



Jennifer Hunt
Principal

Kimberly Rabold
Interim Assistant Principal

Dear West Elementary Families,

Welcome back to the 2019-2020 school year! We are very excited to have a great school year with our West family and staff! As we begin the school year **we need to have routines in place** and the first routine to establish is how your children get to and from school each day. Consistency is best and if your children plan to ride the bus **then start riding the first day of school**. We have great parent greeters, in addition to our West staff, to help provide a smooth transition. For arrival and dismissal information please refer to the second page of this letter. **The Bus Routes will be posted on the APS website www.aps1.net.**

Class lists have been posted in Aspen for families to view. You can view this list by visiting the Andover Public School website or by clicking the following link: <https://ma-andover.myfollett.com/aspen/logon.do>

Dates To Note	EVENT
Wednesday, August 21st 8:30am-9:30 am	New Family Coffee (K-5 families new to Andover since June 2019)
Wednesday, August 21st 10:00 am	Meet the Principals (Parents can stop in and meet Jen & Kim)
Tuesday, August 27th 9:00am-9:45am	“Drop By and Say Hi” Grades 1-5 Only
Wednesday, August 28th	First Full Day of School for Grades 1-5
Wednesday, August 28th 9:15-10:15 am*	Kindergarten Orientation (Parents and students)
Thursday, August 29th	Kindergarten students first full regular school day
Friday, August 30th	No School
Monday, September 2nd	No School – Labor Day
Tuesday, September 3rd	School resumes for all grade levels
Tuesday, September 17th 6:00pm-7:00pm	Open House for Kindergarten - Parents only- No Students Book Fair is open
Tuesday, September 17th 6:30pm-8:00 pm	Open House for 1 & 2. Parents only- No Students Book Fair is open
Wednesday, September 18th 6:30pm-8:00 pm	Open House for Grades 3, 4 & 5. - Parents and students welcome Book Fair is open


PHONE NUMBERS	
MAIN OFFICE	978-247-5300
ATTENDANCE	978-247-5301
NURSE	978-247-5302
CAFETERIA	978-247-5303

*Kindergarten students and parents are invited to take a short bus ride after the classroom orientation. This will allow students to familiarize themselves with the bus experience. This bus experience (boarding and taking a short ride) will be about 20-30 minutes.

58 Beacon Street, Andover, MA 01810-2898
(978) 247-5300 fax: (978) 247-5390

If you are not connected to school and getting weekly emails from me, please email Colleen Barr at colleen.barr@andoverma.us

Arrival Information	Dismissal Information
<p>Starting at 8:15, children may be dropped off in the back of the school for morning recess. You access the back of the school via the long driveway to the LEFT of the school. Students then proceed to their grade level playground. Adults on duty supervise and assist.</p> <p>Buses drop students off at the front of the building. The school day begins at 8:45. Students arriving after 8:45 will need to report to the main office with a parent. Please have your child arrive by 8:40 to not be marked tardy.</p> <p>Only children having breakfast may enter the building prior to 8:40. Or, if there is inclement weather, students will be directed to enter the building.</p> <p>SHED/Kids Club provide before school care at West beginning at 7:00 A.M. Please contact SHED/Kids Club at 978-684-5050 for more information.</p>	<p>Dismissal from school begins at 3:15. Students who are picked up by car will exit the back of the school. Cars form a line on the driveway to the left of the school. Please follow the directions of the staff on duty. Carline pick-up ends at 3:30. Pick up for AM half day kindergarteners is in the front bus loop, for both parents and buses.</p> <p><u>Attached with this email you will find the dismissal form</u> - This MUST come to school on the first day. Any changes in dismissal must be made in writing and sent to the child’s teacher. The more consistent your weekly routine is, the better for all parties.</p> <p>If there needs to be a change in the way your child normally goes home, a note must be sent to your child’s classroom teacher indicating the change.</p> <p>**CHILDREN MAY ONLY RIDE THEIR OWN BUS**</p> <p>Please watch the drop-off and dismissal video tutorials below:</p> <p>https://drive.google.com/open?id=1jKL-0SZkSCIFyG-SiVWqAf-Qm25x_FgD</p> <p>https://drive.google.com/open?id=10BFKOZgaCfAQ2QgQOrocFT8OG8gd1E48</p>

School Lunch	
<p>Students can bring lunch from home or they can purchase lunch in our cafeteria. The Andover Food Service Department has implemented an automated payment program. More information, including breakfast and lunch menus, is available at: http://www.andoverschoolnutrition.com/</p>	
Summer and Math Reading Logs	



Students in grades 1-5 are encouraged to continue reading and working on math folder! We can't wait to put you on WEST TV. Enter info for book talk in Google doc!

<https://sites.google.com/k12.andoverma.us/wellibrary/mcbawest>

Supplies and Planners



for grades 1-5 are posted on Website

<http://www.aps1.net/DocumentCenter/View/9612/Suggested-Supply-List-2019-2020>

The PTO will be selling the West El Planners, for students in grades 3-5 on the playground during the first two days of school. Cost is \$5.00.