



QUAIL CREEK ELEMENTARY

Dear QCE Parents and Families,

We hope everyone had a great summer! We are so excited to begin the 2025-2026 school year! The first day of school is **Wednesday, August 13th, 2025**.

On Wednesday, August 13th, parents and guardians will be allowed to walk their scholar in on the first day. This will be the only day that you will be able to walk your child to class. Our dedicated staff are on duty ready to welcome your scholar and help them find their class after the first day of school.

Your child's safety is our top priority. Please see the changes to check in/check out procedures for the front office. It is important you have a form of ID ready to display.

Checking in your scholar when tardy: Our attendance clerk will be located at the front entrance of the school beginning at 8:20 to ensure that students who are tardy are signed in by their parent/guardian and receive a tardy slip before heading to class.

Checking out your scholar from school: Parents/guardians will present their ID to our front office staff on the camera located by the door that leads to the front office (there will be signs by this door). Once verifying the parent's/guardian's information, the parent/guardian will wait in the mini walkway area that leads to the door where they presented their ID. Then, the student will be called down from their class and will walk out the door to their parent/guardian in the waiting area in the mini walkway.

Students may not be checked out after 2:30 p.m. This is a district wide rule to ensure that our students are safe and dismissal is smooth and efficient.

If you need to speak with an administrator, you must have a scheduled appointment. This can be done by calling the front office or emailing Mrs. Burris, Principal (erburris@okcps.org) or Mrs. Anderson, Assistant Principal (ehopkins-anderson@okcps.org).

7:45- Doors open for breakfast only. Students may only enter through the Thorn Ridge Entrance on the west side and go into the cafeteria at this time.

Oklahoma City Public Schools

P.O. Box 36609, Oklahoma City, OK 73136
Phone: 405-587-1000 | web: www.okcps.org

8:05-Students may be dropped off at the front entrance of the school (Rosewood). All staff are at duty posts. Teachers are greeting students into their class.

8:20-Instruction begins in all classrooms. Duty ends for staff. Our attendance clerk, Mrs. Harrison, will be available at the front entrance of the school (Rosewood) to ensure students are signed in and receive a tardy slip.

3:05-Dismissal begins for our school. We ask for your patience as our new Quail Creek families are learning our dismissal procedures during the first few weeks of school.

We appreciate your efforts to help ensure our students are safe! It's going to be a great year!

Sincerely,

Emily Burris, Principal