



# MCNABB ELEMENTARY

## United in Excellence

Dear Parents,

Greetings from McNabb Elementary! I hope this summer has been relaxing and refreshing for your entire family. Even though it still feels like summer, the first day of the 2018-19 school year is rapidly approaching. To all of our returning families, ***Welcome back, Knights!*** To parents and students who are new to the area, ***Welcome to our wonderful community and school!*** This letter is to assist you with important dates and times that will quickly be approaching. Additional McNabb Elementary and school district information will be sent home on the first day of school in our McNabb Parent/Student Handbook.

- Class lists will be posted on the office windows on August 9 after 5:00 p.m. If necessary, adjustments to class lists can be made due to changes in enrollment. Please do not call the school for this information as the office staff is busy preparing for the first day of school.
- Meet the Teacher will be held on Friday, August 10<sup>th</sup> from 3:00-5:00pm.
- The first day of school is **Wednesday, August 15.** Parents are able to walk their child to his/her classroom at **7:30 a.m.** Teachers will be available to assist you in locating your child's classroom. Beginning **Monday, August 20,** we ask that students be allowed to walk to their classrooms independently. Teachers and staff members will be available to help your child get to class for the remainder of the year.
- Grade level lunch times will be closed to visitors from August 15<sup>th</sup>- September 3<sup>rd</sup> as we work to teach the students the lunch room routines and expectations. For the 2018-2019 school year, parents will only be allowed to eat lunch with students on Fridays.

### **Morning Drop-Off and Afternoon Pick-up**

The safety of our students is of the utmost important to all teachers and staff members at McNabb Elementary. Please read the drop-off and pick-up procedures listed below. In order to ensure our students safety, it is critical that we all work together to follow the guidelines listed below. When dropping off or picking up your child, please make sure that you mindful of no parking areas and designated walker areas.

- The morning and afternoon drop off/ pick-up area for car riders is located at the front of McNabb Elementary. You will be issued a McNabb Elementary car rider sign to place in your window. Please ensure you have this sign daily for pickup. If someone other than the normal pickup person needs to pick up your child, please **DO NOT** give them your car rider tag. For student safety, they will need to come to the front office and verify they have permission to pick up the child.
- Do not get out of your vehicle as you are waiting in the car rider line. This causes traffic to become congested in the drive through lane and it not safe for students. **Please remember after school dismissal will run slow during the first two weeks of school until students learn the routine. Please be patient with the teachers and staff as we train the students for dismissal.**
- SISD buses and Licensed Day Care buses will load and unload students in the bus zone area which is located at parking lot B. Cars may not drop off or pick up students in the bus/car rider zone.

- Back Gate Walkers must live in Cypresswood Lakes. Student addresses must be verified by the Attendance Clerk before students will be granted access to walk out the back gate. This gate is for **walkers only**. Parents may wait for their children on the sidewalk and escort them home; however, parents **MAY NOT** park their cars on Cypresswood Lakes Drive and wait for students to be dismissed. You must walk to the back gate to pick up your child. The Cypresswood Lakes subdivision has posted no parking signs along the road and we will be sending staff members to check the back gate at 3:00pm each day.
- It is vital that you keep current phone numbers on file with the front office for afternoon pick-up. Please ensure that you send a written note to your child's teacher by 2:30pm if you plan on changing your child's pickup location.
- If you need to pick up your child early from school, pickups should be done by 2:45pm. No students will be released after 2:45pm as students are getting ready for dismissal.

Thank you for taking the time to read over this important information and procedures. I am looking forward to an exciting, productive year at McNabb Elementary! With bright, eager students, an excellent staff, and supportive parents, McNabb Elementary will be the best elementary school in Spring ISD!

Sincerely,

Melissa Warford  
Principal