

# Elmira City School District



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August 2023

Dear Broadway Families,

Welcome back to school! This letter holds essential information about school procedures. Please read and share with any individual that may be dropping-off or picking-up your student.

## TEACHER ASSIGNMENT

You can view your student's assigned teacher by logging into the Parent Portal. Directions for this can be found on the School District website. In addition, you should receive a postcard from your student/s teacher the second or third week of August.

## YOUR STUDENT'S FIRST DAY OF SCHOOL

Thursday, September 7<sup>th</sup> for all grades 3-6

## SCHOOL HOURS

- 8:00-2:25 Mondays, Tuesdays, Thursdays and Fridays.
- 8:00-1:25 Wednesdays.
- The tardy bell is 8:05 a.m.
- Doors open at 7:30 a.m. daily for students who eat breakfast. There is no supervision before 7:30. Please do not allow your child to arrive at school before 7:30. Students sit outside their classrooms 7:30-7:50 until they enter classrooms at 7:50 a.m.

## STUDENT ENTRY

- Due to increased safety measures, ALL students will enter through the front entry doors grades 3-6 this year.
- No visitors/parents will be allowed to enter the school building but may check in at the office in the vestibule.

*The drop-off procedures are outlined below (SEE MAP):*

- Same vehicles dropping students off may:
  1. Enter the parking lot found by the blue building off Broadway and continue straight, entering the drop-off line/s. Please note on the map this lane turns into two lanes as you go around the curve towards the school
  2. Vehicles may enter the front lot and form two lanes
  3. May enter the Academy bus loop and drop students off there

- All vehicles dropping students off will continue through the lot after their student has exited car.

**SAFETY/AFTERNOON DISMISSAL PROCEDURES-Grades 3 and 5 out the side lot door and 4 and 6 out front:**

Dismissal time will be as follows every Monday, Tuesday, Thursday, and Friday

- All students will be dismissed on a staggered schedule beginning at 2:25 p.m.
- They will be dismissed in the order of 6<sup>th</sup>, 5<sup>th</sup>, 4<sup>th</sup>, 3<sup>rd</sup>. to allow for older siblings to travel outside the appropriate exit to be present for younger siblings.
- All bus students will be dismissed out the front doors only and in a staggered fashion. They will be dismissed in order of bus number's arrival. **A note from a parent/caregiver is needed any time a student rides a different bus or is picked up by someone other than a primary parent or caregiver.** Students who are not bussers may not ride any bus to or from school. If you need to arrange bussing or have questions about student transportation, please call the transportation department at (607)735-3950.

**LATE ARRIVALS**

Any student that arrives after 8:00 a.m. must be dropped off in the front lot to enter front door.

**Please do not pull into the bus loop between the times of 7:30-8:00 daily and 2:00-2:45 M, T, TH, F and 1:00-1:45 W only as busses will arrive during those timeframes.**

**After School Care by YWCA KidsWorld**

Registration is available at [www.ywcaelmira.org](http://www.ywcaelmira.org) and registration packets are available in the lobby at the YWCA,

For more information, contact the YWCA Kids World Department at (607)733-5575.

**Arcade After School Program**

The program will begin around the third week in September. More information to follow in upcoming "Wednesday folders." Or call our school office to request an enrollment packet to be sent home.

**Home/School Communication**

Wednesday folders will still be used and sent home. Other forms of communication will be School Messenger calls or emails, class DOJO, Remind App, or other electronic forms a classroom teacher may use. There will also be school agendas sent home daily with homework assignments in them. It is expected an adult sign the agenda nightly showing they know their student/s homework for the evening.

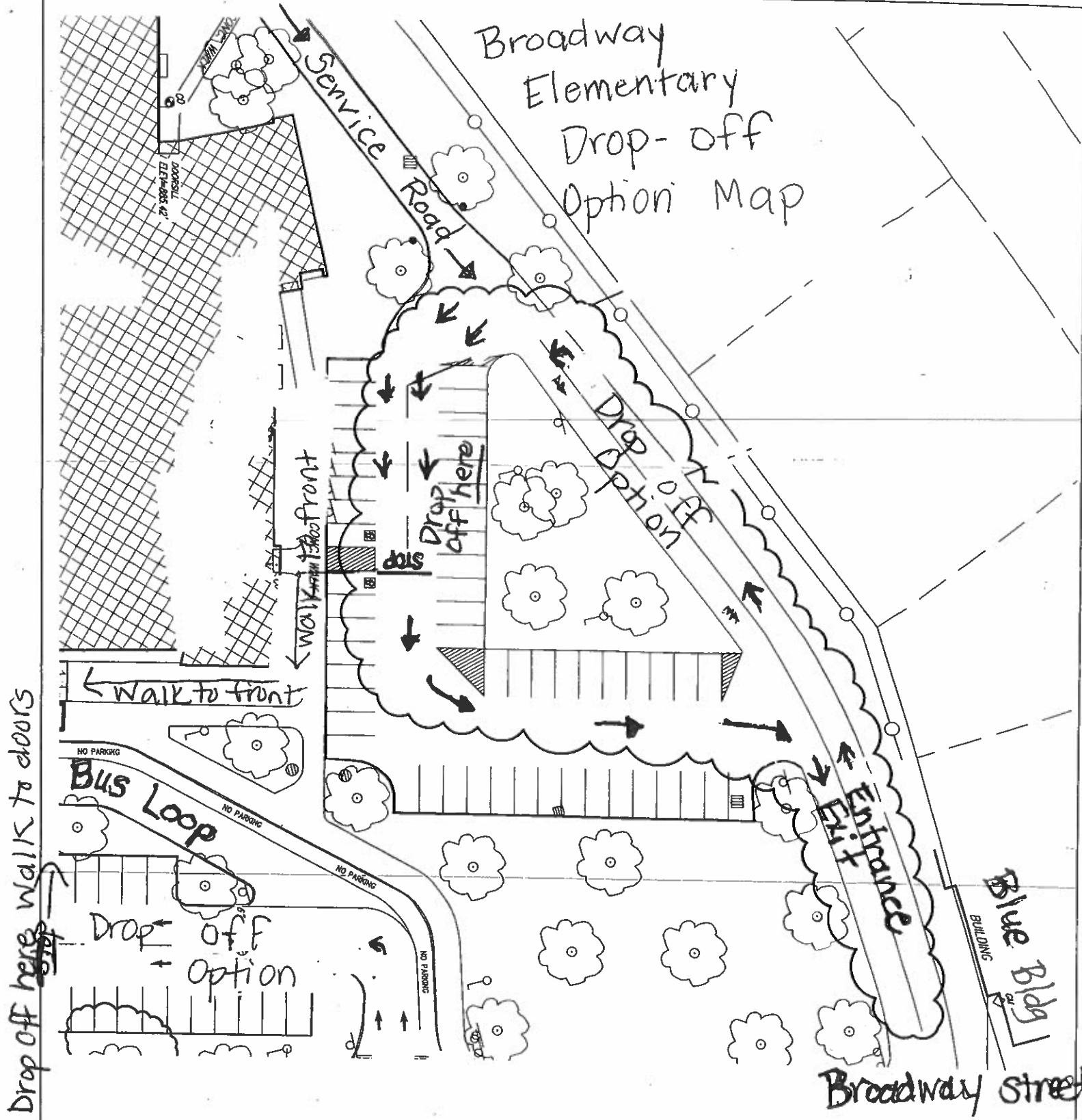
Thank you for taking the time to read this essential information so we may work together as we welcome everyone to school and keep them safe! As always, please contact your child's teacher or give us a call with any questions.

Warmly,

Rebecca Kiley, Principal

Kelly Doherty-Maggs, Assistant Principal

# Broadway Elementary Drop-off Option Map



Drop off here walk to doors

Walk to front

NO PARKING  
Bus Loop

Drop off Option

Walk to front

bus

Drop off here

Drop off Option

EXIT

Blue Bldg  
BUILDING

Broadway Street

Service Road