on file. If you have any questions, please contact our office.

**CLASS PLACEMENT** Students are placed in classrooms based on student learning and teaching styles. We also place priority in maintaining consistent class sizes, a balance of boys and girls, and a balance of personalities. Our Spring Mills Staff have put much time and thought into the placement process and decisions. We strongly request that parents **do not** call asking for changes in the class placement as this can create an imbalance in all of those important factors. We hope that you honor this request. Classroom assignments will be released on Tuesday, August 29th by 4pm.

We are so excited about the upcoming school year and look forward to working through our partnership together to provide the best possible educational experience for your child!

Sincerely,

***Sarah Bentley***

Sarah Bentley, Principal