



## 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**

Kindergarten: Recess @ 10:55 AM, Lunch @ 11:15 AM

1<sup>st</sup> Grade Lunch @ 10:55 AM, Recess @ 11:15 AM

2<sup>nd</sup> Grade Recess @ 11:35 AM, Lunch @ 11:55 AM

3<sup>rd</sup> Grade Lunch @ 11:35 AM, Recess @ 11:55 AM

4<sup>th</sup> Grade Lunch @ 12:10 PM, Recess @ 12:30 PM

5<sup>th</sup> Grade Recess @ 12:10 PM, Lunch @ 12:30 PM

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](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](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. 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](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](mailto:gpmez@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

**Bianca Madary, School**

Email: [bmadary@geneva304.org](mailto:bmadary@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

**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**