

Important Information for Christa McAuliffe Elementary Families

SCHOOL TIMES: School hours are 7:30 AM-2:30 PM Monday through Thursday, and 7:30 AM-1:15 PM on Fridays. Students eat a FREE breakfast from 7:30 AM-7:55 AM in the cafeteria. Please be sure your child is on time for school, **learning starts at 8:00AM**. Tardy passes are issued beginning at 8:00 AM and children arriving late must be accompanied by a parent/guardian to the front office for late arrival sign-in. Early check-out ends at 2:00 PM Monday through Thursday and 12:45 PM on Fridays, please plan accordingly.

ATTENDANCE: Regular school attendance is a key factor in a student's academic success. Students who are chronically absent or are late, are at risk of falling behind their classmates and at a higher risk for retention. By 6th grade, chronic absence becomes a leading indicator that a student will drop out of high school. At McAuliffe, we carefully monitor attendance records and will reach out to work with you, if your child is chronically absent.

BIRTHDAYS: Due to potential allergies, balloons and homemade treats are not allowed on campus. All food items must be purchased from a store and sealed in their original packaging. Please make arrangements with your child's teacher ahead of time. Snacks/treats are also available for purchase through our cafeteria. If you'd like to order contact cafeteria manager, Jennifer Colon, by email colon.jennifer@brevardschools.org or call her at (321)768-0465 ext. 47011.

SCHOOL COMMUNICATION: We have multiple means of keeping you informed and up to date on school events. Important communications are sent via FOCUS messaging (email, text and automated messages). It is important that we have your **most current contact information** on file for you to receive this information (changes to the calendar, exciting happenings, bus updates, etc.) **If you opted out of phone messages, emails and/or text messages (SMS) on FOCUS and want to opt back in, contact the front office at (321)768-0465.** Information can also be found on our website www.brevardschools.org/McAuliffeES. Important announcements and great happenings at our school are posted on our [Christa McAuliffe Elementary Facebook](#) page as well as through the Class DOJO app. Be sure to also watch our digital marquee, located at the car loop entrance, for current happenings, announcements and deadlines.

LUNCH WITH STUDENTS: Parents/ guardians may eat lunch with their child on Wednesdays and Fridays during the class's scheduled lunch time. They will sign in at the front office with a valid state-issued ID, be given a badge, and wait for their child at the parent/student lunch tables, located in the commons area nearest the bus loop. When their lunch time is over the teacher will pick the student up. The parent/guardian will then go directly to the front office to sign out. Individuals may NOT enter any classroom or other areas of the campus without the administration's approval.

ILLNESS AT SCHOOL: Your child will be sent to the clinic to be assessed by clinic staff or office staff if he/she is not feeling well. We do our best to make students comfortable and at ease, especially when they aren't feeling their best. If your child becomes ill while at school, you will be contacted and asked to pick them up. We ask you to consider these circumstances now and make alternate plans in the event you are not available. Anyone picking a student up from school **must** be listed as "approved to pick-up" on the student's registration form. If the child has vomited or has a high fever, they will be required to stay home for 24hrs. or until they are fever/vomit free, without using medication. ****Please ensure we always have your most current phone numbers on file.***



ARRIVAL: Student arrival starts at 7:30 AM. **Students are not allowed on campus before 7:30 AM**, as there is no supervision available. Children must remain in their cars until 7:30AM sharp. If you need to drop your child off



before 7:30AM, you can contact McAuliffe’s childcare program (Brevard Afterschool - BAS) or local daycare, to arrange for childcare.

Parents are not able to walk their child(ren) to their classroom. There are staff and safety patrols located throughout the campus to assist students with locating their classroom. FREE breakfast is available to all McAuliffe students from 7:30 AM – 7:55 PM. Be sure that they arrive at school with enough time to eat their breakfast and get to their classroom by 8:00AM.

DISMISSAL: Dismissal options are Bus, Car Loop, Brevard After School Program (BAS), Day Care and Biking/Walking (*MUST have a signed Severe Weather Form on file to be a biker/walker) Kindergarteners can only be walkers if they have an older sibling to walk them.

CAR LOOP: Vehicles must follow the city of Palm Bay’s [McAuliffe car loop route](#) (PBPD will enforce the route) for pickup and drop off. Be sure your car tag is visible.

TRANSPORTATION CHANGES: All changes MUST be made in writing. Due to the Jessica Lunsford Act, transportation changes can **NOT** be made over the phone, via text, message app or email.

A handwritten, signed, dated note by the parent/legal guardian is required.



EARLY CHECKOUT: To ensure a prompt and smooth early checkout experience, **please plan to arrive at McAuliffe no later than 2:00 PM Monday - Thursday and 12:45 PM on Fridays.** Early checkouts are highly discouraged and should be limited to emergencies and appointments only. Students who are consistently checked out early are missing important instructional time and are at risk of falling behind academically. Administration may request to meet with parents/guardians of students with frequent early check-outs to discuss solutions.

LATE PICK UPS: Any child not picked up on time will be sent to the *McAuliffe After School Program*. There will be a one-time \$25.00 registration fee in addition to a \$29.00 drop-in fee, to be paid at the time of pickup.

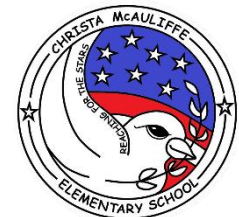
PARENT GROUPS: Our **School Advisory Committee (SAC)** is comprised of community members, parents, staff, and administration. This committee reviews our school improvement goals and other important issues such as school safety and security. We also have a **Parent Teacher Organization (PTO)**. The PTO is a committee that supports our fundraising efforts and organizes amazing family fun events. Both groups meet monthly, and all families are welcome to attend. Meeting dates are published on our school website and Facebook page. If you are interested in joining SAC, please contact Josena Marshall at Marshall.Josena@brevardschools.org. If you would like to join the PTO, or get more information, please email them at McAuliffePTO123@yahoo.com



Victoria Finsted, Principal
Finsted.Victoria@brevardschools.org

Christa McAuliffe Students SOAR by being:

- Safe
- Organized
- Active Learners
- Respectful



Our vision for the Christa McAuliffe Elementary community is to attain excellence by encouraging responsible, independent, lifelong learners.