



Elms Road Elementary School Family Newsletter

Issue Published: August 21, 2026

District Mission Statement: *Swartz Creek Community Schools is a family committed to excellence, instilling the values of integrity and compassion, and encouraging every individual to embrace challenges through continuous learning*

Principal's Message



Welcome to a new school year at Elms Road Elementary! I am delighted to introduce myself as your child's principal. Entering this role, my highest priority is ensuring every single student feels safe, valued, and supported.

I remain deeply dedicated to creating joyful, nurturing, and inspiring spaces for learning. Elementary school is a magical time for sparking curiosity and building lifelong friendships, and I am eager to work alongside our talented staff and families to make each day a fun, meaningful adventure. This year, we will focus on enhancing our curriculum, fostering creativity, strengthening social-emotional skills, and deepening our community connections.

Strong partnerships between home and school are the foundation of student success, and I look forward to collaborating closely with you. Please feel free to reach out anytime—I am always here to listen, support, and help your family. You can contact our office at 810-591-1249.

I cannot wait to meet you and your children soon. Here is to a fantastic school year filled with growth, discovery, and smiles!

Ms. Shauntel Manning



Elms Road First Day of School Info

Our first day of school is a ½ day of school in the afternoon. First through 5th grade students attend **12:30-3:25 pm**.

Bus transportation will not be provided for kindergarteners on August 31- parents/ guardians must attend with the child. This is an important first-day experience for kindergarten students and their caregivers.

Kindergarten students and parents will attend together from 1:00-2:00 pm if your child's last name is A-K, and from 2:00-3:00 pm if your child's last name is L-Z.

Upcoming Events & Planning Ahead

- 8/27 Elms Open House 6:00-7:00
- 8/31 **1st day of School Half Day PM Kindergarteners attend with a parent/guardian**
- 9/1 First full day of school
- 9/4 **No School**
- 9/7 **No School- Labor Day**

This calendar is helpful for parents as you plan ahead for days off school, ½ days, and so forth for the school year. Click here to see: [2026-2027 School Calendar](#)

VOLUNTEERS

Volunteers are always needed! If parents wish to help out at events, in the classrooms, or chaperone field trips, Elms Road Elementary School must conduct a background check. Please complete a Volunteer Profile Form and submit it to the Main Office at least one (1) week before the event you wish to volunteer for so the office has adequate time to conduct the required check.

[Elms Road 26-27 Volunteer Form](#).

TRANSPORTATION



If your child will be riding a school bus this school year or will be attending AM and/or PM Latchkey, please take a few minutes to carefully review the link with transportation instructions and complete the required Transportation Change Request form in your PowerSchool/PowerParent account (only if there are changes).

Please note the following important reminders:

- You must answer "YES" to the question asking if your student needs transportation. If you do not select YES, your child will not be assigned to a bus.
- Complete the form carefully, selecting the appropriate transportation option (AM, PM, or both) and the correct pick-up/drop-off location.
- Transportation requests may take up to 5 business days to be processed and assigned.

The 2026-2027 Transportation Instructions link also includes:

- StopFinder setup instructions for families using the district's bus tracking app.
- Latchkey transportation instructions for students attending AM and/or PM Latchkey.

2026-2027 [Transportation Instructions](#)

Thank you for completing these steps as soon as possible to help ensure your child's transportation is in place before the start of the school year.

If you have any questions, please contact the appropriate staff listed in the instructions.

John Miehme, Transportation jmiehm@swcrk.org (810)591-2113

Drop-off & Pick-up Details



Medication

If your child has to take medication during the school year, please stop by the office to fill out the appropriate forms and bring in the medication in their original bottles. DO NOT send medication

in with students as this is a safety concern and against district policy. [You can access all relevant Medical Forms here.](#)



Welcome back!! Your Elms Road PTO is gearing up for another great year!! We are looking for volunteers to help us throughout the school year. PLEASE visit our PTO tables at open house! We will have volunteer sign-ups and this year's t-shirt order forms!!

PTO board of officers:

President: Lindsey Barker

Vice-President: Megan Parsons - mparsons@swcrk.org

Secretary: Jessica Dunn

Treasurer: Sarah Granger - segranger12@gmail.com

Food Services



[Meal Magic Family Portal:](#) A fantastic resource for families. Here, you can set up accounts for your children to deposit money, view purchases, transfer funds between children, and set restrictions. [Meal Magic Family Portal Instructions](#)

Tony Delgado, Food Services adelgado@swcrk.org 810-591-1858

Annual Directory Information Notice

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that our District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Swartz Creek Community Schools may disclose appropriately designated "directory information" without written consent, unless you have advised our District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Swartz Creek Community Schools to include information from your child's education records in certain school publications such as a school yearbook, honor roll lists, and special event programs (please access the [Directory Information Opt-Out](#) webpage for more examples).

Communication

We use our website, parent emails, phone calls, Facebook, and X(Twitter) to communicate with our families, as well as sending notes home with students in their communication folders. Please help us stay in contact with you by ensuring all contact information is up to date, including current addresses, phone numbers, and email addresses. [Change of Address Form](#)

We want to stay in regular communication with our families, and in case of an emergency, we need to be able to reach you in a timely manner. We ask that you regularly check to make sure your voicemail box isn't full and can accept messages. We also would ask that you get in touch with your emergency contacts that you plan to provide us and let them know to do the same. Also, please be sure to check your email address regularly.

Staff Directory and General School Information

School Address: 3259 Elms Road, Swartz Creek, MI 48473

Websites:

District - <https://www.swartzcreek.org/>

School - <https://elms.swartzcreek.org/>

[Elms Road X \(Twitter\) Page](#)

[Elms Road Facebook Page](#)

[Elms Road Instagram Page](#)

Main Office (810) 591-1249

Fax # (810) 591-1274

Shauntel Manning, Principal

smanning@swcrk.org (810) 591-1250

Carlotta Brooks, Secretary

cbrooks@swcrk.org (810) 591-1287

John Miehme, Transportation

jmiehme@swcrk.org 810-591-2113

Anthony Delgado, Food Service

adelgado@swcrk.org 810-591-185

The School Day

Students may enter the building at 8:15 am

Classes begin at 8:25 am

School Dismisses at 3:25 pm

Half Day AM starts at 8:25 am

School Dismisses at 11:40 am

Half Day PM starts at 12:30 pm

School Dismisses at 3:25 pm

Community Resources

[Community Counseling Resources](#)

[Genesee County Resources](#)

[Crisis Text Line](#)

[GHS Crisis Services](#)

tip of the week

LABEL, LABEL, LABEL - label all of your child's belongings with their name. You would not believe the amount of clothing and other personal items that accumulate in our lost and found every month! Anything not claimed and not labeled at the end of each month will be donated.

CREEK EXPECTATIONS

C-Commit to Learning

R-Respect Others

E-Everyone is Responsible

E-Everyone is Safe

K-Kindness Counts



Stay Connected With Us!

Download the District mobile app ("Swartz Creek Community Schools") from **Apptegy**:



Leading, Learning, Growing