

# explore!

Dear Parents and Guardians,

Welcome to SPS Explore! 2018 at Pittman Elementary. My name is Adam Meador and I will be the site administrator at Pittman for Explore. I am currently serving as the building administrator at Bingham Elementary. We are excited to be hosting Explore at Pittman and look forward to working with your child during the month of June. In an effort to best meet the needs of students and families, the SPS Explore! Program will once again be **all day, 5 days a week, with breakfast and lunch** being served every day. Eligible students will have **transportation to and from school**.

Session one of Explore! will run from June 5-June 29, with the day will starting at 8:50 and wrapping up at 3:20. A fun, interactive curriculum has been designed to explore your child's interests and while they develop their knowledge, creativity, collaboration, and critical thinking.

To read more about the courses offered for your child's grade level, or to register your child for Explore, please visit the following site:

<https://www.sps.org/Page/2528>



Explore! wrap-around services will be provided at Pittman from 6:30 a.m. – 6:00 p.m. For more information or to register your child for before and/or after school services, contact Ozarks Regional YMCA at (417)862-8962.

## **Breakfast and Lunch**

**FREE** breakfast and lunch will be served to **ALL** students attending Pittman Summer School program. Breakfast will be served in the classroom for all students.

## **School Nurse**

A nurse will be on staff at Pittman for the Summer School program. If your child has any medical conditions or needs to take medication at school, please share this information with the Summer School nurse and your child's teachers.

## **Student Expectations**

Demonstrating good behavior is also an expectation during Explore! Student misbehaviors will be addressed in a proactive manner using principles of positive behavior interventions. Explore! Coordinators will review instances with students having repeated inappropriate behaviors. At the Explore! Coordinators discretion, students with repeated inappropriate behavior may be dropped from the program.

## **School Supplies**

Textbooks and curriculum materials will be provided by the school district. Elementary students will need to bring their basic supplies from the regular school year.

### **Entry into the School Building**

Students, parents and patrons need to **ENTER THE SCHOOL THROUGH THE DESIGNATED FRONT DOOR** by the office. The cafeteria door is for Prime Time, school staff and deliveries only. All other outside doors will remain locked, including the door adjacent to the cafeteria. Doors open at 8:20 a.m. Please use the intercom system and have your ID ready for the secretary.

### **Visitor Parking**

Pittman staff leaves the first row of parking stalls in the east parking lot open for visitor use. There are three (3) handicapped spots and eight (8) stalls along the front row that will be reserved for parents and patrons who wish to visit our school in the morning, at lunch or other times during the day. This helps with traffic congestion in the east parking lot during drop-off and the circle drive for bus transitions during the day. It is also easier for visitors to locate a place to park throughout the day.

### **Prizes**

Incentives will be given weekly to students who have had perfect attendance. Perfect attendance is defined as not missing more than 30 minutes per week. Please know that doctor appointments, summer camps and medical emergencies will be counted against student's attendance.

### **End of the Day Instructions**

Please make plans with your child regarding how he/she will get home prior to the beginning of the school day. Keeping a constant routine helps children feel secure during the day, so we encourage a regular pattern of school to home transportation. Occasionally, plans must be changed. If you have an emergency and you must arrange for alternate transportation, you may call the secretary (preferably before 2:30) and leave a message to be delivered to your child's teacher. Please know that we make every attempt to deliver messages, but there is always a chance a message will not get delivered in time. It is unacceptable to use this message system as a routine practice.

To maintain safety and security, parents waiting to pick up their students will need to wait outside. Please do not go to your child's classroom just before or during dismissal as this is an extremely busy time for students and teachers. All visitors must check in at the office and receive a visitor's badge before proceeding to other parts of the school building.

### **Transportation**

**Buses:** Transportation for Summer School will be available to students attending Pittman or Bingham.

**Car riders/Walkers:** For the safety of our students please follow the Pittman student drop off and pick up procedures of the regular school year:

## **DAILY DISMISSAL**

Parents who choose to come into the school during dismissal need to remain in the main hall area. Please do not go to your child's classroom just before or during dismissal as this is an extremely busy time for students and teachers. All visitors must check in at the office and receive a visitor's badge before proceeding to other parts of the school building.

**Walkers/Bike Riders dismissed at 3:15:** A walker is a student or students who walks all the way home with or without an adult. A walker may also be a student who walks or is escorted to a safe designated location off school property and are picked-up by a parent or guardian. A walker is not a child who walks to a vehicle or is escorted to a vehicle by someone parked on school property. Students in this category are considered car riders and are dismissed at 3:20.

**Car riders dismissed at 3:20:** Please use the yellow car tag to speed up dismissal. Fill out the card, legibly and hang from your rearview mirror or put it in the front window of your car. If you need a car tag, please see the school secretary prior to dismissal on the first day of Explore!

**K** students are dismissed from the southeast exit (near the kindergarten rooms).

**1<sup>st</sup>-5<sup>th</sup> Grade** students are dismissed from the southeast exit (near the cafeteria).

*No students will be dismissed out the main entrance during Explore!*

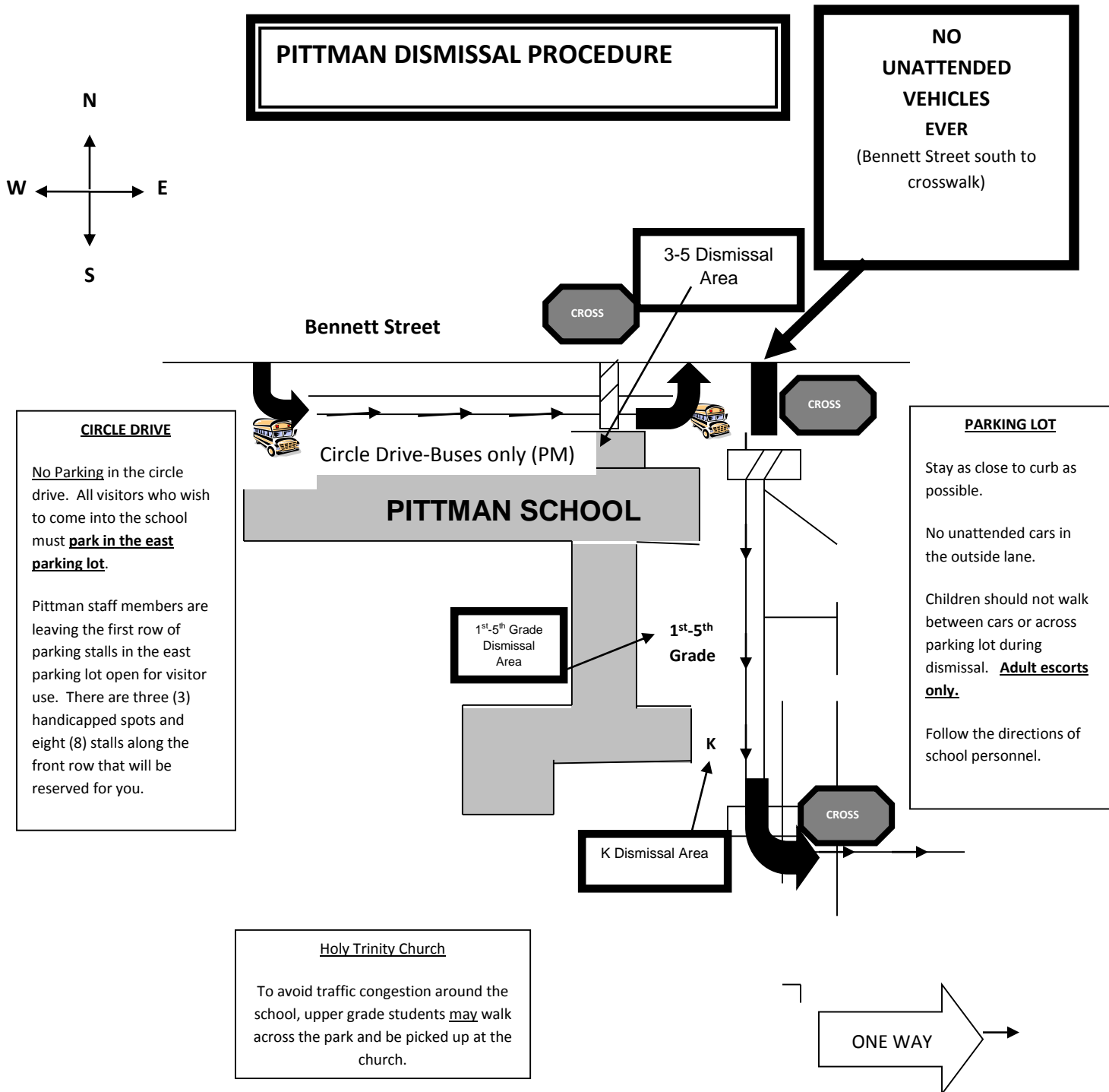
### **PICK-UP PROCEDURES**

1. Enter east parking lot in a single line.

**(DO NOT PICK-UP YOUR CHILD ON BENNETT STREET)**

2. **Hang the car tag from the rear view mirror or put in the front window.**
3. Be patient and remember SAFETY FIRST!!
4. ONE WAY! The east parking lot is ONE WAY.
5. The map on the following page shows dismissal locations and provides guidelines for student pickup, parking and traffic flow.

**For walker safety-- Cars stationed on school property during dismissal, must remain stationary until the 3:20 bell.**



It's not too late to make plans for your child to attend Explore! You can enroll online using your child's student ID and birth date at <http://www.springfieldpublicschoolsмо.org>. We are looking forward to a safe and fun learning experience with your child during the first four weeks of Explore!

Adam Meador

Explore! Principal