



The “Nuts and Bolts” of Mill Creek Elementary

Morning Drop Off: 7:45 am

Entrance #1 (front)

Entrance #7 (west lot)

Bell Schedule:

First bell – 7:50 am

Second bell- 8:00 am (the expectation is that students are in their seats and ready to start the day at 8:00.

Students not in their seat at this time will be marked tardy.)

Afternoon Dismissal – 2:15 pm

Raptor Visitor Management System –All parent visitors and volunteers will enter the school through the main office and will need to present a valid driver’s license and check in to our Raptor system for visitors badge.

Lunch

Milk: \$0.50, Water \$0.75, Lunch \$2.25

Lunch Schedule 2020-2021

FAST 11:10-11:30

K 11:10-11:30

1 10:45-11:05

2 11:50-12:10

3 11:25-11:45

4 12:30-12:50

5 12:05-12:25

While we always extend a warm welcome to guests that want to come join our students for lunch, please remember that parents, grandparents, etc are not allowed on the playground during recess. We appreciate your cooperation.

To Report an Absence

Email the office staff (jeiss@geneva304.org AND kshabowski@geneva304.org) AND the child’s classroom teacher

OR

Call the Mill Creek Attendance Line: 630-463-3401

Homework requests should be made with the classroom teacher directly.

Student Early Dismissal

1. Email the office staff AND child’s teacher with time of pick up
2. Call the office at 630-463-3400

Afternoon Dismissal

Bussers –Entrance #1

Walkers/parent pick up – Entrance #7 (West wing)

Lunch Account –

1. Visit www.pushcoin.com and deposit money directly into your child’s lunch account
2. Send a check (made payable to Geneva CUSD 304) via backpack in an envelope marked “Lunch Money-Office”. The money will be deposited into your child’s lunch account that day.
3. You will be notified via email if your child’s lunch account balance gets close to zero. At that point, please add additional funds to prevent a negative balance.

Communication from the District and Mill Creek – MCSConnects is Mill Creek Elementary School's primary method of communicating with parents and the community. **PARENTS ARE AUTOMATICALLY SUBSCRIBED to MCSConnects and the District's 304Connects via the email address they have entered in Home Access Center. If you are a parent and wish to update your preferred email address, please log into Home Access Center here.** If you are not a parent, please complete [this online form](#) to be added as a subscriber for MCSConnects. You can unsubscribe at any time, but please be aware that you might miss out on important news or alerts from the school or district.

Mill Creek Web Calendar –

Go to [geneva304.org](http://www.geneva304.org) and go to the Mill Creek website under the “Schools” tab http://www.geneva304.org/millcreekelementaryschool_home.aspx

General Reminders:

NO FOOD IS ALLOWED IN THE CLASSROOM - This includes birthdays. If you wish to celebrate your child’s birthday, a simple non-food birthday treat such as a pencil, sticker, etc. is acceptable. No peanut products are allowed in the classroom.

Key Contact Information:

Mr. George Petmezas, Principal

Email: gpmez@geneva304.org
Phone: 630-463-3400

Kathy Shabowski, Principal’s Secretary

Email: kshabowski@geneva304.org
Phone: 630-463-3403

Julie Eiss, Building Secretary

Email: jeiss@geneva304.org
Phone: 630-463-3402

Trish Lorenz, Student Assistance Coordinator

Email: plorenz@geneva304.org
Phone: 630-463-3407

Bianca Madary, School

Email: bmadary@geneva304.org
For grade level specific requirements: www.geneva304.org/Parents/Health
Phone: 630-463-3406

Terri Rosengarn, School Psychologist

Email: trosengarn@geneva304.org
Phone: 630-463-3458

Emily Laski, Social Worker

Email: elaski@geneva304.org
Phone: 630-463-3459

Home Access Hotline (HAC):

Email: homeaccess@geneva304.org
Phone: 630-463-3097

Geneva 304 Central Office: 630-463-3000