



Jocelyn Hardy, Superintendent • Rich Fortier, Principal

Arbor Vitae-Woodruff Elementary

11065 Old Highway 51, Arbor Vitae, Wisconsin 54568 • 715-356-3282 • www.avwschool.org

**School Arrival Time: 7:48AM (for a 7:55AM start)**

Summer 2024

Dear Families,

Welcome to our AV-W Crew!

We are so excited that you are a part of our Arbor Vitae - Woodruff School Crew. At AV-W, we consider ourselves Crew, as referenced in the quote by Kurt Hahn, founder of Expeditionary Learning - "We are Crew, Not Passengers!" We believe that when we work together, our journey is more enriching and fulfilling.

In the spirit of Crew, we want to make sure that you have all of the pertinent information necessary to start the school year. Our first day of school will be Tuesday, September 3, 2024.

## Registration Day

**NEW Families & Currently Enrolled Families that have had changes to information since JUNE 7, 2024 ONLY!**

**Save the date! Registration day is Wednesday, August 14, 2024, from 8:00AM to 4:00PM.**

*(If our in person registration does not work for you and your family - please call us and we would be happy to arrange an alternate appointment)*

Reasons you may need to call (715) 356-3282 ex. 4456 or come to school:

- Names and **WORKING** phone numbers of your two emergency contacts
- You have a change in physical address, mailing address, phone number or email address
- There are legal or custodial issues we need to be aware of (must have legal documentation for our files)
- You are new to the district (student birth certificates and proof of address are required)
- You need to apply for the Free or Reduced meals program if you have not received an eligibility letter for the 2024-2025 school year

\*Families in need of a free or reduced priced lunch are encouraged to complete a Free and Reduced Lunch Application before Registration Day. Applications are available in Skyward Family Access.

Crew Assignments: Crew teachers will connect with families the week of August 19, 2024.

## **To Secure Bussing for the Fall 2024 (All Families):**

**NEW for Lakeland Bus → You must complete a NEW bus form for each year, for each student.**

**This form was sent via email and is also on our AV-W Website.**

**Call Lakeland Bus with questions: 715-356-5984**

**(If your student does not take the bus, there is no need to complete the form)**

## **School Arrival and Dismissal**

Our morning bell will ring at **7:48** with students expected to be ready to roll at **7:55AM**. The staff is not available to supervise students before 7:30AM or after 3:20PM. If children are dropped off prior to 7:30AM, they should stay in the cafeteria until that time. There will be supervision on the playgrounds from 7:35 – 7:48AM. The morning bell will ring at **7:48AM** and students should report to their classrooms.

**To ensure a smooth drop off procedure, please do not park in the drop off zone in front of the school. The only place permissible for parking is the center garden island. Parking in our drop off lane severely restricts the positive flow of vehicles into and out of our school grounds. This is also a huge safety concern for our students and parents. The drop off area will be marked by orange cones at the beginning of the school year until families are familiar with the drop off zone. Please remember to use extreme caution whenever driving on school property. As some of you know, we tend to get passionate with parents that ignore this important rule. Please help us keep our students safe by following our drop off procedures. Additionally, please cede the right of way to our school buses. The buses do not have the luxury of stopping as quickly as smaller vehicles.**

Primary students (PreK-2) will be dismissed at the end of the day at 3:07PM. Our 4K and K Teachers will be on the back playground to pick up and/or walk students to the school buses. Our 1st and 2nd grade teachers walk students to the front of the building and/or walk students to the school buses.

Intermediate students (3-5) will be dismissed at 3:10PM. They will walk themselves to the front entrance and school buses. Middle school students (6-8) will be dismissed from class at 3:15PM. They will also walk themselves to the front entrance and school buses. Due to school safety protocols, parents will no longer be able to enter the school to congregate in the cafeteria to wait for students.

**This is just a reminder that our front doors are locked during the school day. Parents will not be able to enter our building with their children.**

**Students are not allowed to remain at school after 3:30PM unless they are attending a school activity (sports, homework help, or club activity) or have prior arrangements with a staff member. We have encountered some of our older students staying until 4:30 or even 5:00 for a variety of reasons. Please work with us to have our students picked up by 3:30PM. Children who are not picked up by 3:30PM will remain in the school office until a parent/guardian arrives to pick them up.**

## **Late Arrival**

Children are considered tardy if they arrive after 7:55AM. If you are dropping off after 7:55AM, **you must escort your child into the office using the monitored door and use the intercom to communicate with our front office staff.** Please make every effort to ensure your child arrives at school on time. Late arrivals disrupt a successful start to the day. Many times a tardy student becomes upset or embarrassed by having to enter a classroom in which the day's activities have already begun. Please ensure that your child is here by 7:48AM.

## **Technology Policy (ALL PreK - 8 Students)**

The AV-W Technology Policy will be available for families to review on our school website → for parents. Please take time to visit the school's website and review these policies. Signatures will be required the first week of school.

You can find these policies under the District Administration quick link → School Board Policy → Technology Policy. This policy requires signatures of an agreement for safe use and responsibility for equipment by both parents and students. By signing the student registration form, you agree that you have read, understand, and accept the technology policies outlined in School Board Policy, including agreeing to reimburse the school for damages to or replacement of a device.

## School Supplies

Please find the supply list on our website [www.avwschool.org](http://www.avwschool.org) or at our local Walmart.

Please let our office staff know if your family needs supplies.

## Coats

Knights of Columbus has once again provided coats and boots. Please let our office staff know if you are interested in these offerings when you register.

## Meet & Greet

Our annual Meet & Greet will be held in person on Wednesday, August 28, 2024, from 4:00 pm to 6:00 pm in student classrooms. During Meet & Greet, we will also have food service staff available to help with Free and Reduced Lunch applications and also to collect lunch money.

## Availability of Free and Reduced Lunch Forms

Assistance will be available for families needing support in completing Free and Reduced Lunch forms on Meet & Greet. Families qualifying for Free and Reduced Lunch during the 2024 - 2025 school year will be contacted in early August with specific instructions on enrollment.

## 2024 - 2025 Student Fees

User Fees	No Student Fees will be collected this fall.
Breakfast/Lunch/ Milk	<b>Breakfast: Universal Free Breakfast for ALL Students</b> <b>Lunch: \$3.20 (\$0.00 reduced)</b> <b>Milk: \$0.50</b>  <b>Staff Breakfast: \$2.70</b> <b>Staff Lunch: \$4.10</b>  ----- <b>Milk fees must be paid prior to receiving milk:</b> <b>PreK Milk Fee: \$85.50/year</b> <b>Kindergarten Milk Fee: \$85.50/year</b>
Cafeteria Account Information	We recommend that you deposit a minimum of \$20.00 per child into each child's account.  We encourage families in need of a free or reduced priced lunch to complete a Free and Reduced Lunch Application before Registration Day. Families will need to complete a Free and Reduced Lunch Application in Skyward Family Access under the Food Service tab on the left hand side, then proceed to click on Applications.

## Looking Forward

We always encourage families to participate in school events, recognizing that families who care about their children's education bring strength and add value to the community (Core Practice #24). Check out the AV-W website [www.avwschool.org](http://www.avwschool.org) for our 2024 - 2025 school calendar, 2024 - 2025 Annual Notices, and Family Handbook (found under the For Parents link).

If you would like copies of the documents referenced from our website, please contact the main office at (715) 356 - 3282.

### **Areas of Focus for 2024 - 2025 ... Core Values → Compassion, Integrity, Courage**

\*Crew → Where everyone belongs!

\*Attendance → It's that Important!

\*Math Facts Fluency Work

\*Nightly Reading

\*Assignment Notebooks returned daily

**August 28 → Meet & Greet 4:00 - 6:00pm (in-person) at AV-W School**

*\*Hot dogs, chips, pickles, and a drink will be provided.*

**September 3, 2024 → 1st Day of School**

**Picture day will be September 6, 2024.**

**Retake day is October 11, 2024.**

**More information will come home with your child the first week of school.**

We look forward to reconnecting with you and your family!

Take care,

Rich Fortier & Jocelyn Hardy  
Principal & Superintendent

### **AV-W Vision Statement**

AV-W is committed to empowering all students to make a positive difference and to achieve personal greatness!