

# WELCOME TO HEMLOCK CREEK ELEMENTARY

2024-2025 Back to School Newsletter



## Welcome back!

### Dear Hemlock Creek Families,

Welcome to the 2024-2025 school year at Hemlock Creek Elementary!



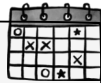
The first day of school can be hectic and filled with excitement and possibly some anxiety. When your child arrives on the first day the teachers and playground supervisors will be outside, beginning at 8:20 AM, to assist students. Staff will be wearing **black** school shirts.

Students going to breakfast will enter the main door, #1, while other students will proceed to the playground. We have had some room changes this year with grade 2 and grade 4 swapping hallways in the building, therefore entering after recess will look a little different for those grade. Kindergarten and Grade 1 students will enter using door #3, **Grade 2 will now enter at door #4**, Grade 3 will enter at door #2 and **Grade 4 will now enter in the back of the building at door #7**. The teachers will practice and rehearse the procedures for the beginning of the day lining up and other procedures with the children during the first days of school.

We are excited to start the 2024-2025 school year!

*Kathleen Held. Proud HC Principal*

## Important Dates



- Aug. 28:** K-4 Open House, 4:30-6:00 PM
- Sept. 2:** Labor Day - NO SCHOOL
- Sept. 3:** First Day of School
- Sept. 10:** PTO Meet, 6:30 PM, HC Library
- Sept. 18:** HC K-4 Picture Day
- Sept. 20:** Early Dismissal @ 11:50 AM



## School Fees



School fees are as follows:

**4K:** \$15.

**Kindergarten/Grade 1:** \$40.00

**Grades 2-4:** \$45.00

\*Grades K-4 include a \$10 technology fee.

Applications for a fee waiver will be sent home with the students on the first day.

School fee payments can be made online through eFunds. If you pay online there is a service fee for each transaction.

If you prefer not to pay online, you can send or drop-off cash or check (made out to West De Pere School District) to the Hemlock Creek office.

School staff will be on hand in the commons during Open House for payment of school fees and lunch money.

## Meet Our New Staff



**Ms. Coveyou**  
Part-Time Art Teacher



**Ms. Crozier**  
Counselor



**Ms. Ellenbecker**  
Grade 2 Teacher



**Ms. Senerchia**  
Student Services Teacher



**Ms. Stumpf**  
Kindergarten Teacher



**Mr. Yach**  
Part-Time Music Teacher



**Ms. Aerts**  
Instructional Aide



**Ms. Bushmaker**  
Clerical Aide



**Ms. Lange**  
Instructional Aide



**Megan Laha**  
Special Needs Instructional Aide

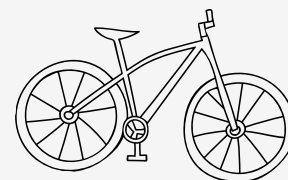
## **Arrival Procedures** - for the start of the school day

- Students who are participating in the breakfast program may enter the building at 8:20 AM through the main entrance, door #1. After eating, students will head outside to the playground or to the classroom depending on the bell.
- All other students arriving at school will go directly to the playground. Supervision begins at 8:20 AM. We ask that no students arrive before supervision begins.
- Students will have a get-ready bell at 8:37 AM and will enter the building at 8:40 AM.
- Sept. 3- Sept. 6th, teachers will be outside to greet their students on the playground and will practice their routines for entering the building.
- We ask that parents do not enter the building and go to the classrooms with their children. We have found this to be easier for students.
- If your child arrives after 8:40 AM, please have them enter the building at the main entrance, door #1 and they will then check into the office.
- If there is inclement weather, sidewalk signs will be posted by 8:20 AM for students to come to the main entrance where they will be directed to their inside recess location.



## **Riding Your Bike to School?**

Students will lock and put their bicycles in the racks located by door #7 near the back playground. Students will park their bikes and head on to the playground.



## **Dismissal Procedures** - for the end of the day

- Dismissal is at 3:30 PM.
- Students who will be picked up, walk or ride their bikes will leave the building at 3:27 PM.
- If you are picking up your child, please wait for them outside the building. Park your vehicle and meet them in the front. Please be sure to use crosswalks for safety and do not walk in between the busses or call your child over through traffic.

## **Information Sent Home the First Day of School**

Many pieces of information will be coming home with your child. Please look them over the first days of school and return any that need to be returned.

- Application for School Fee Waiver
- Envelopes for Payment of School Fees
- Lunch Pamphlet
- School Bus Rules
- Letter from Superintendent About Directory Information
- Early Release Plan



## **Bus Information**

- If your child will be riding the school this year, bus numbers and times of pick up will be mailed to parents in late August.
- Families must call Lamers Bus Lines at 336-0565 option #2 if your child will not be riding the bus.
- If there is a change in plans of how your child will get home for a specific day, please notify your child's teacher in writing before NOON. Teachers due to their teaching schedules are not able to check emails towards the end of the day. You may also call the office at 920-425-1900 to relay the change in plans. If the teacher or school has not been notified of a change in the dismissal plan, your child will be sent home the usual way.
- Students in Grades K-2 riding the bus will be given a bus tag for their backpack. This helps us to ensure students are on the correct bus.



## ABSENCE OR LATE STUDENT REPORTING

We have a Student Verification Telephone Reporting System. Parents need to call in a child's absence by 8:00 AM each day that your child will be late or absent. The messages recorded each day are compared to the absentee list that comes from each classroom. If there is no call from you, we call to find out why your child has not come to school. It is vital that families use this phone line so that if a child has not reported to the school, families can be notified immediately. It is a safety system check for your child. you can call and leave a message 24 hours a day. Please dial 920-425-1900, and press 2.

# VOLUNTEERS NEEDED

## Hemlock Creek Volunteer Sign Up 2024-2025

Parent volunteers help to make Hemlock Creek Elementary a great place for our students to be each day. Giving your time, your talent and your strengths will not only help our school, but will enhance learning for our students. We would love to have YOU as one of our parent volunteers. Please join us by volunteering where and when your schedule allows. Please sign up by answering and submitting this form: [HC Volunteer Sign-up](#).

You must complete an online volunteer background check or have an approved one on file before you can work with students. Your online background check will sit in a queue until you have been selected to participate in an event. Background checks are processed every **3 years** prior to 2/1/2023 or **5 years** after 2/1/2023. **No need to apply every year.**

Thank you for all you do for Hemlock Creek! The background check form is available online. Background checks are not processed until a schedule or activity has been set up for you to volunteer.

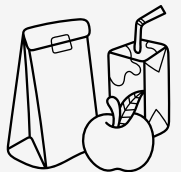


District News

<https://www.wdpsd.com/district/>

## School District of WDP Food Service Information and Nutrition

Please use this link for information on making adding funds to a student account or access to free and reduced meal applications. You can also find menus and an opportunity to provide nutrition feedback.  
<https://www.wdpsd.com/district/school-nutrition.cfm>



## BOX TOPS FOR EDUCATION

Did you know that box tops are worth 10 cents or more to Hemlock Creek? Download the Box Tops app, shop as you normally would, then use the app to scan your store receipt within 14 days of purchase. The app will identify Box Tops products on your receipt and automatically credit Hemlock Creek online. Twice a year, Hemlock Creek will receive a check that goes to support the PTO to support student activities.

## **PBIS - POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT**

Our entire student population and staff will participate in PBIS. We believe that schools can only be successful when they help children grow academically, socially, and emotionally. In order for this to happen, it is important that we establish a safe environment that allows students to grow. It is our goal to create an atmosphere for learning by setting clear expectations: Be Respectful, Be Responsible, Be Safe and be a Problem Solver. We believe that if students can show those expectations, they will have success. Every student will be taught our four expectations in multiple settings throughout our school. Students will be instructed as to what the expectations look like and sound like. It will not be assumed that students know what to do at school. Our goal through PBIS is that teachers will have more time to teach and students will have more time to learn! Please ask your child what makes a "Phantastic Phantom" and be sure to review the PBIS section in the parent/teacher handbook.



## **SCHOOL SECURITY INFORMATION**

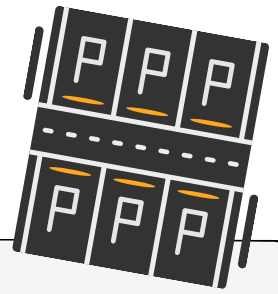
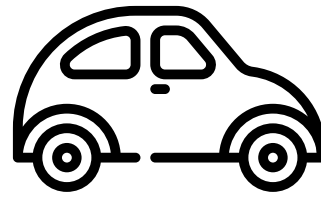
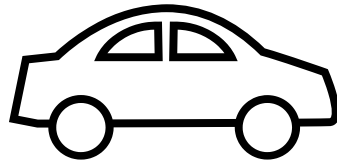
The following procedures are in place for security and safety:

- Volunteers are welcome at school. We are required to do a background check on all adults who come to work with our students. You will not be able to work/volunteer in our facility until your background check is completed and approved. Background check forms are available online and processed after you have been selected for an activity.
- Supervision begins on your playground at 8:20 AM. Students are not to be dropped off prior to that time or come to school earlier if from the neighborhood.
- If you come during the day to drop off a project or treat, we will not send you directly to your child's classroom. We will be glad to have your child come and talk with you, but we would like to reduce disruptions so that we can focus on Academic Learning Time. Prior to 8:40 AM, teachers are often in meetings and are not in their classrooms.
- All parents bringing students into the building or going to the playground need to have an identification badge on to do so. Adults on the playground that are not part of the Hemlock Creek Educational Team need to be wearing a visitor badge or our personnel will request that you go to the office and sign in. With our student enrollment, we have little extra space for visitors on the playground.
- Please use the intercom at the main door if you wish to enter. Push the buzzer and state your name and purpose for entering the building.

## **VISITORS AND VOLUNTEERS**

All volunteers working with students will need an approved background check. The background check form is available online. Background checks are not processed until a schedule or activity has been set up for you to volunteer.

Visitors and volunteers on school premises are required to come to the school office, identify themselves, state the purpose of the visit, and sign in to our visitor/volunteer book. You will also be asked to wear a name tag for security reasons. If, in the opinion of the Administration the stated reasons for the visit are not proper, visitors will not be allowed to proceed. Please limit your visit to the area planned. If you wish to see other staff members, please schedule an appointment with them.



## PARKING REMINDERS

If you are dropping your child off in the morning, you may pull all the way through the front circle and drop them off or park in the lot and walk them to the playground area. The front circle area must remain moving before and after school. IT IS AN EMERGENCY LANE and there is NO PARKING. It provides access to the building in case of an emergency and must remain clear for everyone's safety. The circle lane is not a parking area but rather a drop-off lane. If you are waiting for your child at the end of the day, please park in the designated parking areas. To the north of the building, there is a bus lane. There is no parking in this lane. Thank you for helping us keep your children safe.

- Please drop children off at the curbside only in the semi-circle drive.
- Do not PARK in the semi-circle drive area - It is a FIRE LANE.
- Always pull as far forward as you can and drive slowly and cautiously at all times.
- For safety reasons, particularly with the buses, please cross at designated crosswalks.

Please be patient and extend courtesy to other drivers. Your cooperation is appreciated for the safety of all children.

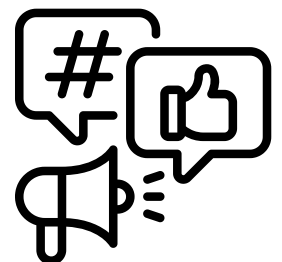
## COMMUNICATION AND SOCIAL MEDIA INFO

Communication is critical to our success as an educational community. At Hemlock Creek, we use a variety of different forms of communication so that we can build a strong partnership between schools and families.

Our newsletter/calendar will be electronic unless a paper copy is requested. You can also find a link to the newsletter/calendar on the Hemlock Creek website. Tuesday is our day for sending home information. We will be sending more notes home electronically via school messenger. Occasionally we will send paper copies home. Please be sure to check for important information. If you prefer a paper copy sent home with your child, please request this by calling the office at 920-425-1900.

Another resource is the West De Pere website and we invite you to like and follow our Facebook page: Hemlock Creek Elementary School

If you do not want your child's picture to be on any social media posts, newsletters, or web pages, please put this in writing and submit it to the office.





## PARENT LUNCH

Parents are welcome to have lunch with their children in the school cafeteria. However, due to limitations in seating accommodations, please reserve lunch visits for special occasions. Because the students are still learning their lunch routine, please refrain from joining your child for lunch until October. When you arrive at school, please sign in at the front office and sign out upon leaving. If you would like hot lunch, please call the office and order before 8:40 AM. Adult lunch is **\$5.00**. Parents do not attend recess with their children.

## SHARING TABLES AT HEMLOCK CREEK

In an effort to reduce food waste, starting this year, all of our schools will have sharing tables in their cafeterias.

A sharing table is a designated table for food and beverage items that students do not intend to consume. Students may pick up items from the sharing table during the meal period. These tables will only be utilized for children in 1st grade and up.

### Allowable Items to be Placed on Sharing Table

- Pre-packaged and unopened items.
- Whole fruits and vegetables.

### Unallowable Items to be Placed on Sharing Table

- Milk
- Any non packaged entrée items such as a slice pizza or a sandwich.
- Any food items brought from home.

Please note that if your child is taking an item from the sharing table, there is potential for cross contamination of allergens.

# Share Table

### ITEMS OK TO SHARE



### ITEMS NOT OK TO SHARE



## "FUEL UP" HEALTHY SNACKS

Hemlock Creek participates in the National "Fuel Up" Program (formally known as Fuel Up to Play 60) which emphasizes educating students on healthy lifestyles. In past years, students have taste-tested fruits, cheeses, vegetables, smoothies, and other healthy snacks. This year we are looking forward to another new healthy taste-testing event.

As a school, we would like our students to focus on selecting foods that are better choices that accommodate healthy eating. The program asks that we promote healthy snacks at school and want to encourage our students to select classroom snacks that are nutritious and assist the body and brain for optimal learning. Some healthier snacks include crackers, pretzels, fruits, vegetables, cheeses, bagels, and nutritious cereals. Thank you for helping your child choose foods that are healthy and nutritious.



# Important EVENTS



## **K-4 Hemlock Creek Open House**

Please join us for the welcome back night. It is an opportunity to visit your child's classroom, meet the teacher, drop off school supplies, and meet many staff members. School staff will be on hand in the commons for payment of school fees and lunch money. You may also drop off any medications during this time.

### **When?**

Wednesday, Aug 28, 2024, 4:30-6:00 PM

### **Where?**

Hemlock Creek Elementary School, Williams Grant Drive, De Pere, WI, USA

# Hemlock Creek PTO

## KINDERGARTEN PARENT POPSICLES WITH THE PTO

HEMLOCK CREEK PLAYGROUND

THURSDAY, AUGUST 22

12:00 P.M.



Join us immediately following Kindergarten Camp  
to socialize, receive a sweet treat and learn what  
the PTO is all about.

# Picture DAY



*Bring Your Best Smile!*

NO NEED TO BRING MONEY. STUDENTS WILL BE GIVEN A CARD WITH  
THEIR ONLINE CODE TO VIEW AND ORDER PICTURES ON OUR WEBSITE.  
IMAGES WILL BE AVAILABLE TO ORDER ONLINE WITHIN 5 BUSINESS DAYS  
AFTER PICTURE DAY.



- Scan QR Code with your phone or go to [ambrosiusstudios.com](http://ambrosiusstudios.com)
- Click on School Photo Tab
- Enter your student's ticket code

If you have any questions, please call our studio (920) 494-2294

*Ambrosius*  
Studios





# 2024-2025 Hemlock Creek PTO Meetings & Events

Aug  
22

12:00 p.m. Kindergarten Family PTO Meet & Greet  
*Hemlock Creek Playground*

Sept  
10

6:30 pm PTO Meeting  
*Hemlock Creek Library*

Oct  
1

6:30 pm PTO Meeting  
*Hemlock Creek Library*

Nov  
5

6:30 pm PTO Meeting  
*Hemlock Creek Library*

Jan  
7

6:30 pm PTO Meeting  
*Hemlock Creek Library*

Feb  
4

6:30 pm PTO Meeting  
*Hemlock Creek Library*

March  
4

6:30 pm PTO Meeting  
*Hemlock Creek Library*

April  
1

6:30 pm PTO Meeting  
*Hemlock Creek Library*



*Come  
join  
us!*

# PHANTOM FUN RUN W

2 MILE RUN/WALK - RAIN OR SHINE!

**SATURDAY, OCTOBER 5, 2024**

REGISTRATION @ 8:00 A.M. - 8:30 A.M. START

**HEMLOCK CREEK**

**1900 WILLIAMS GRANT DR**

## REGISTRATION FEES:

**\$15/person**

(includes t-shirt if registered and paid by September 16th)

\*Additional \$2 for Adult XXL and XXXL shirt orders

## POST RUN ACTIVITIES:

POLICE CAR, FIRE TRUCK, HULA  
HOOPING, MUSIC, WDPMS DANCE  
TEAM, CROSSFIRE FITNESS KIDS &  
RAFFLE PRIZES!



**SCAN ME**

PROCEEDS BENEFIT FUTURE EQUIPMENT AT HEMLOCK CREEK ELEMENTARY SCHOOL.  
THANK YOU IN ADVANCE FOR YOUR SUPPORT!



**Mrs. Kathy Held, Hemlock Creek Elementary  
Principal**

Email: [kheld@wdpsd.com](mailto:kheld@wdpsd.com)



**Mr. Mike Kowalczyk, Hemlock Creek Elementary  
Associate Principal/4K Director**

Email: [mkowalczyk@wdpsd.com](mailto:mkowalczyk@wdpsd.com)



### **Hemlock Creek Elementary School**

**Our Mission Statement:** The mission of Hemlock Creek Elementary is to create an educational community and climate that, recognizing each student's talents and individual learning needs, is dedicated to student success and lifelong learning.

**Website:** <https://www.wdpsd.com/schools/hemlock/>

**Location:** 1900 Williams Grant Drive, De Pere, WI

**Phone:** 920-425-1900

**Facebook:** <https://www.facebook.com/WDPHemlockCreek>