

Milaca Elementary

Back to School Reminders



Students should not be in the building prior to 7:45 AM or after 3:00 PM unless under the direct supervision of a coach, advisor, or teacher. Students that enter the building outside of school hours should wait in the wolf area.

Morning Drop-Off

The front parking lot is very busy with buses, student parking, and parent/visitor parking.

We encourage parents to use parent drop-off behind the school. This is a continuous drop off lane; parents should not park alongside the curb and leave vehicle unattended. Staff members are located at parent drop off to help direct students into the building.

If parents need to use the front lot, we ask parents to wait until **8:05 a.m.** to use for drop-off. In addition, please use HWY 23 entrance when possible if using the front lot.

When students arrive, they should report to the following areas:

- Preschool: Door 3
- Grades K-6: Elementary playground

Breakfast eaters can enter Door 5 at 7:45.

Non breakfast eaters will enter the building at 8:05. Attendance is taken at 8:20.

What if my child is going to be absent?

If your child is going to be absent, please notify the office the reason and dates. You can do this by:

- Calling Erin Biggins at 320-982-7301
- Email erin.biggins@milaca.k12.mn.us
- Submit on ParentVUE

What if my child needs to leave early?

If your child needs to leave the school day early, you may notify the school by:

- Calling Erin Biggins at 320-982-7301
- Email erin.biggins@milaca.k12.mn.us
- Send a note with your child

Late Arrivals:

To the extent possible, students should enter the building on their own when they are dropped off. You may call the office with the reason the student is late or email Erin Biggins ahead of time. If the parent chooses to walk in with the student, parents will not be allowed beyond the Elementary Office.

Visitors and guests are limited to those who have an appointment or are scheduled to volunteer. If you need to meet with your child's teacher or an administrator, please call ahead to schedule an appointment. **All visitors need to enter Door 1 or Door 4 to check in.**

Text "Yes" to 67587 to receive text messages from Milaca Schools! To ensure you receive **emails** from Milaca Schools, add the following email addresses to your contacts, and check your SPAM folder often, just in case!

noreply@region1.k12.mn.us
milaca.schools@schoolmessengermail.com

School
Visitors

School
Communication