



Evergreen Elementary School
Where Students Soar
 2450 Evergreen Springs Drive
 Diamond Bar, CA. 91765
 (909) 594-1041
www.evergreeneagles.org



Trina Dreyer, Principal
 Elisabeth Jones, Elementary Learning Specialist

Margaret Wong, School Administrative Assistant
 Mary Harms, Office Assistant

August 2018

Dear Parents:

On behalf of our entire staff, I would like to welcome an exciting year at Evergreen. The purpose of this letter is to give you information for the beginning of school. Additional information will be sent home with your child on the first day of school and also shared at our annual Back to School Nights (see below for schedule). Please see our website www.evergreeneagles.org or find Evergreen Community Club on Facebook for updated information on school activities, news, and events.

CLASS ASSIGNMENTS

Class assignments will be posted outside of the office at 4:00 pm on Friday, August 10.

FIRST DAY OF SCHOOL

Monday, August 13, is the first day of school. **It will also be a MINIMUM DAY.** There will also be a minimum day on Friday, August 31.

August 13 & 31 Minimum Days	Transitional Kindergarten & Kindergarten - 8:10 – 11:30 Grades 1 through 5 - 8:10 – 12:00
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PARENT MEETINGS WITH PRINCIPAL

August 13: 8:15 am – 8:45 am	Grades 1 – 5 Parents, Multi-Purpose Room
11:00 am – 11:30 am	TK & Kindergarten Parents, Multi-Purpose Room

DAILY SCHEDULES

Transitional Kindergarten & Kindergarten

August 13 - August 24	Monday – Friday	8:10 – 11:30
Beginning August 27	Monday – Thursday	8:10 – 1:30
	Friday & Minimum Days	8:10 – 11:30

Grades 1 – 5

Monday – Friday	8:10 – 2:25
Minimum Days	8:10 – 12:00

BACK TO SCHOOL NIGHTS – PARENTS ONLY! No child care will be provided.

You are encouraged to attend Back to School Night(s). Teachers will outline their instructional program for the year. Additional information will be sent home on the first day of school.

Back to School Night Schedule:

TK & Kindergarten: August 15	6:30 pm – 7:30 pm	Third Grade: August 15	5:30 pm – 6:15 pm
First Grade: August 14	5:30 pm – 6:30 pm	Fourth Grade: August 15	4th Gr Parent Music Meeting 8:10 AM – 8:30 AM, MPR
ASDI Gr. K- 2 August 15	7:30 AM – 8:10 AM	Fourth Grade: August 15	7:30 AM – 8:10 AM
Second Grade: August 14	6:30 pm – 7:30 pm	Fifth Grade: August 22	5th Gr Parent Band & Choir Meeting 5:40 pm - 6:00 pm, MPR
ASDI Gr. 3-5 August 15	7:30 AM – 8:10 AM	Fifth Grade: August 22	6:00 pm – 7:00 pm

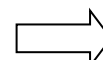


NEW STUDENT PICK-UP PROCEDURE

For the safety of our students, we ask parents to remain outside the gates when picking up their child. The gates will no longer be opened before the end of the school for pick-up (this includes the front, Crooked Creek & Lost River gates). The students will be meeting the parents outside the gates.



SAY GOODBYE AT THE GATE Parents are welcome to walk their students to class on the first day of school. In order to keep our campus safe and secure, we ask all parents to say goodbye at the gates starting on Tuesday, August 14 except for TK and Kindergarten parents who will be able to walk their child in until Friday, August 17.





ATTENDANCE

Attendance is a very important part of your child's education. Please schedule doctor, dental or any other appointments after school. We have noticed increased numbers in students leaving early for vacations. **PLEASE PLAN YOUR VACATIONS DURING THE SCHEDULED WINTER AND SPRING BREAKS ONLY.** Per district policy, students with 3 or more unexcused absences are considered truant and their absences will be monitored by our district's child welfare and attendance personnel.

LUNCH

Beginning on the first day of school, all first through fifth graders will need to bring a lunch or purchase lunch from our district's hot lunch program for **\$3.00**. Lunch personnel will be on site the first 3 days of school to help with new accounts. Lunch menus are available on our website: www.evergreeneagles.org. TK and Kindergarten students will need to bring or buy lunch beginning on August 27.



CLASSROOM VOLUNTEERS

If you are planning to help out in the classroom or attend field trips, please print, fill out and give our office the volunteer form from our website: www.evergreeneagles.org. Click onto "Parents" link and click onto "Parent Resources.". Classroom volunteers will require a Tuberculosis test (good for 4 years) and copy of driver's license. Fees for the Tuberculosis test will be paid by applicant. Volunteers on field trips require just the application and a copy of driver's license. Please complete the forms on-line and bring them back to the office as soon as possible. **Parents cannot volunteer in classrooms or attend field trips until applications are processed and have an ID badge.** School Portraits by Adams Photography will be onsite on **August 20 - 24: 8:30 am – 2:00 pm** in the office to take pictures of classroom volunteers for their ID badges.

SCHOOL BUS TRANSPORTION

If you need school bus transportation, contact the Walnut Valley Unified School District's Transportation Department at (909) 595-1261, Ext. 31384. This is a fee for service program. If you are interested in purchasing a bus pass please contact the Transportation Department for additional information.

CHILD CARE

If you require childcare for your child before or after school, we have an excellent program on campus called the Before and After School Enrichment Program. This is a fee for service program. For information you can call the Child Care Department at (909) 595-1261, Ext. 32240, or call the Evergreen Child Care office at (909) 594-1041, Ext. 39148.

COMMUNITY CLUB

We are fortunate to have a very supportive parent organization, the Community Club. This is a non-profit organization whose goal is to enhance the educational programs by providing activities and materials for our students: field trips, technology equipment and software, classroom supplies, disaster materials, and many other items and services. Find Evergreen Community Club on Facebook.



SMART WATCHES, CELL PHONES, ELECTRONICS GAMES & TABLETS, AND TOYS

No toys will be allowed at school (ie. fidget spinners, Pokeman cards, Nintendo games,...). **Cell Phones** and **Smart Watches** are allowed but not encouraged. **They will need to be in the backpack at ALL times.** Students are **NOT** allowed to use them during school hours. **Evergreen Elementary School is not responsible for its loss or damages.**



STUDENT SAFETY

SCHOOL PARKING LOT IS FOR STAFF OR HANDICAP PERMIT CARS ONLY! It is NOT open for student drop off/pick-up. This includes transitional kindergarten and kindergarten parents. For arrival and pick-up, please park your car on the street and walk your child to/from the school. Please obey the traffic laws especially in regards to double parking, and not blocking neighbors' driveways. This will allow traffic to move faster and provide for our students' safety. All parents and visitors are required to sign in at the office. If you are coming to visit a classroom, please call or email the teacher in advance to arrange a visit.



1st DAY PACKET INFORMATION – VERY IMPORTANT!

The majority of the required student/parent information is on our website, www.evergreeneagles.org under "1st day packet." Please sign the Signature/Acknowledgement and Accountability Form that shows you have read the important information posted. Additional information will be sent home with your child on the first day of school. It is **important** that 3 items be returned by Tuesday, August 14:

1. **EMERGENCY CARD**
2. **SIGNATURE/ACKNOWLEDGEMENT and ACCOUNTABILITY FORM**
Hard copies of all on-line items are available upon request.
3. **EVERGREEN PARENT ACKNOWLEDGEMENT FORM**

We look forward to seeing you on **August 13th**.

Sincerely,

Trina Dreyer,
Principal