# **Welcome to Mary Adams Elementary**

## Mary Adams Elementary School

7341 E. Stop 11 Road Indianapolis, IN 46259

## School Phone Numbers

Main Office: 317-862-2065 Attendance Line: 317-860-4288 FAX Line: 317-862-7255

## School Personnel

Principal: Ms. Jaci Greig School Counselor: Mrs. Kerry Purvitis School Nurse: Mrs. Natalie Davis

## School Hours

9:00 AM - 3:45 PM Daily Office Hours: 8:00 AM - 4:00 PM



### Car Rider Line:

If your child is consistently going to be a car rider you must have a hang tag with a number on it. *Please be sure your hang tag is easily visible when you arrive to pick up your child.* When you are dropping off your child in the morning, if there are no adults at the car rider door you will need to deliver your child to the office and sign him/her in.

### Picking Up at the Office:

All students not riding the bus or in YMCA care should be car riders. We ask that you not make it a routine to pick up your child in the office at the end of the day unless previous arrangements have been made. If you need to pick up at the end of the day we ask that you call at least a half hour in advance. This allows us time to ensure that your child is safely where they are supposed to be.

### Parent Participation:

We welcome and value parent participation at Adams Elementary. If you are going to be a regular volunteer in the building or if you are chaperoning your child's class on a field trip you must have a background check completed prior to spending time in the school. Please visit ftcsc.org/safevisitor to complete this. Background checks are good for two years. \*Due to COVID-19 we do not currently allow parents to volunteer in classrooms. We look forward to the time when we can remove this restriction.

### When You Have a Concern:

Any time you have a question or concern about the school process, we invite you to first gather all the facts from your child and his/her teacher. The classroom teacher should be the first line of communication. Teachers can be contacted via email or voicemail. Please understand that they are busy with instruction during the school day but will make themselves available at other times. Please feel free to also reach out to the front office or to the principal.