** 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: $0.75, Water $1.00, Lunch $2.50, Second entrée $2.05

**Lunch/Recess Schedule 2023-2024**

1st grade: 10:40-11:20 2nd grade: 10:55-11:35 3rd grade: 11:20-12:00

4th grade: 12:00-12:40 5th 12:15-12:55 Kindergarten: 11:35-12:15

**To Report an Absence**

Email the office staff ([jeiss@geneva304.org](mailto:jeiss@geneva304.org) **AND** [kshabowski@geneva304.org](mailto: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](https://geneva304.us11.list-manage.com/subscribe?u=877ffa7ab0cb7fada59873d57&id=145458976c) 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 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. Timothy Wyller, Principal**

Email: [gpetmezas@geneva304.org](mailto:gpetmezas@geneva304.org)

Phone: 630-463-3400

**Kathy Shabowski, Principal’s Secretary**

Email: [kshabowski@geneva304.org](mailto:kshabowski@geneva304.org)

Phone: 630-463-3403

**Julie Eiss, Building Secretary**

Email: [jeiss@geneva304.org](mailto:jeiss@geneva304.org)

Phone: 630-463-3402

**Trish Lorenz, Student Assistance Coordinator**

Email: [plorenz@geneva304.org](mailto:plorenz@geneva304.org)

Phone: 630-463-3407

**Christina Marello, School Nurse**

Email: [cmarello@partners.geneva304.org](mailto:cmarello@partners.geneva304.org)

For grade level specific requirements: [www.geneva304.org/Parents/Health](http://www.geneva304.org/Parents/Health)

Phone: 630-463-3406

**Terri Rosengarn, School Psychologist**

Email: [trosengarn@geneva304.org](mailto:trosengarn@geneva304.org)

Phone: 630-463-3458

**Kelly Mc Govern, Social Worker**

Email: kmcgovern@gmail.com

Phone: 630-463-3459

**Jenny Dupuis, Social Worker**

Email: [jdupuis@geneva304.org](mailto:jdupuis@geneva304.org)

Phone: 630-463-3436

**Home Access Hotline (HAC):**

Email: [homeaccess@geneva304.org](mailto:homeaccess@geneva304.org)

Phone: 630-463-3097

**Geneva 304 Central Office: 630-463-3000**