

# Wards Creek Elementary Lighting the Way to Leadership

Kevin Klein, Principal

6555 State Road 16  
St. Augustine, FL 32092

Dear Wards Creek 2<sup>nd</sup>-5<sup>th</sup> Grade Families,

Welcome back Warriors! We hope that everyone has had a restful and enjoyable summer. It has gone by quickly but we have been working hard to prepare for a new school year. If you are joining us this year for the first time, we are excited to have you and your child as part of the Warrior Family. This year will be an exciting one filled with learning and growth for ALL.

Please use the information below along with our [school website](#) and staff to answer any questions you may have about the approaching new school year. **Please note that the first day of school is Monday, August 16<sup>th</sup>. Students will be released at 2:45 p.m.**

## Meet and Greet

We would like to invite you to attend our teacher Meet and Greet on Friday, August 13<sup>th</sup> from 8:00-12:00am. This is the time for you meet your child's teacher and bring in school supplies. As a safety measure, we are asking families to try to not stay in the classroom for more than 10 minutes. This time is really meant to introduce your child to his/her new teacher and drop off supplies. Our teachers communicate effectively throughout the year. So, they will keep you informed about the growth of your child. We are also requesting that students only visit their current teachers. We really hope you will make every effort to join us. Please understand that we are being asked to limit the number of families in the classroom at a given time. To attempt to accomplish this, we would like to have:

**8:00-10:00 Last Names A-K**

**10:00-12:00 Last Names L-Z**

## Teacher Announcements

Families will be able to access their child's teacher through their [Home Access Center \(HAC\) account](#). A message will be sent on Wednesday, August 11<sup>th</sup> indicating when they are available to view. You will also receive a welcome email from your child's teacher. If you do not have a Home Access Center login or are having difficulty accessing your child's account, please contact our data operator, Tammy Stewart at 904-547-8750 or email her at [tammy.stewart@stjohns.k12.fl.us](mailto:tammy.stewart@stjohns.k12.fl.us). Class lists will also be posted during "Meet and Greet".

## First Week of School Arrival

Parents are permitted to walk their child to class the first week of school. All students enter through the bus loop and parent pick up loop doors. **You must go to the front office to sign in prior to escorting your child to class. If you have not completed a [School Access form](#), please do so at the St. Johns County website under the "[Families](#)" tab. This form is required in order to enter the building and is good for three years.**

## Instructional Day

It is critically important that all children arrive on time to school each day. This is a key part of how you can support our success. The instructional day for students is from 8:25-2:45 with early release on Wednesdays at 1:45. We ask that all students begin arriving to school beginning at 8:00 so that we can assure that instruction begins promptly at 8:25. There is no adult supervision at the school prior to 8:00am. Also, please be aware that instruction takes place until 2:40 each day. While we realize that early checkouts are necessary from time to time, frequent early checkouts cause children to miss key instruction. **Also, please be aware that any child who needs to be checked out early must do so before 2:00pm.**

(904)547-8730

[www.wce.stjohns.k12.fl.us](http://www.wce.stjohns.k12.fl.us)

## Transportation Information

All transportation information can be found on the district website at [www.stjohns.k12.fl.us](http://www.stjohns.k12.fl.us) or by calling the school at 547-8730. The transportation department sends out specific bus information approximately two weeks prior to the start of school. **Schools are not authorized to issue Bus Passes or instruct bus operators regarding bus ridership or stops. Instead, the Transportation Department is now responsible for issuing [Provisional Transportation Services Waivers](#) for a specific period of time due to extenuating circumstances. Parents may apply for this waiver via the St. Johns County School District webpage under the "[Transportation Department](#)". Waivers will not be available from individual schools.**

## Transportation Changes

In order to assure the safety of all our students, we ask that you submit any transportation changes that come up throughout the year. Please send any transportation changes to [wcestransportation@stjohns.k12.fl.us](mailto:wcestransportation@stjohns.k12.fl.us). Also, please make your child's teacher aware of the change. We cannot make any transportation changes without written documentation from the parent.

## Supply Lists

The Wards Creek supply lists can be found on the school website home page and under the [registration tab](#).

## Extended Day

Wards Creek is pleased to provide extended day services to our families. We offer both before care beginning at 6:30 a.m. and after care until 6 p.m. If you are interested in extended day, please visit the Wards Creek website under the "[Departments](#)" tab. If you have any questions, please feel free to contact Mrs. Ginny Hooks at [virginia.hooks@stjohns.k12.fl.us](mailto:virginia.hooks@stjohns.k12.fl.us).

***If your Child will be attending Extended Day, fees for the first month are due by 8/13/2021. A late charge of \$25.00 will be assessed after 5 school days for any payment not received by the due date. If you wish to enroll your child and have not done so already, you will need to complete an Extended Day Registration Form and pay the \$80 registration fee. The registration form and link for online payments can be found on the Extended Day page (<http://www-wce.stjohns.k12.fl.us/extendedday/>)***

## New Parent Brochure

We have created a parent brochure to assist you with important information that will help you. This brochure is attached.

## Code of Conduct

Grades K-2 will receive hard copies of the district Code of Conduct. **Please note that the [Code of Conduct](#) is electronic for grades 3-5 and can be found on the school district website under the "Families" tab.** Please remember to sign and return the acknowledgement form that will be included in your child's first day packet.

Again, we look forward to a successful year. Together we can make a difference! Please do not hesitate to call or stop by with any questions. Go Warriors!

See you soon,

*Kevin Klein*

Principal

(904)547-8730

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