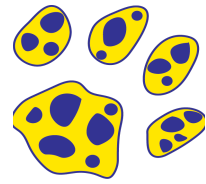


# Longfellow Elementary School

*A Magnet School for the Creative and Performing Fine Arts  
A Leader in Me Lighthouse School*



3617 Norris Drive • Houston, TX 77025 • 713-295-5263 Office, 713-295-5257, Fax • Katherine Keafer, Principal

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August 12, 2022

Welcome Back Longfellow Leopards!

I am excited to welcome all of our new and returning families to Longfellow Elementary! It is going to be an exciting year!

As we are all preparing for the first day of school, I wanted to share important information and frequently asked questions. Please take a moment to review the information below. If there are additional questions, you are welcome to call us at the school between the hours of 8am and 3pm.

## **Meet The Teacher**

Meet the teacher is taking place on Thursday, August 18, 2022 from 5:30 - 7:00 pm. You will be able to meet your child's teacher, confirm bus transportation, and drop off school supplies. We will post class lists on the windows outside of our school. We ask that you know your child's teacher before entering the building. This will help keep down congestion in the front office. If you are not able to locate your child's name, you will need to speak with Ms. Chapa, our school registrar.

We are expecting to have about 650 students this school year. It will be crowded. We ask that everyone is patient as we have everyone back in our building for the first time since 2019.

## **Supply Lists**

Supply lists are posted on our website.

## **Leopards' Den**

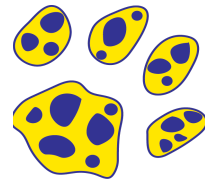
After school care is available for \$175 per child per month. The program will offer technology, science, and art programming to students in addition to ensuring homework is completed. Students will be provided snacks and have opportunities to play outside daily. Registration is available on our website.

## **Nurse and Medication**

Our nurse this year is Ms. Anna Vest. If your child has a medical condition or requires medication this school year, you will need to have your child's doctor submit the appropriate forms. These forms must be completed each school year and do not transfer over from year to year. No medication can be administered without the proper documentation from your child's physician. This includes over the counter medications such as Tylenol and Benadryl.

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Forms and documents for administering medications can be found on our website.

## **Lunch and Breakfast**

Lunch and breakfast are provided to all students free of charge. Students may bring food from home. We are not able to warm food for children. Ensure that your child's name is written clearly on the lunch kit. Make sure that your child is able to independently open any items you are sending them, such as juice, lunchables, or other snacks.

Breakfast is served from 7am - 8 am daily.

Should your child forget their lunch, a school lunch will be provided to them. Drop off and deliveries of fast food of any kind are not permitted.

## **Parents on Campus**

We want all of our parents to feel welcome on campus, however we need to ensure the safety of all our students and staff. Parents will be permitted to walk their children to their class for the first week of school, but they must sign in at the front office and wear the appropriate visitor's badge.

After the first week of school, parents will not be permitted to enter the building during arrival without prior permission from the principal. This is to allow our students and teachers to begin instruction.

At this time, parents will not be permitted to eat lunch with their children.

## **Communication**

Class Dojo is our primary source of communication. We will post events and share important school updates. You can directly message your child's teacher through Class Dojo. It is critical that every parent download and regularly check Class Dojo.

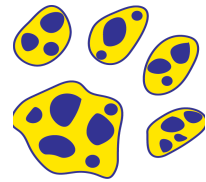
If you are new to Longfellow, your child's teacher will provide you with information to get started on Class Dojo.

## **Parent Contact**

Parents and guardians must ensure the school has your current phone number. All students need to have at least one emergency contact that is not the parent/guardian. In the event of an emergency, we must be able to reach someone who is able to pick up your child.

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## **Arrival**

Arrival is from 7:00am - 7:30am. After 7:30, a parent must sign their child in at the front office. Excessive tardies will result in administrative intervention. Students may not be dropped off prior to 7:00am. If you are dropping your child off in the carpool, you must enter the carpool line. Students may not be dropped off on the street. It is not safe to have children cross in front of the carpool line.

Traditionally, the carpool doesn't have a wait time to drop off from 7:05 - 7:15am. Generally, you should expect to wait several minutes in the drop off line after 7:15am. If you are entering the carpool line at exactly 7:30am, your child will inevitably be late for school. Plan accordingly. The carpool line is always the slowest the first two weeks of school.

You may walk your child to the door. Students not being dropped off through carpool should enter the building from the Timberside Dr. entrance. This is the same entrance our bus riders use.

## **Dismissal**

Dismissal starts daily at 2:45 and ends at 3:15. All students must be picked up no later than 3:15pm. Students that are picked up after 3:15pm will need a parent to come into the school and sign them out. Excessive lateness will result in administrative intervention.

Parents have the option of carpool or parent walk up. Parents may not change dismissal locations once a selection has been made.

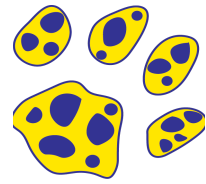
All parents, regardless of pick up location must display a 2022-2023 dismissal tag. There are no exceptions. If you do not have a dismissal tag, we will need to verify your ID. This will cause a delay in getting your child. While we understand that it may be frustrating, this is for the safety of all of our students. Dismissal tags will be available at Meet the Teacher.

## *Carpool*

The carpool line wraps around the school. You should plan on entering the carpool line on Timberside Dr. We ask that you do not attempt to cut off other cars by entering the line from another location. Dismissal always runs slowly the first two weeks of school, and we ask that all parents be patient as our students are learning the dismissal system. It will get faster. Refer to the dismissal map at the end of the letter for more details.

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## *Walk-Up*

Parents may walk up to the grade level hallways and pick up their children by showing their dismissal tag. You will need to enter the school grounds from the pedestrian gate on Timberside Drive. This gate will be unlocked each day at 2:45. Parents are encouraged to form an orderly line on the sidewalk prior to entering the school grounds. Refer to the dismissal map at the end of this letter for more details.

## *Bus, Park, Walkers*

If your child rides a daycare bus or an HISD bus, you will need to inform your child's teacher on Meet the Teacher night. Make sure you let the teacher know the route number, or daycare.

Additionally, if your child is a part of the Houston Park Program you'll need to inform your child's teacher. A staff member will walk your child to the park after school.

If your child is to walk home, they are to walk directly home. Longfellow is not responsible for your child once they leave the campus. All walkers are let out at 3:10pm on Timberside Dr.

## **Bus**

HISD transportation requests take 2-3 weeks to fulfill. If you know you need HISD bus transportation, you need to email Ms. Pennington at [APennin1@houstonisd.org](mailto:APennin1@houstonisd.org). Be sure to include your child's name and grade level. Ms. Pennington will also be available on meet the teacher night to submit new transportation requests.

You may also contact transportation customer care at 713-556-9400. Customer care can provide routing information.

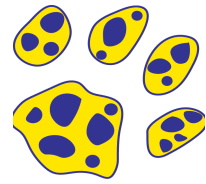
## **Traffic and Parking**

Traffic is always busy during arrival and drop off. Parents must be vigilant and follow the rules. Cell phones should not be used during drop off and pick up time.

If you need parking, keep in mind there is no parking or stopping on Norris Dr. There is also no parking on Timberside Dr. where the buses line up. You may park at the church across the street and walk over. There is limited visitor parking in the front of the school.

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## **Paperwork**

All parents are responsible for completing annual enrollment forms. They must be completed and sent back to school with your child. Parents will need to provide an updated proof of address and ensure parent contact information is updated.

## **Tips to prepare yourself and your child**

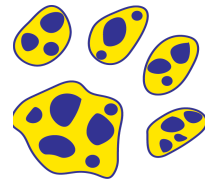
- Practice your drop off plan with your child. Let them know what to expect. This will reduce fear on the first day.
- Begin to adjust your child's bedtime routine. Students need 10-12 hours of sleep a night to be ready for a full day at school. Try to shift your child's bedtime by 10-15 minutes a night until they reach the desired bedtime.
- Clearly label your child's backpack, lunch kit, and personal belongings with your child's full name. This includes making sure their name is written on jackets and sweaters.
- Practice your child's teacher's name.
- Make sure your child can say their full name.
- Understand that your child will likely be tired and hungry by the time you get home for the first several weeks of school while they adjust.

Thank you for trusting us with your child. We look forward to working together this school year.

Katherine Keafer  
Principal

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August 12, 2022

## Longfellow Elementary School HOUSTON INDEPENDENT SCHOOL DISTRICT Dismissal Procedures 2022-2023 School Year

**Car Rider Procedure**  
Dismissal is from 2:45 - 3:15pm.  
You must have your GREEN 2022-2023 Carpool sign displayed on your dashboard. We ask that you pick these up at Meet the Teacher Night (from your child's teacher) or at our front office well before the first day of school. Please make sure you have your official ID with you to receive one.  
Please be courteous to other drivers and stay in line.  
You MAY NOT park at the front of the school and walk-up to the front doors to pick-up.

**Walk-Up Procedure**  
Dismissal is from 2:45 - 3:15pm.  
Parents choosing to park and walk up to the school may meet their child at one of the rear exits of the school. You must have your GREEN 2022-2023 Walk-up card. We ask that you pick these up at Meet the Teacher Night (from your child's teacher) or at our front office well before the first day of school. Please make sure you have your official ID with you to receive one. Students will not be released without a Walk-up Pass.  
You may park in the St. Luke's Presbyterian Church parking lot or any legal street parking along Linkwood Drive.  
At 3:15pm, all students will be moved to the front of the building and must be picked up via the car rider line.

**Car Rider Loading Zone**  
PLEASE STAY IN YOUR VEHICLE

**BUS LOADING ONLY**

5<sup>th</sup> Grade  
4<sup>th</sup> Grade and 2<sup>nd</sup> Grade  
3<sup>rd</sup> Grade and 1<sup>st</sup> Grade  
Pre-K and Kinder