

July 2024

Dear Maplebrook Parents/Guardians:

Welcome to the 2024-2025 school year! I hope this letter finds you enjoying your summer break. The Maplebrook staff and I look forward to seeing you and all of our students in August for another exciting school year. This letter will provide you with specific details about the opening of the 2024-25 school year.

The 2024-2025 Back to School Update Information can be found on our website by hovering your cursor over the "Our School" tab in the middle of the gray banner and then click on the "2024-2025 Back to School Update" tab in the drop-down menu. You can also click on the website's Back to School Update banner.

You may also obtain important information over the summer and all year long via our school website: [www.naperville203.org/maplebrook](http://www.naperville203.org/maplebrook) or refer to the Parent/Student Handbook that will be distributed at Curriculum Night on August 29, 2024.

### **FIRST DAY OF SCHOOL**

The first official day of school for students, (kindergarten through 5<sup>th</sup> grade) will be **Thursday, August 15**. Student arrival and entry begins at 8:00 AM. Students have *up to* fifteen minutes to complete their morning routines and to settle into their day. Their day officially begins at 8:15 AM and concludes at 2:30 PM. On the first day of school, please know that teachers and support staff will be outside to welcome students and families. Students in kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> should meet their teachers on the Northside blacktop/recess area. Students in 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> should meet their teachers on the Southside blacktop/recess area. Please prepare to say your goodbyes at the door. Students will be dismissed out their respective grade level doors either on the North or South side of the building.

### **CLASS ASSIGNMENTS AND BUS SCHEDULES**

Classroom and teacher assignments for kindergarten through fifth grade will be posted through Infinite Campus on Wednesday, August 7 at 3:00 p.m. Parents will access their child's classroom assignment via the Infinite Campus Parent Portal. Visit the District 203 website (<http://www.Naperville203.org>) and click on the Resources tab on the far right in the gray banner and then click on the Infinite Campus Parent Portal link on the right side. Follow the prompts to create your parent account. If you have difficulty with your account, contact the help desk by email at [parentsupport@naperville203.org](mailto:parentsupport@naperville203.org).

All bus riders will be met by staff members at the start of the school year to guide children to their grade level classrooms. While transportation information can be accessed in the Infinite Campus Parent Portal (<http://www.naperville203.org>) starting on August 7 at 3:00 p.m., please check back frequently, including the day before school starts, as changes can occur in routes, pick-up times, and/or drop-off times. If you need assistance regarding transportation information, call the Transportation Department at 630-420-6464.

### **WEBSITE, CALENDAR AND COMMUNICATIONS**

The 2024-2025 Back to School Update Information can be found on our website by hovering your cursor over the "Our School" tab in the middle of the gray banner and then click on the "2024-2025 Back to School Update" tab in the drop-down menu. You can also click on the website's Back to School Update banner.

Additionally, please click on the “Calendar” icon at the top of the page to view upcoming school activities and important dates. We strive to continuously update our webpage to ensure our families have 24/7 access to all school related information.

Most communication from the Main Office will be sent electronically. Every Friday at 4:00 PM, you will receive an email (Subject: *Wiley W.A.G.*) that contains important announcements, information, reminders and links to electronic versions of many paper handouts previously sent home. Please make it a habit to read the Wiley W.A.G. You will automatically be enrolled to receive it via the email address(es) we have on file in Campus Portal. If you do not have access to the Internet and require a hard copy of the Wiley W.A.G., please contact the school. We will also periodically send out other information and/or reminders via email. If you have changes to your email, phone, emergency contacts and/or numbers, please update them via Campus Portal.

### **SCHOOL SUPPLIES**

2024-2025 School Supply Lists for each grade level are available to view on our Maplebrook website under the Quick Links section. Just click on “School Supply Lists 2024-2025” and page down to the grade level needed for viewing.

If you ordered a school supply kit for your student through Home & School, those items will be delivered to classrooms for the first day of school. Kits are still available for purchase at [www.schooltoolbox.com](http://www.schooltoolbox.com) but will ship to home and incur an additional charge for delivery. Exclusive Maplebrook only items that were included in the kits will be available for purchase the 1<sup>st</sup> week of school from 8:00 to 8:30 A.M. Please contact Mrs. McKinnon, H&S Maplebrook Mall Committee Chair at [jenamckinnon@gmail.com](mailto:jenamckinnon@gmail.com) if you have any questions.

### **ABSENCE REPORTING**

A student's parent or guardian must authorize all absences and notify the school. **To report an absence, call our Health Office at (630) 420-6383.** *Do not leave reported absence information on the main office voicemail.*

### **MAPLEBROOK MAIN OFFICE INFORMATION**

The main office will resume regular office hours (Monday-Friday from 8:00 a.m. – 3:00 p.m.) beginning July 26.

If you have any general questions or require more details about the information contained in this letter and packet, please contact the school office.

Sincerely,

Araceli Ordaz  
Principal