



August 27, 2021

Dear Brass Castle Families,

I hope you've had a wonderful summer! As you know, the first day of school for the 2021-2022 school year is Wednesday, September 1<sup>st</sup>. As we prepare to begin the school year, following is important information to help facilitate a smooth start to the school year.

### Daily Reminders

- Student Daily Healthy Screenings – Accessed through OnCourse Connect and required for all students. *Families of student(s) without a completed Daily Health Screening will be contacted and may be required to pick up their child(ren).*
- Face masks are required in the school building and on the bus, always.
- Please do not send your child into school sick. If you have any questions, contact the school nurse.

### Student Arrival

- Student arrival is between 8:30am through 8:45am. The late bell rings at 8:50am.
- Students will report directly to homeroom.
- **Parent drop off – UPDATED PROCEDURE**
  - Use the Brass Castle Loop on the Midland Ave. side of the building, closest to the playground. Students and parents must remain in their cars, as they drive through the loop. Safety is a priority. Please ensure your child remains in the car, until directed by a staff member to exit the car.
  - Please do not arrive before 8:30am, as there is no student supervision.
  - Late arrivals should be dropped off at the front entrance of the building.
- Reminder - On time arrival is crucial for a good start to the school day. Please do your best to arrive on time daily!

### Student Dismissal

- Student dismissal is between 3:10pm through 3:20pm / Early Dismissal is between 12:40pm – 12:50pm
- **Parent pickup – UPDATED PROCEDURE**
  - Use the Brass Castle Loop on the Midland Ave. side of the building, closest to the playground. Parents should remain in their cars and drive through the Brass Castle Loop. Safety is a priority. Staff will release students to a set of cars, as they are lined up. Please do not call your child to the car, unless directed by a staff member.
  - We have found it helpful to have a small sign with your child's name for staff to view through windows, as cars are lining up for pickup.
  - Reminder – Your prompt arrival is requested.
- Walkers (no supervision required) will be dismissed at 3:20pm

The safety and security of our students and staff is very important. Please follow dismissal procedures and keep in mind, disruptions in the process will cause delays.

### Before & After Care Program

- The district has a before and after care program available for students. The before care program is housed at Brass Castle School from 7:00am – 8:45am. The aftercare program is housed at Port Colden School from 3:45pm – 6:00pm. Brass Castle students participating in the aftercare program will be transported to Port Colden School. For more information regarding rates, registration, and more, please visit <https://www.washtwpsd.org/before-after-school-care/>. We encourage all families to register with the aftercare program, in case of childcare emergencies.

Please be sure to return the goldenrod dismissal form with your child on the first day of school, which was included in your summer letter. We are very much looking forward to a great start to the school year. Thank you, as always, for your continued support and have an excellent weekend!

Sincerely,

Jessica L. Garcia

Brass Castle Principal & Director of Child Study