**Greetings West Manor students and families:**

Welcome to our school! We trust you have had a restful summer and are ready to work with our teachers to ensure our students’ continued academic success. Here are some helpful reminders as you start the new school year:

1. **We are a uniform school**. Monday through Thursday, kids are expected to wear white or hunter green knit shirts, with khaki shorts/skirts/pants on the bottom. On Friday, students may wear appropriate clothing of their choice. Please check at the front office for further information on how to order West Manor uniform shirts.
2. **Morning schedule**

**Students are expected to be seated in their classrooms by 7:55am.**

Morning drop off is from 7:30-7:55. Please pull forward in the carpool lane as directed by the traffic monitors and someone will help your child out of the car if needed. DO NOT park in the carpool lane for any reason—traffic is blocked very easily if you do this!!!

* Call Atlanta Public Schools 404-802-3500 or check their website to find out about bus transportation: [www.atlantapublicschools.us](http://www.atlantapublicschools.us)

Breakfast is served each morning between 7:30 am and 7:50 in the cafeteria. Please check with the lunchroom coordinator for details, or go online at https://www.mypaymentsplus.com/default.aspx for prepayment arrangements (for breakfast and lunch).

1. **Dismissal/Aftercare**: pick up is between 2:30-3:00pm latest.

* Students are dismissed at 2:30 pm. Afterschool program children are collected in the gym. All other students should go to the cafeteria to be called for pick up.
* Carpool/afternoon pick up is from 2:30-3:00pm. As you enter the carpool lane a volunteer will ask you your child’s name, and then call him or her from the waiting area.
* If you need to assist your child to the car please park in the adjacent parking lots. DO NOT PARK in the carpool lane.
* At 3pm carpool students who have not been picked up will be escorted to Preferred School Care in the Gym—Parents will have to make their own financial arrangements for any fees charged.
* Aftercare options include: Preferred School Care (on-site): contact Sharon Malcolm 770-374-6328 or Trinity (next door): 404-696-5826

1. **Extracurricular activities**. Stay tuned for more details!

* Boy Scouts: TBA
* Band: TBA
* Orchestra: TBA
* Track and Fitness: contact Leslie Meyers-Joseph 404-696-0376
* *The following are coordinated through the aftercare program. Contact Sharon Malcolm for more information 770-374-6328:* Tae Kwan do, Chess, Dance, Tennis and Etiquette

1. **New student orientation (Kindergarten)** will be held on
2. **The First PTA Meeting and Open House**: Tuesday, August 21at 6:00pm in the gym. Please join us. You may return your PTA membership forms and fees at that time. PTA meetings will, in general, be held on the third Tuesday of each month, except in November, December.
3. **2012-13 PTA officers contact information:**

Pamela Williams-Phelps, President 404-668-9524 pwphelps@bellsouth.net  
Daniel Johnson, Vice-President 404-405-6046 [natural1967@gmail.com](mailto:natural1967@gmail.com)

Leslie Meyers-Joseph, Secretary 404-696-0376 lesliecmj@comcast.net  
Caroline Person, Treasurer [chperson@bellsouth.net](mailto:chperson@bellsouth.net)

**Important contacts:**

WMES Main office 404-802-3350

Regional director main office 404-802-3667

Local School council reps

Parent Liaison

**West Manor Elementary 2012-13 School Calendar**

August 6: First day of school

21: Open House and First PTA meeting 6:00pm school gym

22: 12 noon early release day

September 3: No school for students

18: PTA meeting

October 8,9: No school for students

16: PTA meeting

November 6: No school for students

19-23: No school for students

December 20-31: No school for students

January 1-4: No school for students

15: PTA meeting

21: No school for students

February 18: No school for students

19: PTA meeting

March 8: 12 noon early release day

19: PTA meeting

April 8-12: No school for students

?CRCT testing

?PTA meeting/elections

May 22: Last day of school