



## The “Nuts and Bolt” Mill Creek Elementary

**Morning Drop Off:** 7:45 am

Entrance #1 (front)

Entrance #7 (west lot) Students must be dropped off on the curb side of the loop. No drop off or pick up until cars get passed the cross walk.

### **Bell Schedule:**

Arrival Time – 7:45 am

Attendance 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**

Lunch Program ([geneva304.org](http://geneva304.org))

K-1 Recess 11:00-11:20 Lunch 11:20-11:40

2-3 Recess 11:25-11:45 Lunch 11:45-12:05

4-5 Recess 11:50-12:10 Lunch 12:10-12:30

### **To Report an Absence**

Email the office staff ([jeiss@geneva304.org](mailto:jeiss@geneva304.org) AND [jmader@geneva304.org](mailto:jmader@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](http://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. Please monitor your child’s lunch account. If it gets low, please add additional funds to prevent a negative balance.

**Communication from the District and Mill Creek** – Go to [geneva304.org](http://geneva304.org) and sign up for **304 Connects** to receive emails on district and school events and reminders. Sign up for each school where you have a child in attendance (elementary, middle, high).

### **Mill Creek Web Calendar –**

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

[http://www.geneva304.org/millcreekelementaryschool\\_home.aspx](http://www.geneva304.org/millcreekelementaryschool_home.aspx)

### **Classroom Food Reminders:**

- **DAILY SNACKS:** Parent/guardian-provided healthy daily snacks are allowed during designated snack time. Please no peanut and tree nut snacks in the classroom. Additional restrictions may be necessary due to medical diagnoses within the class. Peanut and tree nuts foods are acceptable during a students lunch period in the cafeteria.
- **BIRTHDAY TREATS & PTO CLASSROOM PARTIES:** While we enjoy celebrating student birthdays, we are no longer able to share any food items. If parents feel that they still want to send a “treat,” non-edible birthday items can include things like fun pencils, erasers, stickers, etc. Food may continue to be allowed at the PTO sponsored Halloween and Winter Holiday classroom parties.

### **Key Contact Information:**

Mr. Tim Wyller, Principal

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

Phone: 630-463-3400

Jessie Mader, Principal's Secretary

Email: [jmader@geneva304.org](mailto:jmader@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 Support Specialist

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

Phone: 630-463-3407

Catya Gilski, School Nurse

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

Phone: 630-463-3406

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

Terri Rosengarn, School Psychologist

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

Phone: 630-463-3458

Emily Laski, Social Worker

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

Phone: 630-463-3459

Home Access Hotline (HAC):

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

Phone: 630-463-3097

Geneva 304 Central Office: 630-463-3000