

August 2011

Dear Parents and Guardians,

Welcome to the 2011-2012 school year! The Helen Wilcox Elementary staff and I are very excited that you have entrusted your child's education to us. We will make every effort to help your child achieve academically and socially this year. It is our goal to create an enriching learning environment that engages every student. Of course, as the first teachers in your child's life we need your support and cooperation. Helen Wilcox has an excellent teaching staff with a wealth of knowledge. We also have an excellent support staff that work in different capacities to support your child's learning.

You are a valued member to our educational team. Your role in assisting with homework, volunteering in the classroom or at home, attendance at school activities and participating in the Parent Teacher Group (PTG) or School Site Council (SSC) are all integral to the success of our school and home alliance. Together we can make it a bright and rewarding future for our children.

Please be reminded that the school day runs from 8:25-2:30 Monday through Thursday and 8:25-1:30 Fridays. It is important that your child be on time for school each day so as not to miss out on the educational opportunities we have to offer. If for whatever reason your child will be absent from school, please call and inform the school of his/her absence.

**Important information:**

**Drop off procedures in the morning:** cars will drop off students in the front of the school, in the circular drive way ONLY. The lane closes to the school will be the unloading lane, **please pull up to the farther point of the curve.** Please do not leave your car unattended.

Buses will drop off students in the south, covered parking lot.

**Pick up procedures after school:** cars will pick up students in the south, covered parking lot. Drive to Via Canela and turn into Golden Hills Elementary School parking lot, turn left. Follow the signs, Kindergarteners and siblings (1-3) on left side and 1<sup>st</sup>-3<sup>rd</sup> with no kinder siblings to the right. Staff will walk students to your car. **PLEASE STAY IN YOUR CAR FOR YOUR SAFETY.** Buses will pick up in the front, circular driveway, ONLY.

**Walkers** will meet at the 'walker' line and staff will walk them across the street.

Parents may always park in a legal place along the street and walk to covered waiting area to pick up their child. Parent cooperation is crucial to the safety of our students. Thank you for your participation with these safety procedures.

Sincerely,

*Heather Scott*

Heather Scott, Principal

***Helen Wilcox Students are responsible, respectful and safe!***