



Taylor Elementary School

www.taylor.k12.in.us

5500 Wea Drive 📍 Kokomo, Indiana 46902 📞 Phone: 765.453.3800 📠 Fax 765.455.5173

Jake Leicht, Principal

Carrie Seidel, School Secretary

Kelly Hillman, Assistant Principal

Christina Newlin, ECA Treasurer

Good Afternoon Taylor Parents/Guardians,

Before I get started with our updates, we will be posting this exact message to our social media pages, Class Dojo, and school website, and it will be sent via email to all Skyward emails as well. We have been working extremely hard over the past few days to figure out the logistics of our building, as construction on the roof will take place. If you can visualize this, everything from the door leading to the gym to the second-grade hallway will be a construction zone. All second-grade classrooms have been moved to different parts of the building. Mrs. Goudy is in Room 7. Mrs. Kunkle is in Room 19. Mrs. Miles is in Room 24. Mrs. Chrzanowski is in Room 13. Upon arrival at school, we will have all second-grade students meet in the cafeteria with their teachers to take them to their new classrooms on Tuesday.

One important note for all parents/guardians: PE class must occur outside as long as the weather permits. If it rains, PE class will occur in students' homeroom during that scheduled time. Please make sure your student is dressed appropriately for the weather.

Although we had to physically move classrooms, the most significant change to our school day will be the arrival and dismissal procedures. We will be providing you with a map of all of these changes as well.

Arrival:

1. Bus arrival will now occur in the front of the building, where the car riders are currently dropped off for the school day.
2. Car riders and walkers will now enter through **Door 10**, which is located at the north end of the building. Please enter from Chippewa to Tepee and turn right into the north parking lot, follow the traffic flow, and exit right onto Tepee. This will create a flow for the drop-off process. Again, all cars will exit and turn **RIGHT** out of the parking lot. If you arrive late to school (which we want to avoid at all costs), the adult/guardian will have to park in the north parking lot, by Door 10, and walk around to the front office to buzz in to sign your student into school. There will be no parking in this lot. You must get in the drop-off line! For the safety of everyone, students must exit on the **PASSENGER** side.



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Dismissal:

1. **This is the most significant change we have made in this process!** If you pick up your student as a car rider at the end of the day, we will begin the dismissal process at **3 pm** rather than the normal **3:25 pm**. They will be picked up at the NORMAL spot at the front of the school. **Pre-K and K will dismiss at their usual spot at 3 pm as well.** We absolutely MUST start this process at **3 pm** because we have to be CLEARED out for buses to pull in by 3:15 pm. For the safety of everyone, students must enter cars on the PASSENGER side. If you are not on time and see buses at the front of the building, you **MUST** park in the north parking lot and walk around the building to the front office for your student(s).
2. We will dismiss bus riders from the front of the building at 3:25 pm.
3. **All changes in dismissal MUST be made before NOON. There are NO EXCEPTIONS!**

Lastly, we appreciate every single person who has reached out to help us through this process. Taylor Community School Corporation is truly a community of people who simply want to do the best that they possibly can for our students. This entire situation is not ideal, but we always make it work for our students. Our administration and staff members have worked hard to make the most of this situation, and we greatly appreciate you working with us as well!

Thanks,

Jake Leicht
Principal
Taylor Elementary School