Things You Need to Know at

**Hillcrest Elementary**

*Learn, Dream, Succeed!*

***2017-2018***

# When does the school day end?

Dear Hillcrest Families:

Welcome back to school. I am excited to begin another year here at Hillcrest Elementary. Last year was a wonderful experience and I am looking forward to getting back to work with the wonderful students, parents and teachers here at Hillcrest.

As we go forward this year, I hope that you will feel comfortable in coming to see me with any concerns or celebrations that you have about our school.

In education there are many choices that you can make for your children. I am confident that you will find Hillcrest Elementary to be the best choice that you can make for them.

All the best,

Principal Spencer Holmgren

Spencer.holmgren@loganschools.org

435-755-2360

* School officially ends at 2:35 p.m. Children will be excused from their classes at that time.
* Morning Kindergarten ends at 11:15 a.m.
* Children may be picked up at the front of the school, walk home or ride their designated bus.
* Be sure that your children know how they are to get home (walking and with whom, car pool, parent pick-up, bus, etc.)
* Timely pick-up of children is important. If your after school plans change, please make alternate arrangements and let the school know before 1:30

p.m. so they can get word to your child(ren) before the dismissal bell.

* Please note that half-days of school will be dismissed at 12:15 p.m. Lunch is served. There will be NO KINDERGARTEN OR PRE-SCHOOL ON HALF-DAYS!

# When does the school day start?

* School officially beings at 8:15 a.m.
* The bell rings at 8:05 a.m. and the doors open.
* Children are to wait at their designated areas outside until the first bell rings.
* Children in afternoon Kindergarten start at

11:25 p.m.

# What if my child is late to school?

* If your child arrives after 8:25 a.m., they MUST check-in with the office and receive a check-in slip before going to their classroom.

# How will I know when school is in session?

* You can find the District-wide calendar on-line at

## [www.loganschools.org](http://www.loganschools.org/).

* You can find our Hillcrest-specific calendar at

## [www.hillcrest.loganschools.org](http://www.hillcrest.loganschools.org/).

**Hillcrest School Day at a Glance**

7:30 a.m. Breakfast in cafeteria

8:05 a.m. First bell rings, doors open 8:15 a.m. School begins

11:15 a.m. AM Kindergarten ends--*pick up at west-side (front) school doors only*

11:25 a.m. PM Kindergarten begins 2:35 p.m. School dismissed

After school program begins 5:30 pm After school program ends

*\*IMPORTANT NOTE: Half-days of school dismiss at 12:15 p.m. (lunch is served ½ hour earlier). NO SCHOOL FOR KINDERGARTEN or PRE-SCHOOL on half-days!*

**General School Information**

Hillcrest Elementary School 960 North 1400 East

Logan UT 84321

(435) 755-2360

[**www.hillcrest.loganschools.org**](http://www.hillcrest.loganschools.org/)

**How do I find out what is happening**

**at school?**

**The primary way you will receive information about what’s happening at school is through our District automated phone message system**. You also have the opportunity to indicate whether you prefer e-mail or text messages to receive information about our school (talk to Mrs. Althouse in the office if your preferences change). Due to budget constraints, we are going paperless as much as possible, and so hard- copy information must be requested specifically. In short, to keep tapped into what’s going on you should do the following:

## KEEP YOUR PHONE NUMBER CURRENT WITH THE SCHOOL OFFICE. If you change numbers, give Mrs. Althouse a call right away!

* You can also stop by the school

lobby to find more about non-school sponsored events and activities for you and your students!

# Where do I drop-off/pick-up my kids?

## Please see the Drop-off/Pick-up Policy page of

**this newsletter.**

* We have two designated drop-off/pick-up zones they are: on the South side of the School on the North side of 900 North, and in front of the school on the East side of 1400 East.
* **The North and South teacher parking lots are NOT available for drop-off and pick-up**.
* Morning Kindergarten parents will need to pick up their child from the FRONT school doors since pick-up at the North end of the school is limited to the Kindergarten bus, and no parking/waiting is allowed along the South side of Ellendale Avenue.
* PLEASE NOTE: If your child participates in school breakfast or orchestra, you may NOT drive onto the playground area to drop them off.

# What about meals at school?

***When are they served, what is the cost, etc.?***

## Breakfast

* Breakfast is **FREE** for **ALL** students and is served from 7:30-8:05am. Students who participate in school breakfast enter the main school doors.

Hillcrest Elementary is a Dual Language Immersion Portuguese School

Please contact the main office

for information on this parent choice program.

* When they finish breakfast, they may remain in the cafeteria or go outside until the 8:05 a.m. bell rings.

## Lunch

* Lunch is served between 11:08 a.m. and 12:30 p.m. and classes are rotated every few minutes by grade. For your child’s exact lunch time, please check with the school office. Lunch is also served on half-days of school, it begins ½ hour earlier.
* The cost for lunch is $1.85 per day. For those eligible for reduced meals the cost for lunch is 40 cents per day.
* For milk only (to supplement your child’s home lunch) the cost is 30 cents per day (this cost is for ALL students, even for reduced/free students).
* Please note that NO microwave or refrigerator is available for children who bring their lunch from home. If your child’s lunch needs to remain cold, you will need to include an ice pack with their lunch bag.

## Paying for Meals

It is important to note that District policy states that students are not allowed to have a negative balance in their meal account. If you have any questions about this policy, please call the District at 755-2300.

* You may be eligible for free or reduced price meals. The application forms are available on-line. The on- line application can be found at District website [[www.loganschools.org](http://www.loganschools.org/)] through the link “Online Application for Free and Reduced Lunch” which can be found on the pull down menu “Departments” and then select “Child Nutrition”. If you do not have internet access at home, you can come into the school office to complete the forms on-line there. Paper applications are still available in the office. Applications must be renewed each year (or if your family financial circumstances change).
* You can pay for your child’s meals in two ways:
1. on-line at [www.loganschools.org](http://www.loganschools.org/) and click on the “Pay for School Meals--Info and Signup” link on the left side of the page for details and further instructions (you can pay securely by e-check, debit card or credit card); or (2) in the office by

DO NOT use the parking lots to pick-up or unload.

D O O

Please do not

N pick‐up or unload

900 North

Crosswalk

Hillcrest Elementary School

FRONT DOOR

SOUTH

1400 East

Short‐term loading a un‐loading

Please do not leave vehicle

d

1400 East

R

**BUS** LOADING IS ON THE NORTH SIDE OF THE SCHOOL AND THE *SOUTH SIDE* OF THE SCHOOL IS FOR *DROP‐OFF & PICK‐UP*. **PLEASE NO PARKING ON 900 NORTH AND 1400 EAST BETW 7:45AM‐8:25 AM & 2:10‐2: 50 PM. Thank you!!**

**EEN**



RULES:

 **DROP‐OFF/PICK‐UP PROCEDURES**

PLEASE READ & FOLLOW

* + NO parking in front of the school during drop‐off & pick up times. **Traffic should be a constant flow (STOP, DROP, & GO).**

Short‐term loading & un‐ loading

* + The front doors open at 7:30 am for breakfast and the **south door will be open from 7:30 am‐8:15 am for student entry.**
	+ **PLEASE do not drop‐off, pick‐up students, or park on the west side of 1400 East (across the street from the front of Hillcrest).**
	+ Only cars stopped at the curb may drop‐off/pick‐up. **DO NOT double park** and pull alongside another vehicle to drop‐off/pick up.
	+ **SLOW DOWN**…This is about safety not convenience.
	+ If you need to park and come in to the school please use the Northeast parking lot.

RECOMMENDATIONS:

* + **BE PATIENT**. If there is no room drive around the block and try again.
	+ **BE SAFE.** Please use caution while driving to maximize student safety.
	+ **BE ALERT.** Please do not drive while distracted. Put away your cell phones while driving.
	+ **BE RESPONSIBLE**. It is safest when students exit and enter the car on the passenger side of the vehicle.

**Safety First...**

**AT ALL TIMES when driving near the school, please be aware of the typically erratic behavior of the children, and be extra cautious near the North and South crosswalks.** *A crossing guard is on duty at the North end of the school only.*

filling out the available form and submitting it with your payment (make checks payable to Hillcrest Elementary).

* If you wish to join your child for lunch at school, the cost is $3.50. You simply pay in the office before joining your child for lunch.

## Menus

* Breakfast and lunch menus are are available on-line at the Logan City School District Web site: [http://www.loganschools.org](http://www.loganschools.org/). If you need a printed copy, please stop by the school office to get one.

# Are before or after school programs

**offered at Hillcrest?**

* There are NO before-school programs at Hillcrest.
* There ARE after school programs at Hillcrest.
* To register for After School Club (ASC) go on-line to [ascregistration.loganschools.org](http://hillcrestasc.weebly.com/). Payment can be made at the same site used for paying for school meals. Registration opens **August 25 @ 9am. ASC will begin September 5th.**

# Are other special programs

**offered?**

* Yes, the Logan City School District offers a before school beginning string orchestra program for elementary students in 4th and 5th grade.

# What do I do when visiting Hillcrest?

* ALL visitors must SIGN IN and OUT at the computer near the school office (including classroom volunteers) before proceeding through the school. You will be expected to wear an

official visitors badge during your stay. *The only exception to this check-in policy is for parents coming to the school for a school-wide program, presentation or assembly.*

* Visitor parking is limited to three locations around the school. This includes: (1) short-term visitors on the east side ONLY of 1400 East (immediately in front of the school); (2) longer-term parking spaces immediately outside and to the Southeast of the school in front of the park area
* Please note that NO PARKING is allowed in the following areas: (1) west side of 1400 East, (2) north and south teacher parking lots, and (3) south side of Ellendale Avenue (north of school).

# What if my child rides the bus?

* To access bus stop locations and times go on-line to [**www.**](http://www.loganschools.org/) **Hillcrest.**[**loganschools.org**](http://www.loganschools.org/)**.** Roll over “Parents & Students” at the top of the Web page, then scroll down and click “Busing Information.”
* To find your child’s specific bus stop and times for drop off and pick-up, enter your street address, click, in the pop-up box, under “Bus Stops” select “AM” or “PM” to see when, where and the number of the bus that will pick up your student(s).

# How do I let the school know where to

**contact me in the event**

**of an emergency?**

* In the event of an emergency involving your child, the

school office will contact you at the phone numbers designated on your child’s Student Emergency Contact Form. You’ll need to fill a new form out EVERY YEAR.

* **BE SURE TO KEEP THIS FORM UPDATED** so that you can be contacted quickly in the event of an emergency. All it takes is a quick call to the office to update that information.

Hillcrest Elementary

School Picture Day

Is September 8th.

**On-line Policy Handbook**

The Hillcrest School Policy Handbook posted on-line at the school website:

[**www.hillcrest.loganschools.org**](http://www.hillcrest.loganschools.org/)

Some of the policies you will find include, (1) NO homemade goodies are allowed for class- room treats, (2) birthday invitations CAN’T be distributed at school, etc.!

# What safety measures are in place to protect my child at school?

* The Logan City School District and Hillcrest Elementary have a comprehensive child safety plan in place in the event of an emergency at school.
* Daily safety measures include having visitors sign in and out at the front desk, and keeping all but the main school doors locked during school hours.
* To review this plan, please contact the school (755- 2360) or the District office (755-2300) directly.

# What if my child needs to miss school due to illness, etc.?

* If your child is sick, or needs to miss school for any reason (see the school attendance policy for acceptable absences), please call the school office at 755-2360, you can leave a message detailing your child’s absence at the attendance voicemail box (dial the school number & follow the prompt) this can be done before & after school hours.
* Contacting the school by email is also an option if that is more convenient. Use the address below: denise.althouse@loganschools.org

# What should I do if I need to take my child to an appointment (doctor, dentist, etc.) during school hours?

* It is best to schedule appointments before or after school hours. However, if your child must attend an appointment during regular school hours, you must come to the office before picking them up from their classroom.
* You will need to fill out the check-out form and take it to your child’s teacher.
* When your child returns to school, they will need to check-in at the office before going to class.

# How do I get involved and support

**my child’s class and the school?**

Hillcrest Elementary has a long history of active parent participation!

* While not required, due to budget cut-backs, your help in providing a few basic classroom supplies is greatly appreciated! Talk to your child’s teacher about the classroom supplies that are most needed.
* Volunteer in your child’s classroom! Our school and our teachers welcome parent volunteers! Check with your child’s teacher to see what help they need. If you can’t come in, you could still help from home!
* You can also get involved with the School Community Council (SCC). Four parent representatives are elected (two each year) to serve two year terms on the SCC. Elections are held in the Spring.
* You can join the Hillcrest PTA. Membership is

$8 per year and helps to pay for a wide variety of school-support activities. Members receive a school directory. (Remember, you do not need to volunteer to join the PTA.) To join please call Damaris Kjar (435-752-5296) You can volunteer as part of a PTA-sponsored activity. Contact

**PTA President** **Kate Twohig** by e-mail at hillcrestschoolpta@ gmail .com to find out how you can get involved.

* Take part in school and PTA fundraisers. That includes Box Tops for Education & the Husky Hustle in the spring, etc.

[**www.loganschools.org**](http://www.loganschools.org/)

*find the free and reduced lunch application, school*

*meal menus and school calendar here*

[**www.hillcrest.loganschools.org**](http://www.hillcrest.loganschools.org/)

*find School Policy Handbook, PTA information, etc.*