Welcome parents to the 2019-2020 school year!

The first day of school is an exciting time and I am looking forward to greeting you and your children for the first day of school on Monday, August 26th, 2019. Please note that the school hours are from 7:30 AM - 2:50 PM. The school doors will open at 7:00 AM. Please do not drop your student off prior to that time as the doors will be locked and no outside supervision will be provided. Breakfast service will start at 7:15 AM and all students will be expected to be in class by 7:30 AM. Students who arrive in class after 7:30 AM will be counted tardy.

The first days and first week of school can be tough on our littlest students and sometimes on our older students as well, so we will be allowing parents to walk their student to the classroom during the first week of school. If you choose to walk your child to class, please do not plan on entering the classroom but be prepared to stop at the door and allow the teacher to welcome your child. After the first week, parents will not be allowed to escort their children to class as all students will enter the building by themselves beginning the second week of school. Parents, please plan on stopping at the door allowing your child to enter the building by themselves. If you have business to conduct in the school, please come to the front office and sign in as a visitor or a volunteer.

Dismissal will be at 2:50 PM. All Pre-K students will be released to their parents near the Pre-K doors that face Grovewood Lane; 1st and 2nd grade students being picked up by parents who walk to the campus will be received at the side doors facing Manville; and 3rd, 4th and 5th grade walkers will be received outside by their parents in the lawn area facing Manville. Bus riders and special needs students will wait inside the front foyer until their ride arrives in the circle drive. All car riders will wait in the cafeteria until their ride arrives in the parking lot facing Manville. No student will be released to the receiving adult unless the proper tag is presented. Between the hours of 6:30AM to 7:30AM and 2:00PM to 3:30PM, please note that the circle drive will be used for buses, students with special needs, and deliveries only. All other student drop-offs and pick-ups by drive through will be conducted in the lot along Manville. Also note that there are entrance and exit only points and that all traffic exiting the gates must make a right hand turn. Street parking is allowed but only where the city has posted allowable parking. Our residential neighbors have always been very supportive of our school; I am asking that when parking, we kindly respect their homes by not blocking driveways, adhering to posted parking ordinances, and not parking on curbs. We will dismiss about 600 students each day and I’m urging us all to consider the safety of each of these students as more important than saving a few extra minutes from our commute.

Arrival/dismissal procedures, dress code, and other school info can be found on our website under “Parent Resources” and will be discussed on Meet the Teacher Night which is scheduled for Friday, August 23rd from 3:30 PM – 5:45 PM. Pre-K, K, & 1st will start in the cafeteria at 3:30 PM and then visit classrooms from 3:45 PM – 4:15 PM. 2nd & 3rd will start in the cafeteria at 4:15 PM and visit classrooms from 4:30 PM – 5:00 PM. 4th & 5th will start in the cafeteria at 5:00 PM and visit classrooms from 5:15 PM – 5:45 PM.

As always, my door is open and I welcome your input and feedback.

Lee Mashburn, Principal Sinclair Elementary
P: 713 867 5160 | Email: lmashbur@houstonisd.org
Sinclair Elementary
Arrival Procedures
2019-2020 School Year

School hours are 7:30AM – 2:50 PM. Students may be dropped off at Sinclair beginning at 7:00AM. **For the safety of all students, please adhere to this policy. Staff will not be on duty to supervise prior to 7:00AM.** We encourage students to arrive at school between 7:15-7:30AM.

**FIRST through FIFTH grade students:** From 7:00-7:15AM, students are held in the cafeteria if they are picking up a free breakfast or t-building 1 (T-1) if they are not participating in breakfast. At 7:15AM, a bell will ring dismissing these students to their classrooms. School breakfasts will be consumed in the classroom; outside food should not be brought to school for breakfast.

**PRE-K and KINDER grade students:** All students gather in the cafeteria where free breakfast is available to students who opt to participate. Students will travel to their classroom as a group at 7:30AM.

**Car rider drop off – Manville entrance:** Please enter through the north gate and exit through the south gate, making a right turn only. Pull forward as close as possible to the south exit; cars should utilize the entire sidewalk for drop off, and move up as traffic advances as to keep the flow of traffic ongoing. **Please remember do not block the entrance to the parking lot as you wait such that teachers and staff may enter and park.**

*Note* – This is a drop off lane. Should you need to help your child out of the car, assist your child with a project, etc, **please park your car.**

**Important note** – Teachers and staff begin their day at staggered times between 7:00-7:15AM. Please be courteous of their need to enter the lots and report to duty.

**Bus/special needs students drop off – Grovewood entrance:** This drop off zone is reserved for buses and special needs students dropped off by car. Parents of these students will receive a special hanging tag to display in the car’s rearview mirror from their child’s teacher. **All vehicles will enter through the east gate and exit through the west gate, making a right turn only.**

**Walkers/Bikers:** Students who walk to school may enter through the Manville or Grovewood entrances. Bike racks are located in the front of the school near the intersection of Grovewood and Clovis.

**Important note – the Manville entrance is locked at 7:30AM. All students arriving late and visitors should use the Grovewood entrance.**

School address: 6410 Grovewood Lane, Houston, Texas 77008
Phone number: (713) 867-5160   Fax number: (713) 867-5162
Office hours: 7:00 AM-4:30 PM Monday-Friday
Sinclair Elementary
Dismissal Procedures
2019-2020 School Year

School hours are 7:30AM – 2:50 PM. Please arrange for prompt pick up of your child daily. These dismissal procedures apply to students in kindergarten-fifth grade. Pre-kindergarten students follow a different dismissal plan; this will be explained by the pre-kindergarten teachers.

**Car rider pick up – Manville entrance:** Please enter through the north gate and exit through the south gate. Gates are marked entrance and exit. Pull forward as close as possible to the south exit; cars should utilize the entire sidewalk for pickup. Teachers will be on hand to help with safety and traffic. Please follow their instructions. Parents need to display your child’s/children’s name(s) on the provided hanging tag. Students will be held in the cafeteria and called to meet their cars outside. *All car rider students will receive a backpack tag in the shape of a car.*

**Bus/special needs student pick up – Grovewood entrance:** All school, transportation, and daycare buses will pick up in this lane. Special needs students with the appropriate hanging tag will also be dismissed from this area. All vehicles will enter through the east gate and exit through the west gate. *All students riding a school, transportation, or daycare bus will receive a backpack tag in the shape of a bus.*

**Walkers/Bikers:** Kindergarten-second grade walkers are held in the interior hallway at the Manville entrance. Parents/guardians will line up in front of the appropriate sign by grade level under the breezeway. As you approach the door, your child will be called. Please print your child’s/children’s name(s) on the provided card and carry this with you at pickup. Third-fifth grade walkers are dismissed by their supervising teachers from the shaded area just off the breezeway. All bikers will be dismissed from the walker area to exit through the front of the school. *All walker/biker students will receive a backpack tag in the shape of a shoe.*

**Kidventure:** Sinclair is proud to offer site-based afterschool care through Kidventure. These students will report to designated locations at the end of the school day. *All Kidventure students will receive a backpack tag in the shape of a crayon.* Dismissal from Kidventure will be according to their policy. For more information or to register your child, please contact Kathleen Vigreux at (713) 960-8989.

*Important note – We understand that dismissal arrangements may occasionally change; however, we request that you keep your dismissal method consistent. Should you need to change the way your child will get home, please make every effort to call the main office by 1:00 p.m. If you know that you will need to change transportation plans, please send a note to your child’s teacher in advance.*

School address: 6410 Grovewood Lane, Houston, Texas 77008
Phone number: (713) 867-5160    Fax number: (713) 867-5162
Office hours: 7:00 AM-4:30 PM Monday-Friday
Shirts, sweaters and sweatshirts:

- Any solid color polo style shirt, either short or long sleeved
- Official Sinclair/PTO T-Shirts
- Sweaters/Sweatshirts may be worn over appropriate uniforms
- Oversized hoods are not permitted, hoods may not be worn inside the building

Bottoms:

- Standard uniform pants, shorts, skirts, skorts or jumpers in navy blue or khaki
  - Must be worn at waist level, colors
- Leggings may only be worn under uniforms
- Jeans may only be worn on Friday only with a dress code sweater/shirt
- Oversized, undersized, torn, cut or frayed are not permitted
- Skirts are to be worn no more than four inches above the middle knee, as judged by school staff

Shoes:

- Safe shoes must be worn at all times and must be appropriate for all school activities
- For safety reasons, platform shoes, spiked heels, steel-toed/combat boots, any backless shoes and any open-toed shoes are not permitted
- Students who are unable to tie their shoes independently should wear shoes with Velcro straps

Additional guidelines:

- All clothing items, including jewelry and watches, may not distract from educational process
  - For safety reasons, earrings should be studs
- Any items depicting the occult, gang membership, death, suicide, violence, drugs, sex, race and gender obscenities, alcohol, items with double meanings or anything else deemed inappropriate are not allowed
- Hair color and style may not be disruptive to the educational process
- Hats or caps may not be worn inside the school building
- Make-up may not be worn inside the school building
SINCLAIR ELEMENTARY 19-20

+ OVERVIEW

<table>
<thead>
<tr>
<th>Program</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finale After School</td>
<td>2:50 – 6:00 p.m.</td>
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<td>2:50 – 6:00 p.m.</td>
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Please refer to the school’s calendar to determine any schedule disruptions. Finale After School will not take place on any half days or holidays. **Please note that Kidventure will be running on HISD early dismissal days.** For daily rate families, you will be charged two daily rates if pick up occurs after 2:50 p.m. (*normal dismissal time*) for each early dismissal day. There will be no price change for those that are registered by the semester or Encore, as early dismissal days are included.

It is encouraged to create an account, even if not used on a regular basis. In the event your child needs to come to After School, this gives us all information needed for your student, along with making the check out process easier for you.

+ FINALE PAYMENT OPTIONS

<table>
<thead>
<tr>
<th>Registration Options</th>
<th>Rate</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester (Aug – Dec)</td>
<td>$1,100.00</td>
<td>Payment is due in full upon registration.</td>
</tr>
<tr>
<td>Fall Semester Payment Plan (Aug – Dec)</td>
<td>$1,150.00</td>
<td>A 10% deposit and 4 monthly installments due before the 25th of each month.</td>
</tr>
<tr>
<td>Spring Semester (Jan – May)</td>
<td>$1,325.00</td>
<td>Payment is due in full upon registration.</td>
</tr>
<tr>
<td>Spring Semester Payment Plan (Jan – May)</td>
<td>$1,425.00</td>
<td>A 10% deposit and 5 monthly installments due before the 25th of each month.</td>
</tr>
<tr>
<td>Daily Rate</td>
<td>$30.00/ day**</td>
<td>Day(s) used will automatically be charged at the end of the month for all usage.</td>
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*There is a one time $10.00 registration fee for each student per school year.

**Early Dismissal Days will require a charge of 2 daily rates if pick up occurs after 2:50 p.m.

There is a 10% sibling discount that is automatically applied to all semester sessions. Prices listed are per child.