



Welcome BACK TO SCHOOL

Welcome to the 2025-2026 School Year!

Please review the below information to ensure a smooth start to the school year.

HOMEROOM TEACHER:

You will be able to access your child's assignment in the Genesis Parent Portal on **Monday, August 25th**.

SCHOOL HOURS:

Student Arrival: 9:05 am
Academic Day: 9:25 am to 3:35 pm
Student Dismissal: 3:35 pm

IDENTIFICATION TAG:

In a separate physical mailing, you will be receiving a student identification card along with a badge holder. We are asking all parents to fill out the identification card before the first day of in-person instruction. Parents should fill out your child's name, homeroom teacher, and bus number. All of this information can be located in the Genesis Parent Portal. We are asking all Primary School Students to wear these tags to school during the first week of school. These tags assist our staff in guiding students to the appropriate classrooms with little confusion.

TEACHER CONTACT:

During the school year, your child's teacher can be reached by calling the Primary School at 628-3500 or via email (teacher's last name @upperschools.org). As the school year begins, do not hesitate to contact your child's teacher. Home-school communication is vital to the success of your child's education and you will find the Primary School Staff to be incredibly caring and interested in each child.



**First Day of School
Thurs. Sept 4th
Note: Full Day of School**

STUDENT DROP-OFF:

Children may be dropped off between 9:05 am and 9:20 am. Please note that staff members are not on duty before 9:05 am. We kindly ask that no student be dropped off before 9:05 am. Additionally, we ask that you do not arrive for parent drop-off before 8:50 am to allow our staff to arrive safely. If you elect to bring your child to school, we ask that you pull around to the front of the building and let your child out of your car by the main entrance. We will be unloading cars a few at a time to help expedite the car line process. Additionally, for safety, we ask that students be let out of the passenger side of the vehicle. The students will walk down to their classroom on their own.

PRESCHOOL DROP-OFF

Please note that preschool parents are not permitted to walk preschool children down to the classroom. We will have a designated area set up out front of the building for preschool student drop-off. Preschool parents are encouraged to use the car line to drop off students. Preschool parents only are permitted to park in the parking lot and walk your children across the crosswalk to the designated area where staff members will escort your preschool child to their classroom. In the event that you arrive to school after 9:25 am you must sign your child into school in the main office.

KEYS (Before and After School Program):

You may utilize the KEYS Program for childcare between the hours of 7:00 am to 9:15 am and 3:45 pm to 5:30 pm. Contact Amber Rumaker at 628-3500 ext. 2159 for more information. **If you would like to sign up for KEYS, you must sign up no later than Thursday, August 28th,** Information on how to complete the KEYS registration process is posted at www.upperschools.org

DISMISSAL/PARENT PICK-UP

In an effort to provide for the safety of our students and families we will be using the KidAccount system for parent pick-up. Details related to parent pick-up will be shared in a separate communication. Important Note: Parents with students in both the Primary and Elementary School will now need go to both schools to pick up students.

TRANSPORTATION:

In the interest of ensuring a safe arrival home of our Kindergarten children, we must insist that an adult is always visible to the bus driver in order for your child to be let off the bus. **The driver has instructions not to allow any kindergarten child off the bus unless an adult is visibly waiting.** Otherwise, the driver will return your child to the school and you will be contacted. Please note that all bussing concerns should be directed to Kandie Mendell in the Transportation Department at 628-3500 ext. 2286. Also keep in mind that for the first few weeks of school, the bus may arrive at home later than expected as students adjust to boarding the bus.

FOOD SERVICES:

Breakfast can be purchased each morning for \$2.30. Lunches are served every day at the cost of \$3.60 and various snacks can be purchased. The food service company utilizes a Point of Sale (POS) System. This system enables students to purchase meals with cash or to utilize a prepaid account for breakfast and/or lunch. Milk is available for \$0.85. A menu is available online and is updated monthly. (Please send in a healthy snack and a bottled drink, preferably water, each day).

SCHEDULE:

The Primary School's instructional program will operate on a 6 Day rotating schedule. The rotation includes Art or Music, STEAM, and Physical Education. Please keep track of the number day in order to help your child prepare for school. Be sure to dress your child appropriately for Physical Education, particularly in athletic sneakers.

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Have a relaxing remainder of the summer.
We look forward to seeing our students soon!

Sincerely,
Jamie Gillespie
Principal - Upper Twp Primary School
609-628-3500
gillespie@upperschools.org

