



Contact Information

Lemonweir Elementary School
711 N. Glendale Ave.
Tomah, WI 54660

Lemonweir School Office: 374-7847

Mrs. Pope~ Principal: 374-7846

Attendance: 374-7878

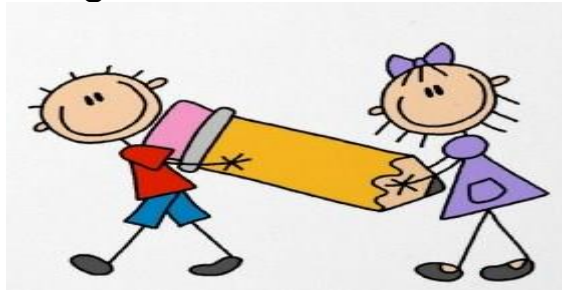
Mrs. Gruber's Classroom: 374-5625

Mrs. Gruber's Home: 548-6024

Mrs. Gruber's Email: marygruber@tomah.education

Additional 4K Lemonweir School Staff

Leslie Peterson	Teacher Assistant	608-374-5625
Korie Wright	Teacher Assistant	
Jodi Murray	School Secretary	608-374-7847
Jamie Brownfield	Speech/Language Pathologist	
Transportation/Bussing		608-374-7376



**** Never hesitate to contact me!!!**

Please note that this handbook was created before Covid-19. There are many unknowns. Information and best practices are constantly changing.

I ask for your patience and flexibility when learning our routine. I appreciate any and all questions you may have.

****Times are not accurate!**

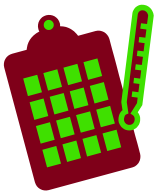


SCHOOL HOURS & DISMISSAL PROCEDURES

Our school day is from 7:50 a.m. until 11:00 a.m. and 11:50 a.m. until 3:00 p.m., Monday through Thursday. Please do not arrive to school before 7:30 a.m. for morning class and 11:30 a.m. for afternoon class. Before that time is when teachers are preparing for the day so please keep this in mind if you bring your child to school.

Both in the morning and afternoon the students will start their day inside for breakfast or lunch. Parents who pick up their child may meet us outside in front of the main entrance. Children who ride the bus or van will be escorted. Please let me know how your child will get home from school if there are changes. I will not take a child's word; I need to receive a note or message from a parent or guardian. You can let me know of any changes by sending a note or calling the school office (374-7847). We want to make sure everyone arrives to their correct destination safely.

If you need to pick up your child early, you will need to let the school know of this change and come inside to get your child. The doors of the school are always locked so anyone visiting our school will need to use the buzzer so we are aware someone is at the door.



HEALTH ISSUES

Please do not send your child to school if he/she is sick. This includes vomiting, diarrhea, fever, frequent sneezing/coughing, etc. We will contact you if your child is exhibiting illness related symptoms and ask that you arrange for your child to be picked up. Our school health staff recommends that children are symptom free (including temperature) for a full 24 hours without medicine before returning to school.

If your child is ill you will need to contact the school **as well as transportation** (if your child rides a bus or van). This allows for the bus or van to not have to stop and wait at your child's pick-up location. Your child will be marked tardy if he/she arrives after 7:50 or 11:50 after the first two weeks of school. Please be sure to get your child here on time and if you know your child will be tardy, please let us know.



DAILY SCHEDULE/CALENDAR

The daily schedule is located at the back of this handbook. The schedule is flexible and subject to change depending on activities we may be participating in. Also, I have included the Lemonweir 45/15 Calendar.



HOME/SCHOOL COMMUNICATION

This year we are going to try to limit most communication going back and forth from school to home and home to school. This will eliminate the transfer of additional germs. Please use a zip-lock baggie if it is necessary to send a note to school. We may also send notes to you in a zip-lock baggie. We will be gathering projects and work examples here at school so that you are able to gather them throughout the school year. Please remember we will be communicating with you through email, text messages and phone calls as needed. Please update me with any number or email address changes whenever they occur throughout the year.



SENDING MONEY

When you send money to school, please put the money or check in a sealed envelope in a zip-lock baggie labeled with your child's name and teacher's name on it. This way we can keep better track of the money. Also, a lost envelope with a child's name is more likely to be returned than loose money.

At this time I will offer Scholastic Book Orders through email and on-line orders throughout the year. The orders will come home with your child in a plastic bag.



TOYS & SHARING

Due to the possibility of loss and damage, I ask that toys not be brought to school unless requested for a classroom activity. At this time we will not bring any items to school. I will update as soon as this is safe for us to do.



BIRTHDAYS/HOLIDAYS

Birthdays are very important to young children. Therefore, we do some special things to celebrate birthdays. At this time we ask that you do NOT send a homemade treat. You are welcome to send a packaged treat for your child to share with their class for their birthday.

Summer birthdays are still celebrated in our room. If your child has a summer birthday, I will send home a note stating the date that we will celebrate your child's birthday.

If you do not celebrate birthdays in your home, please let me know this so that we do not celebrate here at school if you do not want us to.

We generally do not celebrate holidays at school, with the exception of Valentine's Day. However, I will sometimes place holiday related items/decorations in our classroom. Please let me know if you do not want your child to celebrate holidays at school.



OUTDOORS

Going outside is a part of our daily schedule. Young children often cannot determine the appropriate clothing to wear based on the weather. Please help your child prepare the appropriate clothing to wear each day. I encourage you to review the COLD WEATHER POLICY and DRESS CODE in the Elementary School Parent Handbook. Appropriate clothing also includes the appropriate shoes. It is recommended that your child wear closed-toe shoes to school, preferably tennis shoes. Not only will your child be comfortable but he/she will be less likely to trip or injure him/herself.

In winter, children must wear boots to play in the snow. If you need some help in providing the appropriate clothing for your child, please speak to me about this matter.

CLOTHING



Students participate in a variety of activities at school. Please select clothing and shoes that are both comfortable and appropriate for “messy” activities.

We sit on the carpet and do a variety of activities during the day. I suggest that girls wear a pair of shorts under dresses or skirts to lessen the chance of embarrassment.

It is not unusual for young children to have a bathroom accident from time to time or spill milk or food. **Please send a clean set of clothes in your child’s backpack.** It helps to put it in a labeled clear plastic bag. This way we will not need to call for a change of clothing, and your child won’t miss out on any activities. Do not forget to label the clothing. When you send

clothes with your child in his/her backpack, I will place that bag in his/her cubby in the hallway where it can stay until needed. If you do not want your child's clothing to stay at school, instead in the backpack, please let me know.



FIELD TRIPS

At this time we will not be going on any field trips. I will inform you if we are able to go on any field trips. We will not go out of the Tomah area. I will let parents know if chaperones are needed.



*****Please note that this school year is very different from traditional school as we know it. Flexibility and communication are going to be especially necessary this year. I appreciate all your care and concern with sending your child to school during this challenging time! Remember I am always available for questions and I appreciate them!**

For more information regarding your child's education with our school district, you may look in the Elementary School Parent Handbook or online at <https://www.tomah.education/>. For information particularly regarding the Lemonweir School and our program, visit the district website and click on "Buildings" and then the link next to the Lemonweir home page. I welcome calls/notes anytime as well!