



PRIMROSE ELEMENTARY SCHOOL

Forward in Excellence

Katie Winter, *Principal*
Meg Benedetto, *Assistant Principal*

Welcome to the 2024-25 school year

Dear Primrose families,

Welcome to the 2024-25 school year! We hope you and your children enjoyed a wonderful and restful summer, full of adventure, relaxation, and cherished memories. As we embark on this new academic year, we have been working diligently over the summer to ensure that our classrooms and programs are prepared to offer an engaging and enriching experience for all students.

We wanted to take a moment to share some important information to be ready for the opening of school.

Main Office Support

Our Main Office is here to support you and answer your questions. You can reach the main office at 248-8888. Our office staff members include:

- Giovanna Cross, Office Assistant
- Barbara Haggerty, Office Assistant
- Ana Lopes, Secretary to the Principal

Typical School Day Schedule

Students may enter the building at 7:55AM. School begins at 8AM and buses depart Primrose School at 2:25PM. Any student arriving after 8:15AM is marked late. There is a lot of important learning that begins at 8AM. Please make every opportunity to arrive on time.

Parent Square

Our main form of communication is Parent Square to communicate district and school wide messages to families. Communication might include weather related announcements, classroom news, and school wide newsletters. You will receive email messages to your inbox and/or download the App to your phone to be able access new and previous communications in one place. You can also change the settings to receive messages in the language of your choice.

Placement Information

Class placement information will be available in the Infinite Campus Parent Portal on **August 16th after 10AM**. Once logged in, click on "Schedule," then choose September 3, 2024, on the calendar (first day of school), and find HR/FLEX GR - teacher's name. This is the name of your child's teacher. The HR/FLEX room number is the location of your child's classroom. Placement into classes is a professional responsibility of the staff and classroom assignments will not be changed.

Welcome Letters

You will receive a Parent Square notification with your teacher's welcome letter.

Class Lists

Families do not receive a list of students in the class. As a school district, we may not share names and contact information for the class for reasons of confidentiality. Please do not ask our office staff to share the names of classmates with you. Please see below for PTA directory sign up.

School Supply Lists

The grade level supply lists are attached to this communication and will be available on the webpage. Teachers may have asked for a few additional supplies in their welcome letter. Supplies may be brought in gradually over the first week of school.

Professional Learning Days - August 28th and 29th

Staff will be engaged in meetings, workshops, and classroom set up on August 28th and 29. Please refrain from coming to the building between the hours of 8AM -3PM on these days.

Student Devices

All students will receive a district issued iPad with a Bluetooth keyboard, **after the family has completed the district Personal Learning Device (PLD) agreement**. Look for a separate message via Parent Square regarding this agreement.

First Day of School

The first day of school for all students is **Tuesday, September 3rd**.

Kindergarten students will be dismissed at 10:45AM on September 3rd, 4th & 5th.

First and Second Grade students will be dismissed at the regular time. There will be plenty of staff members in all locations to guide students and help them find their classrooms. It would be helpful if students **wore a name tag** with identifying information on shirt or backpack so that guidance is seamless.

Parent AM Drop-Off and PM Pick-Up

We anticipate that most students will take the bus to and from school, but in case work obligations or after school activities make taking the bus difficult, we would like

to review our parent drop-off and pick-up procedures. We also want to take this opportunity to review some basic bus guidelines.

Student Drop-off

Student Drop-off begins at 7:55AM in the rear of the building and concludes at 8:05AM. As you enter Primrose School parking lot, proceed past the bus circle, and stay right around to the rear of the building and enter the coned off area.

- The first car should pull all the way forward to make room for others. Children should sit on the right side of the car, backpack on, and be **ready to exit** or you may be asked to rejoin the car line.
- A staff member will open the doors of arriving cars.
- Parents are expected to stay in the car.
- If you require more time to drop your child off, please park in a designated spot and walk your child to the front of the building.
- After the buses depart from the front circle, car traffic may be redirected to the bus circle. In the front circle, parents should pull forward along the curb and ensure that children exit safely to the sidewalk.
- Please continue to be courteous and alert as there may be many cars and pedestrians helping with arrival.

Student Pick-up - end of day

Student Pick-up takes place in the rear of the building at Door 6.

- Park in a legal space or wait for one to become available. Parking is available at SHS.
- Exit your car and proceed to the double doors by the garden (Door 6) to meet your child(ren).
- Assemble outside the **Outdoor Classroom**.
- Dismissal begins at 2:15PM
- Sign out your child(ren) with a Primrose Staff member.
- Please be prepared to show your ID.
- Parent pick-up will conclude at 2:25PM.
- Cars are advised to exit through Somers High School.

School Dismissal Manager

Elementary schools use a computer program called School Dismissal Manager to handle all student dismissal plans. Please look for a separate email regarding this. All dismissal plans must be entered into the School Dismissal Manager program. For the safety and security of students, we will not accept any paper notes or emails regarding dismissal. Some families find it helpful to download the SDM app to their phones.

Bus

We will be reviewing bus safety and basic behavioral expectations with all students at the start of the school year. We appreciate you taking the time to remind your child

to use an inside voice and keep hands, feet, and belongings out of the aisles while on the bus. They should also wear a seat belt. As a reminder, we have a NO PERSONAL ELECTRONICS policy in school. School devices need to remain secured and in backpacks at all times.

Calendar

[2024-25 Calendar](#)

Please become familiar with this document and pay close attention to Professional Learning Days, half and full days.

Security Procedures

Upon visiting Primrose School (and any of the Somers schools) you will need to ring the bell at the main entrance to access the lobby. You may only come to school if you have an appointment. Please have your Driver's License to obtain a visitor badge. If you need to drop off an item for your child, you may leave it in the Welcome Center. Please label the item with the child's name and class and we will get it to them.

Contact Information

It is vital that we have up to date contact information for each child enrolled in the SCSD. Please review and update your household contact information via the [Infinite Campus Parent Portal](#). Please confirm that all telephone (home, work and mobile) contact information is correct. In IC under "non-household contacts", please add:

- A minimum of (2) emergency contacts who we may call if you are not available.
- Adults that are accessible and close by make the best emergency contacts.
- Add the contact information for your child's pediatrician and child's dentist in the "non-household contacts" section.

Food Services

Lunch will be available for first and second graders beginning September 3rd. Lunch is available for kindergarten students starting September 8th. As students transition to school, it is often helpful for them to begin by bringing lunch from home until they are comfortable with buying.

Cost of student lunch - \$3.25.

A Grab and go breakfast is also available for \$1.50.

All students must always maintain a positive account balance. You can replenish your child's account through [My School Bucks](#) website for any purchases.

Lunch Menu

Please review the [Lunch Menu](#) with your child if they plan to buy lunch. Students ordering lunch will place their order in class each morning.

Free and Reduced Lunch Application

Please click on the link below to find the Applications for Free/ Reduced Price Meals. Hard copies of the application are available at the main office of your child's school. Only one application per family is needed.

<https://www.somersschools.org/our-district/district-departments/food-services>

If you need assistance with completing your application, please call Jill Weisman at 914-248-6284 or email jweisman@somersschools.org.

Absences

One of our building goals for the 2024-25 school year is to build awareness of the importance of **daily school attendance**. Student Absences should be reported through [SDM](#) or by calling the health office absence line 914-248-8926 before 8AM.

Transportation

Primrose Bus Routes will be available soon on the [parent portal](#). Log in to your student's account, select your student and the Transportation link will be on left side. For additional information, visit the Transportation section of the district webpage.

Meet the Teacher Nights - Save the date!

These evenings are classroom based and for Parents ONLY.

Kindergarten:	Tuesday, September 3 rd @ 7PM
First Grade:	Tuesday, September 19 th @ 7PM
Second Grade:	Thursday, September 5 th @ 7PM

Other Important Links

***[Primrose Code of Conduct](#) - please print signature form and return to school

***[Emergency Contact Form](#) - (attached to this message as well) please print and return to school

Primrose PTA

Join the Primrose PTA

The Primrose PTA is looking forward to another great school year and we cannot do it without your membership. You can join for \$15

<https://pes.somersschools.org/families/pta>

or via paper [PTA membership form](#).

Questions? Contact PES PTA Co-President's Krystal Krzeminski

krystalkrzeminski@gmail.com or Carolyn Schiavone carolynschiavone11@gmail.com

Do you want to hear from the PTA?

[Sign up](#) for our weekly newsletter to keep up to date on Primrose PTA happenings.

Please feel free to contact us or the office staff if you have any questions or concerns. We look forward to welcoming you and your family back to school.

Sincerely,
Katie Winter & Meg Benedetto