



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.

2021-22 Lunch - Free Lunch and milk to all Geneva 304 students

Water \$0.75, Extra Entrée \$1.65, Extra milk \$.50

Lunch Schedule 2021-2022

K	10:50-11:30	Recess/Lunch
1	10:45-11:05	Lunch/Recess
2	11:50-12:10	Recess/Lunch
3	11:25-11:45	Lunch/Recess
4	12:30-12:50	Recess/Lunch
5	12:05-12:25	Lunch/Recess

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

Email the office staff **AND** child’s teacher with time of pick up. Parents need to sign students in and out on the office ipad.

OR

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 if you anticipate they will be ordering additional entrees or drinks that are not covered with the free lunch program.
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 – MCSCConnects is Mill Creek Elementary School's primary method of communicating with parents and the community. **PARENTS ARE AUTOMATICALLY SUBSCRIBED to MCSCConnects 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 MCSCConnects. 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 Nurse

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

Kelly McGovern, Social Worker

Email: kmcgovern@gmail.com

Phone: 630-463-3459

Jenny Dupuis, Social Worker

Email: jdupuis@geneva304.org

Phone: 630-463-3436

Home Access Hotline (HAC):

Email: homeaccess@geneva304.org

Phone: 630-463-3097

Geneva 304 Central Office: 630-463-3000