



Katharine Lee Bates Elementary
116 Elmwood Road, Wellesley, MA 02481

Bates School Information

SCHOOL HOURS

Monday, Tuesday, Thursday, Friday: 8:30 a.m. – 3:05 p.m.

Wednesday: 8:30 a.m. - 12:00 p.m.

ARRIVAL

School starts promptly at 8:30 a.m. and students are encouraged to arrive at 8:15 a.m. Adult supervision is available for students from 8:15 a.m. to 8:30 a.m. on both the front and back playgrounds. Kindergarteners and first graders meet on the front playground. Students in grades 2-5 meet on the back playground. At 8:25 a.m. a bell will ring for students to line up and proceed to their class. In case of inclement weather, check for the orange flag on the curb and back playground which signals an indoor arrival. For indoor arrival, students should meet in the cafeteria.

SAFE ARRIVAL PROGRAM

Parents are asked to use the program *PickUpPatrol* to report that a child will be absent. We track attendance, illnesses and safe arrival. When reporting your child's absence, please indicate the reason for the absence. If an absence has not been reported, the secretary will call home to verify the child's absence. Chapter 76 of the General Laws relating to education in the Commonwealth of Massachusetts specifically outlines the responsibilities of parents, students, and the school regarding attendance.

ARRIVE ON TIME AT BATES!

Please make every effort to establish an on-time arrival at Bates. Late arrivals impact the school day for all students. Students arriving after 8:35 a.m. are considered tardy. Parents should escort a child arriving after 8:35 a.m. to check in at the office. If your child has an appointment in the morning and will be late, please use *PickUpPatrol* or call the office to notify them and to order lunch if needed. Lunch must be ordered by 9:00 am.

DISMISSAL

Dismissal is 3:05 pm every day except Wednesday. On Wednesday dismissal is at 12:00 pm. Please use *PickUpPatrol* to communicate students' dismissal plans with the school. If possible please inform your child of their dismissal plan prior to the start of the school day.

LUNCH

Children may purchase from an option of lunches. Information on the school lunch program, including a monthly lunch menu, is available on the Bates school website. Families can create an account with *MySchoolBucks* for their child to purchase lunch at school. The federal free and reduced lunch program is available for families who qualify. Applications are distributed at the beginning of the year, but may be requested at any time.

SAFETY AND SECURITY

Once school begins all doors are locked by 8:35 a.m. Visitors are asked to use the front door for entry.

DROP OFF AND PICK UP: CAR LINE

If using the car line, please drop children off in the circle directly in front of the main entrance. Approach the car line from Westgate Rd. only. Do not turn left in front of the school into the car line from Elmwood Rd. Avoid using Elmwood as your route to Westgate, as this necessitates a dangerous U-turn on Westgate near crosswalks.

The Bates car line is a moving car line. Students may exit cars only on the passenger side once inside the front loop. For safety reasons drivers must remain in the car. Adults and students on safety patrol can provide an extra hand if needed, but students are encouraged to exit the car independently. Please pull forward as far as possible before stopping to let students get out. This will enable the car line to move as quickly as possible. Please remain in the car line and do not attempt to pass other cars in the car line.

During the winter months please allow for additional time in the morning to drop off students in the car line in order to be on time for school.

If you choose to pick up your child in the car line, please display your family's name tag in the windshield for staff to see. Your child will meet your car in the front loop.

HOME SCHOOL COMMUNICATIONS

The school offers regular communication with families through twice a month emails from the principal called "Bates Buzz" as well as emails and ongoing updates on the Bates School website. The PTO also sends a weekly email to families who opt into PTO communications.

REPORT CARDS / CONFERENCES

Report cards are issued twice a year: at the end of January and on the last day of school in June. Individual parent conferences are scheduled twice a year: once in the fall and again in the spring.

BEFORE SCHOOL CARE

Before School care is provided in the Bates Library. You may enroll your child through the Bates School's website. Under "Fee Payment" select "Before School Program." You can then create an account and enroll your child. Before school care begins at 7:15 a.m.

AFTER SCHOOL PROGRAM

After School care is provided by the Wellesley Community Children's Center (WCCC). A brochure has been provided in this packet.

START OF SCHOOL

You will receive information from the school over the summer, including the principal's letter in late July. Homeroom teacher assignments will be made available to families via the Parent Portal. All students start school on September 2, 2020. Please note that Kindergarten will start with a half day program. The full day program will begin on September 14, 2020.

NEW FAMILIES

New families will be invited to join us for a special coffee on the morning before school starts.

FAMILY CONTACT INFORMATION

The Wellesley Public Schools utilizes a database called Powerschool to record your contact information. Your contact information is critical for the school to reach you in case of an emergency. Your data will also be used as the basis for the Bates Directory and the Bates Blast, the PTO's weekly email. Over the summer you will receive your username and password in the mail. If you do not, please contact the Bates School office. You are asked to confirm your contact information for each child each school year even if you have no changes.

CORI FORMS

Families are also asked to complete a CORI form every three years to participate in field trips. The CORI form is available in the office. Please attach a copy of your driver's license when submitting your form. Thank you.

CONTACT INFORMATION

Bates Main Office 781-446-6260

Toni Jolley, Principal

Melanie Friedman, Secretary

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