

# 2017 – 2017 PTO EXECUTIVE BOARD



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## Welcome to West University Elementary School

### *Transition to WUES/Useful Information*

#### **Cafeteria Breakfast**

Front doors open at 7am for students who want to have breakfast in the cafeteria

#### **Cafeteria Lunch**

If your student plans to buy a lunch, put money on his/her lunch card at the front office or through [www.schoolcafe.com](http://www.schoolcafe.com)

Teachers keep the cards, pass them out daily and collect them after lunch

No cash is accepted in the cafeteria

#### **Parent Meeting**

At the beginning of the school year, teachers hold parent meetings in the classroom to explain the schedule, curriculum, expectations, etc. Meetings are held during the school day. Your teacher will send you the meeting details

#### **Drop-Off**

First bell rings at 7:35am  
Tardy bell rings at 7:45am

Sign your child in at the front office after 7:45am

#### **What to Bring**

Lunch (unless purchasing), additional water bottle, healthy snack, change of clothes (left in backpack)

#### **Folders**

##### **Monday Folder**

Sent home Monday  
Returned Tuesday

Contains important school and PTO information

##### **Homework Folder**

Sent home Monday  
Returned Friday

Week's homework to be completed at home (K-2)

##### **Friday Folder**

Sent home Friday  
Returned Monday  
Conduct chart and completed/graded work

#### **Pick-Up**

Dismissal is at 3:00pm

Kindergarten is released 5-10 minutes early in designated class location

#### **Rainy Day Pick-Up**

Students will remain inside close to dismissal door and teachers will release them individually when parents (or patrols) arrive

#### **Carpool Lane**

Far right lane on University Blvd headed west

Line runs along University only

**DO NOT** get out of your car

Patrols will call for students and help them into cars



## Welcome to West University Elementary School

*Transition to WUES/Useful Information*

### **Pony Express**

School newsletter sent via email each Monday

Sign up on the school website at [www.westues.org](http://www.westues.org)

### **PTO Emails**

Weekly emails sent on Wednesday mornings summarizing activities, school news, calendar changes and reminders

Sign up to receive PTO emails at [www.westupto.org](http://www.westupto.org)

### **Directory**

Each family receives one printed directory and access to the online directory and mobile app

Data collection is done online

Look for information in the first Monday folder

### **VIPS Approval**

ALL visitors and volunteers must be VIPS approved. Register using the VIPS link at [www.houstonisd.org](http://www.houstonisd.org) and take your identification to the front office

Approval can take a month or more. Once approved, get a VIPS badge from the front office and wear your VIPS badge on campus at all times

### **Attending Lunch**

Once VIPS approved, parents are permitted to eat lunch with their children

Kindergarten parents are asked to wait **at least six weeks** before attending lunch

### **Ancillary**

Classes rotate daily among the following ancillary classes: Art, Computer (2), Library, Math, Music, PE (2), Science and Writing Lab

### **Back to School Breakfast/ Red Apple Sale**

Join us on the first day of school after drop-off for breakfast and coffee in the cafeteria

Learn about all of the PTO events that will take place this school year

Purchase tickets, PTO memberships and West U gear at our one-stop Red Apple shop

The Red Apple Sale is also available online for the first week of school

### **Room Parents**

Room Parents coordinate all volunteer activities for the class and disseminate information as needed

Most classes have 2 Room Parent volunteers