



# PRIMROSE ELEMENTARY SCHOOL

*Forward in Excellence*

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

## **Welcome to the 2025-26 school year**

Dear Primrose families,

Welcome to the 2025-26 school year! We hope you and your children are enjoying 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.

### **Distraction Free Schools - NEW**

If you have been following the news, NYS has passed a law banning **Internet Enabled Devices** for students throughout the school day. The Somers CSD Board of Education adopted this policy at the July meeting. At Primrose, students will continue to follow the Acceptable Use Policy (AUP), and **no personal** Internet Enabled Devices (personal computers, personal iPads, smart phones, smart watches) will be allowed. Please do not allow your child to bring a personal cell phone or smart watch to school. Any personal devices that are brought to school will be held in the main office for parent pick-up.

## **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 to 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 15<sup>th</sup> after 10 AM**. Once logged in, click on "Schedule," then choose September 2, 2025, 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**

After placement information is released, 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 available via hyperlink in this communication and will be available on the webpage. Teachers may ask 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 27<sup>th</sup> and 28<sup>th</sup>**

Staff will be engaged in meetings, workshops, and classroom set up on August 27<sup>th</sup> and 28<sup>th</sup>. Please refrain from coming to the building between the hours of 8AM -3PM on these days unless you have a prescheduled appointment.

## **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. These are the only devices students may use during the school day.

## **First Day of School for Grades 1 & 2**

The first day of school for first and second grade students is **Tuesday, September 2<sup>nd</sup>**. This will be a regular school day. 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 **wear a name tag** with identifying information on shirt or backpack so that guidance is seamless.

## **Kindergarten**

The first day of school for kindergarten students will be **Wednesday, September 3<sup>rd</sup>** and this will be a regular day of school. Kindergarten students will be invited for a screening with his/her teacher on August 28<sup>th</sup> or September 2<sup>nd</sup>.

## **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 door of each arriving car.
- 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 at 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 every time you come.
- 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. All students are required to wear seat belts. NO PERSONAL ELECTRONICS are allowed on buses. School devices need to remain secured and in backpacks at all times.

### **Calendar**

#### [2025-26 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 for delivery to classroom.

### **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**

For the **2025-26** school year, New York State is **covering the cost of one breakfast and one lunch per student per day** regardless of eligibility. This program aims to combat food insecurity, improve student health, boost academic performance and ease the financial burden on families.

To meet eligibility, students **MUST** take a complete meal.

- A complete breakfast consists of 4 components: 2 grains, one cup fruit/juice or vegetable, one cup milk. **Students must take 3 components, and one must be a fruit/juice or vegetable to count as a reimbursable meal and be free.**
- A complete lunch consists of 5 components: protein, grain, fruit, vegetable and milk. **Students must take at least 3 components, and one must be a fruit/juice or vegetable to count as a reimbursable meal and be free.**

Single items (Ala carte items) are NOT FREE. This includes items like water, milk, drinks, snacks, ice cream, incomplete meals and second entrees. There needs to be funds in the students' account, or they must have cash to purchase these ala carte items. All students must always maintain a positive account balance. You can replenish your child's account through [My School Bucks](#).

Breakfast is "Grab and Go". Students stop by the cafeteria and bring the pre-packaged breakfast to his/her classroom. Please let your child know if they should be stopping by the cafeteria for breakfast. It would also be helpful to let your classroom teacher know as some families want their child to get breakfast and others do not.

Lunch will be available for first and second graders beginning September 2<sup>nd</sup>. Lunch is available for kindergarten students starting September 3<sup>rd</sup>. As students transition to school, it is often helpful for them to begin by bringing lunch from home until they are comfortable with buying and enjoying the school options.

## **Lunch Menu**

The September lunch menu will soon be available on our website. Students ordering lunch will place their order in class each morning.

## **Free and Reduced Lunch Application**

Please look for a separate email regarding this application. We will need ALL families to complete this form to comply with the NYS program for universal free lunch.

## **Absences**

It is a continued building goal for the 2025-26 school year 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 914-248-8020 before 8AM.

## **Transportation**

Primrose Bus Routes are available 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! \* revised**

*These evenings are classroom based and for Parents ONLY.*

Kindergarten:

Tuesday, September 2<sup>nd</sup>@ 7PM

**First Grade:**

**Thursday, September 25<sup>th</sup>@ 7PM\***

**Second Grade:**

**Tuesday, September 9<sup>th</sup>@ 7PM \***

On each of these evenings, support staff members will be present in the Primrose Library starting at 6 PM. Any parents who would like to meet these support staff members and learn about other programs at Primrose can come to this earlier event. We will send a list of which support staff members will be present at each session.

## **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://primrose.givebacks.com/shop> or via paper [PTA membership form](#).

## **PTA Newsletter**

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

## **Join SEPTA**

Please join our Special Education PTA who run programs all year to support all learners.

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