

MacNaughton

Bee Minder

Welcome Back!!

2011-2012

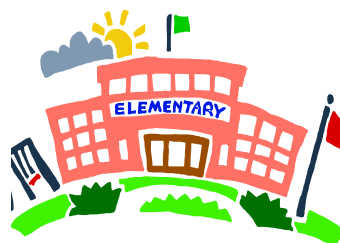
Dear Parents,

Welcome to the 2011-2012 school year! We are looking forward to a great year. Please watch for future MacNaughton Newsletters. They will be printed on gold paper.

Drop off and Pick up of Students:

Our doors at MacNaughton will open at 7:55 a.m. If students need to be dropped off prior to 7:55, we offer a latchkey program at the cost of \$5.00. After the doors are open, students and parents may wait in the gym until the bell rings at 8:00. At that time students may walk to class. We understand if parents would like to walk their child to class for the first two weeks of school, however, after that we encourage parents to please say your goodbyes at the curb to help students gain independence. Once school is in session the only door that remains unlocked is the office door. Kindergarten students riding a bus will be walked to the buses by an adult. Kindergarten students that are picked up will be assigned a pick up room, either Mrs. Coonen or Mrs. Goerner's classroom. Both of these rooms can be accessed from an outside door. First and 2nd grade students can be picked up by the flag pole at the front of the building facing Walnut Street. Our school hours for this year are:

- 8:00 First Bell Rings-students go to classroom
- 8:05 Second Bell Rings-class begins
- 3:05 End of the Day



All visitors will be asked to sign in at the office and wear a visitors badge.

At MacNaughton Elementary we expect all students to "Bee Your Best!"

Bee Responsible

Bee Safe

Bee Respectful

Bee Ready to Learn

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Notes To Students

Please avoid changes to your child's end of the day routine if at all possible. Due to the large number of students attending Mac-Naughton, we would appreciate it if you could limit late day calls to the office. Please try to write notes to teachers before children leave for school in the morning. If you must get a message to your child before they leave at the end of the day, be sure to call the office before 2:00. We cannot guarantee that late messages will be delivered in time. Our rule is that all children are sent home their usual way unless we are notified of a change (in writing or by phone) by the parent .

Latchkey

Latchkey services are available again this year. The before and after school day care will be available each day. The morning session will start at 6:00 a.m. and the after school session will go until 6:30 p.m. The cost this year will be \$5.00 for the morning session and \$7.00 for the afternoon session. The latchkey program is offered on an as needed basis so students do not need to attend on a regular schedule.

You can access the latchkey room from the doors across from the gym that face Walnut street.

Latchkey packets are available in the office.



Free/Reduced Lunch

All students will be bringing home a Free/Reduced Lunch Form the first week of school. Please take time to fill this out, even if you do not think that you will qualify. Also, if your financial situation changes during the school year, please contact our office and we will make sure that you get a new form to fill out. Sometimes even the slightest change in income will qualify you to receive this benefit. **You only need to fill out one form per family. Please note: A form must be filled out for all incoming kindergarteners even if their siblings were approved last year.** If you have any questions, please call our office at 231-937-4380.

Calendar/Important Dates

September 19 Picture Day for **K & 1st**
 September 20 Picture Day for **2nd**



Sending Money To School

Any money sent to school should be put in a sealed envelope clearly marked with the child's name, teacher, and purpose for the money clearly written on the outside of the envelope. Checks for hot lunch or field trips may be made out to Tri County Area Schools.

Free/Reduced Lunch Prices: Incorrect In Handbook

The lunch prices for this school year have changed. The prices listed in the handbook are not correct. The correct prices are:

\$1.90 Regular

\$.40 Reduced

\$.50 Milk

Breakfast: Free to ALL students

Office Hours

Our office will be open each day from 7:30 a.m.-3:45 p.m.

Attendance

Part of helping your child be successful at school is making sure that they attend school every day. If your child is ill, has an appointment or cannot be in school for any reason, please send in a written excuse or call our office within 3 days of their absence. When leaving a message on our phone regarding your child's absence, please be sure to leave the REASON they are not in attendance. If you are planning a trip or your child will be out for an extended period of time, you will need to fill out a pre-planned absence form. These forms are available in our office. If you have questions regarding our attendance policy, please refer to your child's handbook folder or contact our office at 231-937-4380.

Early Dismissal/School Closing Information

Please do not ask teachers to call you in case of an early dismissal from school. We are unable to make calls to families. Our lines are extremely busy when the weather turns bad. Please make a plan for your children for unexpected dismissal. School closings and early dismissal information will be announced on television stations: WOOD TV8, WWMT TV 3, WXMI TV17, AND WZZM TV13. Radio stations: WODJ 107.3 FM, WKLQ 94.5 FM, WLAV 96.9 FM, WOOD 105.7 FM, WLHT 95.7 F, WGRD 97.9 FM.

Label Belongings

Every year we end up with an overwhelming amount of clothing, backpacks, lunch buckets etc. in our lost and found.

Whenever possible, **please label your child's belongings** so that any misplaced items can be easily identified. We appreciate your help.

M.P.A.

The MacNaughton Parent Boosters invites you to attend their meetings the 2nd Tuesday of each month, starting at 7:15 p.m. The first meeting will be held on September 13th.

Drug Free/Smoke Free School Zone

MacNaughton Elementary is a drug free/smoke free school zone. Please refrain from smoking in and around the school building. This includes our school parking lots. Our board policy states "No person, at any time, shall smoke, chew or otherwise use tobacco products, of any kind, on School District property, on property under the control of the school District, nor in School District vehicles." Thank you for your cooperation.

Picture Day

Picture Day will be taking place on 2 different days.

Monday, Sept. 19 for Kindergarten & First Grade
Tuesday, Sept. 20 for Second Grade

Online Free & Reduced Meals Application

1. Go to www.LunchApp.com
2. Under the Navigation box, click on Click **Apply**
3. Read LunchApp.com's terms and conditions. If you agree to terms, click **I Agree**
4. Select the state your school is located in
5. Select **Tri County Area Schools** from the list provided
6. Click **Yes** if this is the correct district
7. Read application information and click **Continue**
8. Follow the prompts to Add students to application (enter name, school, & grade)
9. Click **Next**
10. Follow prompts to enter any information regarding assistance received or special circumstances, click **Next**
11. To add additional students click the **Add** button. Repeat steps 10-12 until all students are added. When you are done adding students click the **Next** button.
12. Follow the prompts to enter all other household members (all adults & other children),
and indicate income received for each person added.
13. When you are done entering household members, click **Next**
14. Follow the prompts to sign your application and enter the social security number of person signing the application. (*Social security number is required or application will not process).
15. Enter address information, click **Next**
16. Review application information, edit if necessary, click **Next**
17. Sign the application, click **Finish** to submit application

There is no cost to apply online for free or reduced benefits, or view your child's account online.

If you have any questions regarding these new services please contact Sherry Wheeler at 616.636.5454, ext. 229 or at swheeler@tricountyschools.com.

Early Dismissal Procedure Change

In previous years we have asked parents to fill out a form stating where they would like their child to go if we have an early dismissal from school due to inclement weather, power outage etc. Due to our new busing policy, we can no longer accommodate an alternate drop off plan should this occur. All students will be sent home their usual way unless a parent contacts us on the day of dismissal and states that they will be picking their child up. PLEASE NOTE: It is not possible for us to call parents when school has been dismissed early. Please have a plan for your family in case of an early dismissal. Thank you!