

Elmira City School District



August 2023

Jo Legare

Principal

Diven Elementary School
1115 Hall Street Elmira, NY 14901

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Dear Diven Family:

Welcome to another September of learning and growing at Diven Elementary School! Our goal is to provide your child with a positive school experience and begin a home/school partnership that fosters a lifelong love of school and learning.

Class placement letters were mailed out last week and you should have received yours. If you have not, please call the Diven Main Office. Please make sure your address and phone number is correct and we will share your child's teacher with you.

Please plan to attend a Mini Open House with your child on Wednesday, September 6 from 2:30-3:30pm. You will be able to meet your classroom teacher, me and Mrs. Miller, our Assistant Principal, and take a self-guided tour of Diven. Mark your calendars for our formal Open House on Tuesday, September 19 from 5:30-6:30pm.

A dismissal plan form and map detailing drop off and dismissal procedures are attached to this letter. Make sure to read carefully and return the completed dismissal plan form to us before the first day of school, if possible.

Below, I have outlined our school day. Please do not hesitate to call me at 735-3700 if I can be of assistance. I look forward to meeting you and your child very soon!

<u>Diven Elementary School Hours</u>	
School Opens	Thursday, September 7
Drop Off/Doors Open	7:45 AM
Announcements/Tardy Bell	8:15 AM
Breakfast Served	7:45 – 8:30 AM
<u>Dismissal Time</u>	
M/T/H/F	2:45 PM
Wednesday	1:45 PM

Sincerely,

Jo Legare

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Principal
Diven Elementary

Diven Elementary School

Student Dismissal Plan



Please complete both sections below.
Return to your child's teacher by Friday, September 8

1. **Early Dismissal Plan** - Every Wednesday at 1:45pm

We understand that the 1:45pm early student dismissal each Wednesday (beginning 9/13/23) may require a different plan and want to make sure we have the correct dismissal information for your child.

My Child's Dismissal Plan Each Wednesday at 1:45pm (Please Check/Complete):

<input type="checkbox"/> Picked up by: _____	<input type="checkbox"/> Ride the Bus, # _____	<input type="checkbox"/> Walk Home
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2. **Regular Dismissal Plan** – Every Monday, Tuesday, Thursday, Friday at 2:45pm

Please complete the below information indicating your child's dismissal plan each Monday, Tuesday, Thursday and Friday at 2:45pm.

My Child's Dismissal Plan Every Monday, Tuesday, Thursday, and Friday (Please Check/Complete):

<input type="checkbox"/> Picked up by: _____	<input type="checkbox"/> Ride the Bus, # _____	<input type="checkbox"/> Walk Home
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Student: _____

Teacher/Grade: _____ / _____

Form Completed by: _____

Thank You!

Diven Dismissal Procedure for Pick-Up Students 2023-24

All students who are being picked-up will dismiss out a designated grade level door as noted below:

Grade Level	Door	Teachers at door
Pre-K	Auditorium Door Division Street/Bus Loop	Burge O'Bireck Patchett
Kindergarten	Hall Street Main Entrance Door	Evens Ripley Winsor
Kindergarten	Division Street Door	Beam Schornstheimer
1 st Grade	Staff Parking Lot Door	Long Meck Nichols
1 st Grade	Library Door (near playground)	Cornacchio Moshier
2 nd Grade	Playground Door by Gym	Billbe Buck Thomas Turcsik West

****Sibling groups: students with siblings will report to the youngest grade for pick-up. For example - if a student is in 2nd grade and their sibling is in Pre-K, the 2nd grade sibling will go to the Pre-K line (in the auditorium) and wait with their sibling for pick-up. The parent/guardian/designated pick-up person will only have to go to one door to pick up all their students.



Diven Elementary School Visitor Parking

- All visitors to the school should use the Hall Street/Living Word Church parking lot
 - All cars must enter through the middle/center opening
 - Please park in spaces to the left or right
 - For additional parking or exiting, continue through the lot, following the arrows left or right
 - As you exit the lot, be aware that vehicles must turn only north from the north exit and only south from the south exit. This alleviates additional traffic in our crosswalk area.
- Or visitors can park in the 2nd parking lot on the southside of Hall Street near the playground
- NO parking on Grand Central Avenue as this is the bus lane

Your cooperation is appreciated in keeping our children safe each day!

