



Franklin Elementary School

-Celebrating 60 years of excellence in education, 1951-2011

FRANKLIN FOXES

2212 N. Jarchow St., Appleton, WI 54911 ♦ Phone: (920) 832 – 6246 ♦ Fax: (920) 832 – 4464

Carrie Willer, PhD, Principal

November 21, 2011

Dear Franklin Families,

As we prepare for Thanksgiving recess, I would like to give you a couple of updates and reminders. The installation of our school security system was just completed today and will be in use, starting tomorrow, November 22. This means that from **8:30-3:17 PM all the exterior doors will be locked**, including the front doors. If you need to enter our building during those hours, you will need to ring the buzzer located on the side of the right front door, which is also our handicap entrance. Once you press the buzzer, a staff member will ask you for your full name and the reason for your visit. Once you provide the information, the door will be unlocked and you are asked to come to the main office to sign in. We will do our best to answer the buzzer in a timely fashion, and your patience will be appreciated as we adjust to the new security system. If your child participates in a before or afterschool program at Franklin, the doors will be unlocked outside of the 8:30-3:17 time window. If you have any questions, please let me know.

Please note that Wednesday, Nov. 23rd is a half day of school, with dismissal at 11:27 am. Please make arrangements for your child's early departure so no sad faces are remaining in the office! There is no school Thursday or Friday, Nov. 24-25th. Enjoy your Thanksgiving recess!

Lastly, as we prepare for colder temperatures, please be sure your child is dressed for outdoor recess with warm clothing: winter coat, hat, mittens, scarf, boots, and snow pants. If you are in need of these items, please contact our guidance counselors as we have a limited supply of winter clothing for families in need. All children do go outside for lunch recess and afternoon recess in reasonably cold weather or snowy weather and we want your child comfortable and protected from the elements. For sanitary reasons, we can not loan clothing items to children if they forget their own. Some parents have found it helpful to leave extra mittens, hats, socks, and pants in their child's locker in a bag labeled with their name in the event their child needs a change of dry clothing.

On behalf of the Franklin Staff, we would like to wish you a joyous and safe Thanksgiving recess.

Warm regards,

Carrie Willer, PhD
Franklin Principal