



Birchwood School of Hawken

Dear Parents of Students in Grades 1 through 8,

Welcome to the 2017-2018 school year, and a special welcome to the new families who have joined the Birchwood community! We are excited about the upcoming year and look forward to working with you and your children. The following is important information about the opening of school. Please see the [Parent & Student Handbook](#) to review crucial, updated information pertaining to our policies and procedures.

First Day of School

- Wednesday, August 23 is an early dismissal day at **noon**.
- Students must wear uniform attire.
- Students should bring all specified school supplies labeled with their names.
- Bring a **snack** as lunch will **not** be eaten at school.
- **There will be no Before and After School Care on the first day of school.**

Before and After School Programs begin Thursday, August 24 for kindergarten through grade 8.

Regular School Hours

- Drop-off between 8 and 8:15 am. Doors open at 8 am.
- Children are not allowed in the building before 8 am unless parents use Before School Care. At 8:15 am classroom instruction begins. If a child arrives later than 8:15 am he/she should come to the main office accompanied by an adult and sign in.
- Dismissal is at 3:20 pm. Teachers will remain with the children until 3:30 pm. Afterwards, students will be escorted to After School Care. There is a fee for Before and After School Care. There is no sign up for Before School Care; drop off your child(ren) as needed. The main entrance door opens at 7 am daily beginning Thursday, August 24. Download the After School Care sign-up form at birchwoodschool.org/Before-and-After-School-Care/.

Entering the School

All students in grades 1 through 8 must enter the school by the north lot.

Map

Please review the [map](#) of traffic patterns for drop-off and dismissal.

Forms for K-Grade 8

Please log on to [Student Forms Online](#) to complete the Technology Acceptable Use Policy by Wednesday, August 23.

Important Parent Meetings

Parents may park in the back north lot for the parent meetings.

Grades 1 - 4	Monday, August 21 at 7 pm
Grades 5 - 6	Thursday, September 7 at 7 pm
Grades 7 - 8	Wednesday, September 13 at 7 pm

If you have any questions, please email Claudia Bixler at cbixler@birchwoodschool.org or call 216-251-2321.

Working together with you for every child's success,

Charles Debelak
Head of School

Helene Debelak
Director of Curriculum

Dr. Christine Neider
Assistant Head of School
Director of Early Childhood