

# Scott Altman Primary School 2023-2024

## DAILY SCHEDULE

8:10 am	Entry <b>ONLY</b> for students eating breakfast
8:25 am	Entry for all students
8:40 am	School Begins
<b>3:10 pm</b>	<b>Student Dismissal (all grades)</b>

Students should **not** arrive at school before **8:25 am** unless they are eating breakfast, as there is no adult supervision until that time.

## ABSENCES

Please call the school secretary at 477-4715 **before 9:00 am** **each day** that your student will not be in attendance to report why they won't be at school. You may also leave a message at any time of day or night. District 108's Parent Handbook/Calendar explains our absence procedure.

## MEDICATION

School personnel **cannot** administer **any** medication unless we have a medication form completely filled out by both the **parent and physician**.

## SNACKS

Student daily snacks should be **healthy, peanut-free, finger foods**, such as fruit/vegetable slices, goldfish crackers, pretzels, or fruit bars. We do **not** allow fruit cups, applesauce, yogurt, dips, or anything else messy for snack since it's eaten in the classroom.

## LUNCH/BREAKFAST

All District 108 schools have a closed campus at lunch. Doors open for **breakfast students only** at 8:10 am. All enrolled students of Pekin Public Schools D108 are eligible to receive 1 breakfast and 1 lunch daily at no charge due to the Community Eligibility Provision (CEP) Program.

## SCHOOL BUS SAFETY

Please read District 108's Parent Handbook/Calendar for proper behavior expectations on the school bus.

## END OF DAY DISMISSAL PROCEDURES

Please wait **outside** the exit doors for your child.

**Dismissal Time for ALL STUDENTS:** 3:10pm  
**Kindergarten and 1st grade:** Side door that leads to Highwood  
**2nd grade and 3rd grade:** Front door under awning

## PEAK (Before/After care)

Extended day services are available.  
**Hours:** 6:30 am-8:30 am. and after school until 6:00 pm.  
The cost and information for this service can be obtained in the PEAK classroom before or after school.

## BIRTHDAYS

Birthday invitations **cannot** be given out at school. An adult may come to the office to request a class directory with addresses after the school year begins. Birthday address lists cannot be sent home with a student.