



South Central Community Unit School District 401

South Central Elementary School

Kerry Herdes, Principal

810 East First Street

Kinmundy, IL 62854

618-547-7696



"Where everybody is somebody"

Welcome Parents and Students,

The first day of school is quickly approaching and we wanted to be sure you have all the information you need to make the transition back to school easy for everyone. We are looking forward to a great school year and have a lot of wonderful activities and learning experiences planned for your child. Many of the teachers are already working hard in their classroom to get them prepared for their class.

Here is some information that we would like you to keep in mind as your child enters into South Central Elementary.

1) **Picking up children from school:**

Since most of our students ride a bus home from school it will be necessary for you to send a signed note or call the school when you will be picking up your child from school. Be sure that when you call or send a note, you must list the time at which you will be picking up your child. Also, be sure to tell us who will be picking up the child. We will only allow the child to leave with the person who has permission from the parent. **A change this year will be that all calls to pick up your child or any bus changes must be made by 2:00 p.m.** The school's phone number where you can leave a message about picking up your child is: 547-7696.

When you arrive to pick up your child please do not park in the front circle drive between 7:30-8:00 a.m. or 3:05-3:30 p.m. If a signed note or phone call is not received before **2:00 p.m.**, the child will be placed on his or her regular bus.

2) **Entering the building:**

Anyone entering the building must enter through the main entrance and must report directly to the office. If you are at the school to pick up your child or drop something off for your child, go to the office and your child's teacher will be notified by the office staff of your arrival. Please do not go directly to your child's classroom. This is a safety issue, not a privacy issue.

3) No students are to ride bikes to school.

4) **Parent/Teacher Conferences:**

If a situation should arise that you would need to have a conference with your child's teacher during the school year, please contact the school office and an appointment will be arranged. When a situation arises that you would like to talk about with the teacher, simply contact the school. We know that a strong line of communication between the school and home will aide in your child having a positive educational experience. Your encouragement, support and concern of your child's education will help your child know that you value his or her education.

5) **Late Arrivals/Leaving Early/Returning to School:**

At any time when you are bringing your child in late, taking your child out early or bringing your child back to school, you must sign your child in or out in the office.

Please notify your child's teacher as early as possible so daily homework can be gathered and sent with them.

At South Central Elementary, we offer our students a quality education that is led by an excellent educational faculty and staff. Each year our school proves what a great job our students, faculty and staff do by striving to meet and exceed all state tests given during the school year.

Hope you have a great year!

Also make note of Mary's Secretary's Tips for a Successful School Year.

Respectfully yours,

Kerry Herdes