



UNIVERSITY  
PREP  
ACADEMY

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ELLEN THOMPSON ELEMENTARY

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Dear UPA-ET Families:

Welcome to a new and exciting year at University Prep Ellen Thompson! I hope you had a fun-filled and well rested summer. It is with great pleasure that I write to welcome you and your student(s) to the 2017-2018 school year. Our first day of school, Tuesday, September 5, 2017 is quickly approaching. The purpose of this communication is to provide you with important information relative to the upcoming school year. Please take a moment to review this material.

If you did not have an opportunity to make it to orientation, please check out the video links on our website. They will inform you of updated policies/procedures here at ET. In addition to pertinent need to know information, attached to this letter you will find: a district calendar, student supply list, emergency/dismissal selection card and the partners in learning compact. Please fill out paperwork in its entirety, sign where necessary and bring it into the front office at your earliest convenience. We are looking forward to the beginning of the school year and are excited about continuing to work together to provide your child with a superior education.

Educationally yours,

*Tamara Johnson*

Tamara Johnson  
Principal

### **Arrival and Dismissal**

The school day begins at 8:20 a.m. everyday. Any student who arrives after 8:20 is considered tardy. Our doors open at 7:50 a.m. with a supervised waiting area for all children. Children who are dropped off before 7:50 a.m. will not be allowed in the building unless they are enrolled in morning care with the YMCA. Our school day ends at 3:30 p.m. Students are supervised by their teachers until 4:00 p.m. Any student not picked up by 4:00 p.m. will wait for their parents in the office. These families will be assessed a late pickup fee, payable immediately upon pickup. Fees are \$10 for every 15 minutes the child is left at the school. Please note: after school care is available through the YMCA, forms are available in the front office.

### **Drop-Off & Pick-Up**

Patience is key during these times. Because the safety of our students, staff and families is our top priority it is imperative that parents follow the procedures we've put in place. Doing so will ensure arrival/dismissal is quick and seamless. Parking in drop-off & pick-up zones is not possible during these times. You may choose to pick your child up from your vehicle (*Safe Rider*) or you make walk up to the building and retrieve your student from the gym (*Safe Walker*). You will not be able to switch between these options. Students will always be dismissed from inside the building and will only be released to designated and approved persons listed on their form. More information for pick up options is listed below:

***Safe Walker Pick-Up:*** Parents will pick their student up daily at the back gym door and check out with the teacher. Your child will be issued a bookbag tag with their name and grade, identifying them as a safe walker. In the event of inclement weather, students must still be picked up via this option DAILY.

***Safe Rider Pick-Up:*** Families choosing this option will be issued a car tag to be placed on their rearview mirror. Parents will navigate through the curb side pick-up line, present their tag to the attendant and circle around to pick their student up. Your car tag, stating your student's name & grade must be visible! If a car tag is not presented, the driver will be asked to pull to the side and enter the school to verify that their name is on the pick up list.

### **Early Release Days**

Our district employs Early Release Days that are set aside for staff Professional Development. Students are dismissed at 1:30 p.m. on these days. Usually, they are every 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month, however there are a few exceptions to this rule. Please take the time to place these dates on your personal calendar.

### **Special Circumstances**

We are sensitive to the fact that some families are faced with custody issues that may affect student pick up. In the event court documents are issued regarding a change in parental rights, please submit OFFICIAL court documents to the front desk, so that we are made aware of any court ordered changes that will affect your child.

### **Lunch**

Although students have the option to pack a lunch, our school lunch program will begin the first

week of school. All students who do not have a free/reduced lunch application on file will be charged full pay starting the first day of school. Lunch is \$3.00. Every student must apply for the lunch program, whether they will participate or not. The lunch application can be found on [www.lunchapp.com](http://www.lunchapp.com). You may place money on your child's account by placing cash in the designated locked box near the front office or using a credit/debit card on [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com) \*Breakfast will not begin until the 2<sup>nd</sup> week of school.

### **School Supplies**

University Prep Academy provides most classroom supplies. Grade level supply lists are attached to this letter. If there are items on the list you would like to donate to the classroom, it would be most appreciated. Your child's teacher may also send an additional supply list home for other items needed throughout the school year. Your child will need to bring a backpack to school everyday. Please no rolling backpacks, they do not fit in the cubbies that are provided. Be sure to label all personal belongings such as jackets, sweaters, lunch boxes and backpacks.