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| ***Together, Educating Every Student for Excellence*** |  | **ROBERT S. GALLAHER ELEMENTARY SCHOOL**  800 N. Brownleaf Road  Newark, Delaware 19713  Phone: (302) 454-2464  Fax: (302) 454-3484 |

**Dan Shelton, Ed.D. Erin Cassel**

*Superintendent Principal*

**WELCOME BACK GALLAHER ONSITE FAMILIES!!**

Dear Parents/Guardians and Friends of Gallaher Elementary School:

It’s count down time! We hope everyone is having a great summer and making plans to enjoy these last few weeks before returning to school. Allow me to welcome you and your family to the 2023-2024 school year! We are thrilled to have you as a part of our Gallaher Family! We are thrilled to report that our Gallaher Family is still comprised of our Onsite students and our Virtual Academy students! We are so honored to have an opportunity to impact the lives of so many students.

Please see some critical school opening information outlined below. As always, if you ever need anything, please contact the Gallaher Main Office at 302-454-2464.

**First Day of School for Grades 1-5 & KN**

The first student day for grades 1st – 5th is **Tuesday, September 5.** All kindergarten students will have a full day starting on **Wednesday, September 6**. The first day of school is the same for onsite and virtual students.

**KN Orientation Day – Onsite Students**

**Tuesday, September 5 at 10:00 AM at Gallaher School.** This is for students and families. This will give families a chance to see the classroom, hear about the KN program, bring in supplies, and confirm transportation.

**Meet the Teacher – ONSITE STUDENTS ONLY:**

**Thursday, August 31 – at Gallaher School –** Times vary depending on last name (see below).

**For last names in the beginning of the alphabet (A-L) - please come between 2:30 – 3:15, and last names (M-Z) please come from 3:15 – 4:00.**

When arriving please come through the gym doors. We will have a long table with a staff member designated for each grade level to greet you. This person can help you find your child’s homeroom teacher and room number. Please do not call the school to inquire about your child’s teacher or room number, as this information is available at the Meet the Teacher Event.

**School Hours of Operation**:

**The school doors open at 8:45 a.m**.  Please DO NOT drop off your child prior to 8:45 a.m. unless they are part of the YMCA/Before School Care program.  Before 8:45 a.m., there is NO adult supervision or crossing guard available.  Students must be in their homeroom by 9:05 a.m. or they will be marked tardy.

**Student dismissal begins at 3:45 p.m**.  Please pick-up your child on-time.  Like the morning, there is no adult supervision after the busses leave for the day.  If you are interested in the YMCA/Before or After School Care, please call 302-453-0123.

**Student Meals:**

Breakfast and Lunch are both FREE for ALL students this year! One breakfast and one lunch per day will be free if a student in interested. Students may also pack lunch if that suits the needs of the family better. Please make sure all allergy information is up to date with the school nurse and cafeteria.

**School Supply Lists:**

For your convenience, a classroom supply list is available on the school website: <http://www.gallaheres.org>. To find it on the Gallaher website, click the Parent and Student Directory Tab at the top of the page. Supply lists are also located in hard copy in the Gallaher Lobby.

**Chromebooks:**

Onsite Students: Every on-site student will be issued a Chromebook during the first week of school. Kindergarten students may receive their Chromebooks within the first month. Every family will need to complete a CSD Technology Agreement at the beginning of the year. The form will be forthcoming. Each student must have a signed Technology Agreement on file in order to bring their Chromebook home.

**General Dismissal Information:**

For safety reasons, we will continue our policy of one consistent dismissal method for every student.  **We know emergencies arise, but the safest dismissal is when your child goes home the same way (bus or car) every day, including the first day of school.**  I also want to remind all parents that every minute truly does matter for your child’s achievement, and I am strongly urging all parents to avoid early dismissals and late arrivals except in the case of an emergency.  Thank you in advance for scheduling appointments outside of school time whenever possible!

**Bus Information**:

If your child rides a bus to school, you will be receiving a mailer from the District Transportation Department, not from Gallaher Elementary.  Please make sure that the pick-up and drop-off information is correct. If you have any bussing questions, please call the Transportation Office at 302-454-2281. This information will be confirmed with your child’s teacher at Meet the Teacher as well as KN Orientation.

**Car-Rider Arrival and Dismissal:**

**We will continue to use the CurbSmart System for Car Rider Dismissal.** Returning students will keep the same number that they had last year. New students will be assigned a car rider number. The new placard cards will be available during the Meet the Teacher Event on August 31, or if you are unable to attend Meet the Teacher, you may come to the main lobby of Gallaher to pick up your new number on September 1. We assign ALL students a number in the event that a student needs to be a car rider at some point during the school year. Please refer to the attached diagram picture that demonstrates the dismissal process. A description is also below. YOU WILL NEED THE PLACARD EVERYDAY IN ORDER TO PICK UP YOUR CHILD, so please keep it in an easily accessible location.

Car Rider Procedures: Please form a car line at the cone labeled 1 in the diagram. A staff member will then allow a specific number of cars at a time to move to the waiting area labeled 2 in the diagram. When you are directed by our staff member, please proceed to the Car Rider Pick Up and Drop Off zone labeled 3 on the diagram. Your child will exit or enter the car from the PASSENGER side. You will be moved as quickly as possible through each numbered waiting area.

Arrival: Your child should wait in the car with you until you come to stop 3 – the Car Rider Pick up and Drop Off Zone.

Dismissal: When your child is ready to be dismissed from the school, they will be brought to your vehicle in the Car Rider Pick Up and Drop Off Zone.

**CRITICAL CAR RIDER REMINDERS:**

* NO adult should exit their vehicle at ANY time! This helps us move all cars through as fast as possible.
* ALL students should be seated on the **passenger** side of the vehicle. NO student should ever exit the driver side while at school – this will ensure the safest exit possible.
* Please have students ready to exit the vehicle AS SOON AS you pull up to the drop off zone. All bags, clothes, shoes, etc. should be on and ready for a quick and efficient exit from the vehicle.

**Early Dismissal:**

Students requiring early dismissal must bring a written note to their teacher the day the change is needed. We cannot honor early dismissals after 3:15 PM due to the problems it causes for regular dismissal.  **Without a written request, students will follow their normal dismissal routine.** Any adult picking up a student is required to present a Photo ID, no exceptions!

**Child Care Transportation Request**:

If your child is coming or going to a different address other than his/her home, you will need to complete the Child Care Transportation Request Form. A NEW FORM must be completed each year. Once completed, this form needs to be signed by the childcare provider and returned to the main office.  This policy ensures that your child is delivered safely to the correct address after school. The form is also on our website. For your convenience, a copy of the form is attached to this communication.

**We look forward to seeing all of you at the “Meet the Teacher” Event on Thursday, August 31!** It is going to be a great school year! We are thrilled to have you on this journey with us.

Sincerely,

Mrs. Cassel, Principal

Mrs. Lynch, Assistant Principal

\*Email Attachments: We have attached the Car-Rider Map and the Childcare Transportation Request Form (Only for those attending a childcare facility).