

Kings Chapel Elementary School

Parent Back to School Information Sheet 2023-2024

Hello, parents! Please read the important information below to help us get off to a great start to our school year. Thank you in advance for your cooperation!

- School Starts Wednesday, August 2nd. Our Sneak Peek is Monday, July 31st from 4:00-5:30.
- Check our website parent "bubble" for important school info: <https://kces.hcbe.net/>
- ClassDojo is a great communication tool. Sign up for ClassDojo by clicking the link on the parent bubble, creating an account, and downloading the app on your phone.
- You should receive a call from your child's teacher prior to Sneak Peek.
- Call the school (478-988-6273) before the 1st day to get your questions answered.
- Breakfast is \$2.00 and lunch is \$2.75. Meals can be paid for by sending money to the teacher, paying in the front office, or using the **myschoolbucks** app.
- Review the Drop off, Visitors, Pick up information sheet carefully for our procedures.
- Parents cannot walk children into the building, visit classrooms, or have lunch with students.
- Medicine forms and medication need to be dropped off at school as soon as possible.
- After School Program (ASP) forms can be found on our website or picked up at school during Sneak Peek. We must have completed ASP forms before your child can stay. \$25 per person or family rate of \$35 registration fee must be paid before your child can stay.
- Changes to dismissal should be called in to the front office (478-988-6273) prior to 3:00. Please don't send dismissal changes to the teacher.
- Early dismissals need to be made prior to 3:00.
- To set up bus transportation or get answers to bus questions, call 478-329-2218 and visit <https://www.hcbe.net/transportation>

Morning Drop Off (Car Riders and Walk ups)

- Right hand turn only! Approach the school for a right-hand turn into campus (traveling north). Avoid trying to turn left into campus.
- Circle the parking lot, get in the drop off line, and pull to the end of the line.
- Have your child ready to unload when you get to the drop off area (backpack, lunchbox, goodbye's, etc).
- Pre-K, Kinder, 1st, and 2nd graders should have stickers with their names and teachers' names on them in the morning for the 1st 3 days of school.
- Morning walk ups: park in the side parking lot and walk your child to the front porch.

Afternoon Dismissal (Car Riders / and Walk ups)

- Right hand turns only! Approach the school for a right-hand turn into campus (traveling north). Avoid trying to turn left into campus.
- Have your child's 3-digit car rider card ready to display during pickup. You will get this during Sneak Peek or after the 1st day of school. You will need this card with you to pick up your student. If you do not have your card, you will be asked to park and go to the front office.
- Use both lanes, take turns merging, and be polite during pickup!
- Afternoon Walk up: park in the side lot, enter the building from the front doors, show your 3-digit pick up card. Afternoon walk up ends at 3:45. Students must be picked in the car rider line after 3:45.