

# ABRAHAM LINCOLN SCHOOL

1111 South Grove Avenue  
Oak Park, Illinois 60304  
708-524-3110

August 1, 2018

Dear Kindergarten Parents/Guardians,

Welcome to Abraham Lincoln Elementary School. We are looking forward to being partners with you as your child begins their educational journey. We hope the following information will be helpful as you prepare for the upcoming school year.

## **FIRST DAY OF SCHOOL**

The first day of school is **Wednesday, August 22<sup>nd</sup>**. Your presence on the first day of school is important to your child. We know you will agree that a good start in school is an important step for a successful year. If possible, we ask you to accompany your child onto the playground on the first day rather than sending them by bus or dropping them off by car.

Please plan to arrive at school by 7:50 a.m. There will be staff wearing orange vests on the playground to assist you with any needs you may have. Kindergarten students line up on the southwest side of the playground near the swings. There you will see orange cones with the name of each Kindergarten teacher to indicate where to line up. When the bell rings, kindergarten students will enter the building with their homeroom teacher.

We understand that saying goodbye is not easy for parents on the first day, particularly for parents of little ones. Experience has taught us the importance of establishing classroom routines on the very first day. For this reason, we ask that you say goodbye to your child on the playground.

## **TRAVEL TO AND FROM SCHOOL**

Many children walk to school, some are dropped off by car, and some ride the bus. As a result, the streets around the school are filled with cars, buses, and children just before 8:00 a.m. If possible, please walk to school. Meeting up with friends and walking to school together is a great way to start the school day! Bike riding is not permitted at Lincoln School.

### **Bus:**

District 97 has designated that all Lincoln students who live north of the Eisenhower Expressway are eligible to ride the bus. During the week of August 13<sup>th</sup>, you will receive a call from the school informing you of the bus number your child is assigned to. Bus route information and morning pick up times can be found at [www.op97.org](http://www.op97.org) under the transportation tab. Please be sure that a parent or caregiver is waiting at the bus stop after school. The goal is for the buses to depart from school at 3:10 p.m. (2:40 p.m. on Wednesdays). This will enable you to estimate the arrival time home. The bus will return a student to the school if there is no adult at his or her stop. In addition, for the safety of your child, it is important that he or she only ride the bus to which they have been assigned.

### **Car:**

Parking around the school in the morning can be challenging. If you wish to park and walk your child to the playground, please park on Harvard Avenue west of Kenilworth Avenue, on Kenilworth Avenue or Fillmore Avenue. **THE CUL-DE-SAC IS CLOSED TO ALL TRAFFIC.**

## **LINING UP AND DISMISSAL**

The Kindergarten teachers will meet their classes on the southwest side of the playground and enter the building through the south doors. The children will also be dismissed from these doors. At dismissal, you can meet your child by waiting near the swings.

Kindergarten students who ride the bus will be dropped off on Harvard Avenue. After all bus students arrive, Lincoln staff will walk the kindergarten bus students to the southwest side of the playground to line up with their classmates. At dismissal, kindergarten bus students are escorted from their classroom onto the bus.

When it rains or is unusually cold, students can enter the building after 7:45 a.m. and wait for their teacher in the lunchroom (K-3<sup>rd</sup> grades) or the Auditorium (4<sup>th</sup> and 5<sup>th</sup> grades).

Please notify your child’s teacher of your child’s afterschool dismissal plans. They will need to know whether your child will be picked up from the playground, take the bus, or be attending an after-school program.

**SCHOOL HOURS**

Please note that there has been a change in the length of the school day in District 97 beginning this upcoming school year. The end of the school day has been extended by five minutes on Monday, Tuesday, Thursday and Friday (from 2:55 p.m. to 3 p.m.) and 35 minutes on Wednesday (1:55 p.m. to 2:30 p.m.).

	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
Morning Session	8:00 – 11:15	8:00 – 11:15	8:00 – 11:15	8:00 – 11:15	8:00 – 11:15
Lunch and Recess	Kindergarten - 2 <sup>nd</sup> eat 11:15-11:45, 3 <sup>rd</sup> - 5 <sup>th</sup> eat 11:45-12:10				
Afternoon Session	12:10 – 3:00	12:10 – 3:00	<b>12:10 – 2:30</b>	12:10 – 3:00	12:10 – 3:00

In the morning, playground supervision begins at 7:45 a.m. No student should arrive at school before this time. Students are to line up when the first bell rings at 7:58 a.m. Students will enter the building with their teacher when the second bell rings at 8:00 a.m. Students arriving after 8:00 a.m. are tardy and must enter the building through the main office door. The playground is supervised 10 minutes after school is dismissed.

If your child will be absent or starting the school day late, please contact the school office by calling the dedicated attendance line at **708-665-3067** before 8:30 a.m. You may also notify the office by sending an email to **lincolnattendance@op97.org**.

Please note that **Wednesday is an early dismissal day**, and school is dismissed at **2:30 p.m.**

**LUNCHTIME**

All students have a 55 minute break that includes lunch and recess. Students may either order a school lunch that includes milk, bring a lunch from home with or without a beverage, or order milk only if they bring a lunch from home with no beverage. The monthly school lunch menu is posted on the district website at **www.op97.org**. As part of the morning routine, your child’s teacher will ask each student whether they brought their lunch from home, need to order a school lunch or order milk only.

Kindergarten students will eat from 11:15 a.m. until 11:45 a.m. During the first week of school the kindergarten teachers will accompany their students in the lunchroom as they get familiar with the lunchtime routine. At 11:45 a.m. the students will be dismissed from the lunchroom to the playground for their recess portion of the lunch hour.

To take part in the school lunch program you must pay in advance. Attached is information on how to set up your child’s lunch account on the MealTime portal. This online system will allow you to view your child’s lunch transactions, account balance, and deposit money into their lunch account.

## **UPCOMING IMPORTANT DATES**

### **Class Placement Lists - Wednesday, August 15**

Class lists will be posted on the front door of the school after 3:00 p.m.

### **Kindergarten Meet and Greet - Tuesday, August 21**

Please join the kindergarten teachers from 3:30 p.m. - 5:00 p.m. This is a wonderful opportunity for your child to meet their teacher before school starts, get to know their classmates and drop off school supplies.

### **Kindergarten Curriculum Night - Thursday, August 30 from 6:00-7:00pm**

Kindergarten families will learn about the Kindergarten curriculum and other special programs held throughout the school year.

### **Open House and Curriculum Night - Thursday, September 6**

All parents and children are invited to the Lincoln School Open House (Grades K-5) and Curriculum Night (Grades 1- 5) from 6:00 p.m. until 8:15 p.m. Parents will be able to meet their child's homeroom teacher to learn about the curriculum and classroom expectations during the grade level curriculum presentation.

The schedule for the evening is as follows:

6:00-6:30	Kindergarten Open House in the homerooms <i>(Kindergarten Curriculum Night is on Thursday, August 30, 6:00-7:00pm)</i>
6:00-6:45	Grade 1 and Grade 2- curriculum presentation in the homerooms
6:45-7:30	Grade 3-curriculum presentation in the Auditorium
7:30-8:15	Grade 4-curriculum presentation in the homerooms Grade 5-curriculum presentation in the Auditorium

During the time when you are not in your curriculum presentation, please feel free to tour the building and take time to visit our special area teachers in Art, Music, Physical Education, Media Center and World Language. Support staff and special services staff will also be available.

### **PTO Back to School Picnic - Thursday, September 13 (rain date Friday, September 21)**

Please join us for our PTO Back to School Picnic from 5:00 p.m. until 7:00 p.m. on September 13<sup>th</sup> on the black-top and Carroll Park.

### **PTO Meeting - Wednesday, October 3**

Please join us at the first PTO Meeting of the school year at 7:00 p.m. in the Media Center. This is a great way to meet other Lincoln families and get involved in the school. Childcare is provided.

Please contact us at 708-524-3110 if we can be of any assistance.

Yours sincerely,  
The Lincoln Office



## MealTime Online Payment Portal

District 97 has partnered with MealTime on the launch of a new online system that will allow parents/guardians to view their child's lunch transactions, history of meal purchases and account balances, as well as enable them to safely and securely deposit money into their child's lunch account within a matter of minutes.

### To Use MealTime Online:

Visit [www.op97.org](http://www.op97.org) and locate the payments tab in the main navigation. Under that tab, select the link titled MealTime. You can also go directly to: [www.mymealtime.com](http://www.mymealtime.com)

**Step 1:** Create a MealTime Online profile. Click on the "Create new profile" link and create a Username and Password that you will use to login to MealTime Online. The Username and Password must be at least six characters. For example, Username: jsmith Password: pty845.

**Step 2:** Add your student. Login to your MealTime Online account (using the Username and Password that you created in Step 1. Click on "Meal Account Deposits" then click the "Add New Student" link and add your student by entering their First Name only and their Student ID number.

**Step 3:** Make a Deposit. Click the "Make Deposit" link to make a deposit into a school account. Click the "View Details" link next to your student's name to view their lunch account balance and purchase history.

### Note:

Online deposits are retrieved and added to your student's balance at their school every five minutes. Student information, such as purchase history and their current lunch account balance, are updated on the website every four hours. MealTime charges a 4.9% charge for each transaction.





## MealTime Pay Online Low Balance Notification

The following information details how you can set up the MealTime Pay Online low balance notification feature.

1. Go to [www.mymealtime.com](http://www.mymealtime.com) and sign in.
2. Click the **Meal Account Deposits** icon.
3. Click **Update your email settings on the profile page**.

**Welcome MealTime Online User**

Welcome to MealTime Online Payments, a convenient way to deposit funds electronically. Use this web page to make deposits into your student's cafeteria account or to pay other fees. You may also view the spending history and account balance of each of your students.

**New! Low Balance Notifications Available by Email**

Would you like to be emailed when your account balance runs low? Simply [update your email settings on the profile page](#). It takes just a few seconds and makes managing lunch accounts easy.

[Sign Up for Email Notifications](#)

4. Verify that your email address is correct and then check **Low Balance Notification**.

### Email

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Your email address is necessary for us to send you email confirmations of your deposits. It will never be sold to a third party.

Email  \*

Low Balance Notification  Yes, I want to receive low balance notifications when a balance falls below \$

5. Type in the amount you want to use. When the balance falls below this amount, you will be sent an email. You will only be notified by email once.

**Note!** You can enter amounts from 0 to 99.99.

Once you have set up the email notification, you will no longer see the announcement on the Payments page. To change your low balance notification settings, click **Profile** at the top of the page.

# ABRAHAM LINCOLN ELEMENTARY SCHOOL

## Supply List 2018-2019



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|-----------------------------------|------------------------------------|
| 24 #2 pencils (sharpened)         | 4 thin Expo dry erase markers      |
| 2 boxes washable markers (8)      | 4 plastic two pocket folders       |
| 1 box of thin Crayola markers (8) | <i>blue, red, yellow and green</i> |
| 2 boxes of Crayola crayons (24)   | 3 Clorox wipes                     |
| 1 box of colored pencils (24)     | 2 boxes of tissues                 |
| 8 glue sticks                     | 2 rolls of paper towels            |
| 1 bottle of Elmer's glue (4oz)    | 2 8oz hand sanitizer pumps         |
| 2 large Pink Pearl erasers        | 1 box of snack size Ziploc bags    |
| 2 yellow highlighters             | 1 box gallon slide Ziploc bags     |
| 1 clipboard                       | 1 box quart slide lock Ziploc bags |
| 4 black Expo dry erase markers    |                                    |



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|--------------------------------|-------------------------------|
| 48 #2 Ticonderoga pencils      | 2 scissors 5" pointed tip     |
| 1 box of washable markers (8)  | 12" inch plastic ruler        |
| 1 box of 64 crayons            | 3 spiral notebooks wide rule  |
| 1 box of colored pencils (12)  | 2 black composition notebooks |
| 4 Elmer's glue sticks          | 1 expandable file folder      |
| 1 4 oz. bottle of Elmer's glue | 1 clipboard                   |
| 2 large Pink Pearl erasers     | 1 pkg. wide rule paper        |
| 1 pkg. pencil cap erasers (12) | 2 packs of post-it notes      |
| 3 red ballpoint pens           | 1 Clorox wipes                |
| 2 yellow highlighters          | 2 boxes of tissues            |
| 1 pencil sharpener with lid    | 1 roll of paper towels        |
| 4 black Expo dry erase markers | 1 earbuds                     |



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|------------------------------------|--------------------------------------|
| 36 #2 Ticonderoga pencils          | 3 spiral wide-rule notebooks         |
| 1 box of washable markers          | 5 laminated two pocket folders       |
| 2 boxes of crayons (24)            | <i>blue, red, yellow and 2 black</i> |
| 2 boxes of colored pencils (24)    | 2 boxes of tissues                   |
| 8 glue sticks                      | 1 box of sandwich Ziploc bags        |
| 5 large Pink pearl erasers         | 1 Clorox wipes                       |
| 2 pkgs. Expo dry erase markers (4) | 2 rolls of paper towels              |
| 1 dry eraser                       | 1 headphones                         |
| 1 scissors 5" pointed tip          |                                      |
| 1 clipboard                        |                                      |



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|-------------------------------|------------------------------------|
| 48 #2 Ticonderoga pencils     | 3 pkgs. Expo dry erase markers (4) |
| 1 box of washable markers (8) | <i>ultra-fine and chisel tip</i>   |
| 3 glue sticks                 | 3 spiral notebooks wide rule       |
| 2 Pink Pearl erasers (large)  | <i>blue, red and green</i>         |
| 5 black ballpoint pens        | 5 laminated pocket folders         |
| 2 red ballpoint pens          | 1 two pocket folder with prongs    |
| 2 yellow highlighters         | 1 pkg wide rule paper              |
| 1 black fine point sharpie    | 1 black composition notebook       |
| 1 pencil sharpener with lid   | 1 Clorox wipes                     |
| 1 scissors                    | 3 boxes of tissues                 |
| 12" plastic ruler             | 1 earbuds                          |



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|-----------------------------------|------------------------------------|
| 48 #2 Ticonderoga pencils         | 12" wooden ruler                   |
| 1 box of washable markers         | 1 clipboard                        |
| 1 box of crayons (24)             | 4 spiral notebooks                 |
| 1 box of colored pencils (24)     | <i>blue, red, green and yellow</i> |
| 3 glue sticks                     | 4 laminated two pocket folders     |
| 1 4oz. bottle of Elmer's glue     | <i>blue, red, green and yellow</i> |
| 4 Pink Pearl erasers              | 1 Clorox wipes                     |
| 1 pkg. Expo dry erase markers (4) | 1 box of Ziploc bags               |
| 1 fabric pencil case              | <i>quart or gallon</i>             |
| 1 scissors 5" pointed tip         | 1 box of tissues (large)           |



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|-------------------------------|------------------------------|
| 48 #2 Ticonderoga pencils     | 12" plastic ruler            |
| 1 box of washable markers (8) | 1 6" plastic Protractor      |
| 1 box of colored pencils (12) | 6 spiral notebooks wide rule |
| 1 Pink Pearl eraser           | 7 laminated pocket folders   |
| 3 black fine point sharpies   | 2 composition notebooks      |
| 4 glue sticks                 | 1 graph paper notebook       |
| 5 blue medium pens            | 1 drawing journal            |
| 2 red medium pens             | 2 packs of post-it notes     |
| 2 yellow highlighters         | 3 boxes of tissues           |
| 20 Expo dry erase markers     | 1 Clorox wipes               |
| 1 dry erase eraser            | 1 headphones                 |
| 1 scissors                    |                              |

### ALL STUDENTS WILL NEED THE FOLLOWING FOR ART, PHYSICAL EDUCATIONS, AND SPANISH



- 1 black sharpie
- 1 glue stick
- 1 Clorox wipes



- Gym shoes (should fit snugly)
- Socks



#### FLES - SPANISH

- 1 laminated pocket folder (all grades)
- 1 Clorox wipes (K - 2nd)
- 1 pkg. lined paper (3rd - 5th)

\*\*\* Supplies may need to be replenished during the school year \*\*\*