September 4, 2015

Dear Colvin Run families,

We are excited to welcome you back for another exciting year. The start of a new school year is less than a week away, with the first day of school being Tuesday, September 8th! We hope everyone had a safe and memorable summer vacation. While the students have been away, the school has been a busy place. We welcomed new families to CRES, new supplies and resources are arriving, and the teachers and staff have been preparing for another fantastic year. A huge thank you to Mr. Qui and his amazing custodial crew for their work making sure our classrooms and hallways are polished and gleaming. We are thrilled to announce that Mr. Qui and his custodial team have won the FCPS Custodial Team of the Year for the 13th consecutive year!! We could not be more proud of the work they do every day to ensure our students and teachers have a building ready for learning.

Throughout the summer, I had the opportunity to meet with many CRES families and friends. I also had the pleasure of meeting many families new to our school community, and I extend a special welcome to you. It’s exciting to have you join us!

**Important Reminders:** The start of every school year always brings about changes and reminders about certain routines. In order for the school year to begin in a safe and organized manner for all CRES students, it is important to be aware of the following events and procedures.

**School Hours:** The school hours are 9:20 a.m.-4:05 p.m., Monday through Friday.

Our arrival schedule will be:
8:55 a.m.: We welcome students into the cafeteria. We ask that students do not arrive before that time, as we do not have staff available to supervise them before 8:55 a.m..
9:05 a.m.: Students will be allowed to go to their classrooms.
9:20 a.m.: Students should be seated in their classrooms, ready to begin the school day; students arriving after 9:20 will be marked tardy. Any students riding a bus arriving late will not be marked tardy.

Our dismissal schedule will be:
4:05 p.m.: Kiss and Ride students, Bus Riders and Walkers will be dismissed.

*It is important to note these times. We expect the children to be ready to begin the school day by 9:20am every day. A timely arrival ensures that they have the opportunity to get focused and organized, thus ensuring a productive day.*
**Arrival/Pick-up during the first week of school:** If parents or guardians wish to walk their child to the classroom for the first day or two, park your vehicle in the Upper Parking Lot or Basketball Court and walk your child into the building. To promote your child starting their school day independently and to minimize classroom disruption, parents should say their goodbye outside of the classroom. If you would like to meet your child at dismissal, park your car in the Upper Parking Lot or Basketball Court and meet your child in the front lobby. Due to our dismissal procedures and to ensure the safety of all students, parents should not meet their child at the classroom doors. Please complete a Change of Transportation form if your child needs a reminder to meet you in the Lobby.

**Arrival/Dismissal--bus riders:** Please help your child learn his/her bus number. Staff members will be posted in the hallways in the morning to direct students to their rooms and in the afternoon to help children find their buses at the end of the day. Bus Playdates will begin October 1st. This is necessary so that, in cooperation with the FCPS Transportation Office, we can determine which students use the bus, walk or drive to school and in turn, the children can learn the appropriate routines. This will ensure the safety of all of our children.

**Arrival/Dismissal--car riders:** The Kiss and Ride lot is located in the Upper Parking Lot. Children can be dropped off between 8:55-9:20 a.m. Pick up begins at 4:05 pm. The students will be called by their last name, so please remind your child to listen for their LAST NAME being called. There is also a number under your Last Name sign so we can identify the grade level of your oldest child and differentiate between families with the same last name. These numbers are family specific, so we encourage you to help your child remember to come meet you in the Kiss and Ride line when they hear their LAST NAME and number. The student drop off/pick up occurs along the sidewalk next to the building. The children exit the building through the cafeteria door entrance. School staff will be present to direct traffic and assist the children. Many Colvin Run families drive their children to school, and we have a significant volume of traffic at Kiss and Ride during arrival and departure times. In order to maintain a safe and efficient procedure, please be patient and have your child’s Last Name sign clearly posted in your passenger side window. This Last Name sign was given to your child at our Meeting Your Teacher Open House or will be given on their First Day of School.

**Arrival/Dismissal--walkers:** Students that walk to school may enter or exit the building through the entrance nearest the gym or front entrance. For safety reasons, students who walk to school should not arrive before 8:55 a.m. because there is no adult supervision available before that time. Upon arrival, the children should proceed to the cafeteria. At 9:05 a.m., all children will be directed to their classrooms. At dismissal, children who walk home will dismissed by their grade-level teachers. Parents can plan to meet their children at 4:05 p.m., in the front lobby or doors near the playground at the end of the school day.

Your cooperation in following both arrival/departure times and procedures is necessary to facilitate a smooth transition at the beginning and end of the school day!
Children’s Safety: Our Top Priority!

**Student Absences, Late Arrivals, Early Dismissals and Change of Transportation form**

Our front office staff continues to provide a high level of service to our students, staff, and parents, and we look for ways to be more efficient in providing these services to our school community. In 2014-15, the CRES community used our Change of Transportation form a total of 15,967 times. This is the most efficient and effective way to communicate with the school regarding: absences, late arrivals, early dismissals or any end of day transportation changes. The Change of Transportation form is always found on the CRES homepage. Once opened on an iPhone or iPad, you can click “Add to Home Screen” to turn this form into an app you can easily access from your mobile device. Please click the link to access: [http://goo.gl/FY31R0](http://goo.gl/FY31R0).

If you have never used this form, for your convenience, the link is live if you would like to practice using the form. All entries will be deleted Monday, September 7th, so please do not complete a real entry until Monday evening after 5:00 p.m.

Please complete the Change of Transportation form for any of the following:

1. **Daily Student Absences or Late Arrival (by 9:00 a.m.)**
   - If your child will be absent from school or arriving late to school, complete this form to notify the front office.

2. **Early Dismissal (by 9:00 a.m.)**
   - If your child is having an early dismissal, complete this form and an automatic email will be sent to your child's homeroom teacher.
   - Dismissal times must be before 3:30 p.m.. We cannot accommodate dismissal times between 3:30-4:05. The buses are arriving and we are completing end of day activities.

3. **Transportation Change (by 2:00 p.m.)**
   - Complete this form if:
     - You would like your child to receive a reminder note regarding a change for today.
     - You need to communicate your child will go home a different way than planned.

**Bus Playdate Student notes:** Colvin Run will not be accepting “Bus Playdate” notes during the month of September. This means that children will not be allowed to have friends ride the school bus home with them at the end of the day during the month of September. This is necessary so that, in cooperation with the FCPS Transportation Office, we can determine which students use the bus, walk or drive to school and in turn, the children can learn the appropriate routines. This will ensure the safety of all of our children.

**Bus Schedules:** This week, your child received a “Welcome Back” letter from us, along with their individualized bus stop enclosed in the envelope. FCPS provided you with the individualized bus stop with an approximate AM pick-up time and PM drop-off time. As always, during the first week, we will keep you informed via a Keep-In-Touch (KIT) message regarding any buses running late.
**Blackboard Parent View Account Validation**- Starting September 8, 2015, you must have an active SIS Parent Account to be able to login to FCPS 24-7 Learning. The same login will be used to access both the SIS and FCPS 24-7 systems on this date. FCPS will mail SIS Parent Account registration letters on the afternoon of September 8th to all parents of students who are new to FCPS and registered as of September 4th and to all parents who had a FCPS 24-7 Learning account last year but have not yet registered for their SIS Parent Account.

Once a parent has their registration letter (with an activation key), they can register from their home computer. We suggest waiting for two-three minutes between activating an account and logging in for the first time to allow for synchronization of the data.

If you had an active FCPS 24-7 Learning Parent View account by June 18, 2015, you will be able to continue using this account until the beginning of the 2015-16 school year. Each parent has or will receive a letter in the mail providing a web address, activation key, and directions on registering for an SIS Parent account. If you received a letter, but did not act within the allotted 45 days, you must request a new activation code from your child’s school.

- **FCPS 24-7 Learning Parent View** will provide access to view all of your child's available courses, Family Connection to view Academic and Career Planning (for Middle and High school students), and Bus Stop Information. You can also update your child’s Emergency Care Information through weCare@school.
- **SIS Parent Account** will provide access to view your child’s student information, including attendance, report cards, class schedules, gradebook (for Middle and High School students), course history, discipline, health, and school information, establishing another form of communication between home and school.

“**Keep In Touch**”: Our school system provides an email notification system called Keep In Touch (“KIT”). All school emergency information and most of our school notices are sent out via the KIT system. If you have not done so, sign up now (check to make sure your information is updated, too). To sign-up for KIT, go to [http://www.fcps.edu/kit/](http://www.fcps.edu/kit/) and follow the simple registration instructions. This communication system is secure and is the primary means for communicating important school and school system information to FCPS families.

**On The Run newsletter and Dragon Gazette newsletter**: Our school newsletter, *On The Run* (OTR), is the school’s primary means of sharing information about school and PTO programs with the school community. The *On The Run* newsletter is posted on the school’s website every other Wednesday. There will also be a KIT message emailed to parents that day with a direct link to the *On The Run* newsletter. Make sure to read the newsletter to stay informed of school events and news.

**Parking at School**: Please review the following parking policy reminders and updates. As in prior years, parking on Trap Road is not permitted. We ask that you be mindful of the posted parking signs. Failure to comply with these parking regulations results in unsafe situations for our children, buses, and passing vehicles. Parking is available in the Upper Parking Lot and overflow parking is available on the Basketball Courts. There is no parking in the Lower Parking Lot as this is reserved for Bus Parking only. During our *Meet Your Teacher Open House and Back To School Nights*, we have secured Andrew Chapel for overflow parking. For certain school-wide events, the Lower Parking Lot WILL also be available for additional parking.
**PTO:** The Parent Teacher Organization (PTO) is the organization that specifically supports our teachers and children and represents the best interests of our children at both the local and state levels. Everyone is strongly urged to join this important organization. The PTO’s website is [http://www.crespto.org/](http://www.crespto.org/) and is a great source of information.

By joining the PTO, you are also helping support many of the special programs and school experiences CRES is able offer to your children. An active PTO sponsors school-wide events such as: Movie Night, Science Night, Skating Night, assemblies, field trips, and materials that enrich your child’s school program. Parents can and do make a difference in the education of their children by joining other families and staff as members of the Colvin Run Elementary PTO. You can also learn more about the Colvin Run PTO by visiting the link on the Colvin Run Elementary homepage or visit [www.crespto.org](http://www.crespto.org). Everyone is encouraged to join the PTO. Ideas, suggestions, and concerns are always welcomed.

**Volunteering:** Colvin Run Elementary School has an amazing school community and welcomes family members to visit their children for lunch or volunteer in the classroom. Our volunteers are a great resource to our teachers and staff and positively impact our school and the great things we can accomplish with our students. All volunteers are required to sign in at the computer located in the Front Office and receive a yellow name badge. Any visitors to our school will also sign in to receive a yellow name badge. Schedules and responsibilities are as varied as our volunteers and their many talents.

**Wednesday Folders:** Every Wednesday, take home folders are sent home with the children. These folders contain student work and important school notices. During the first week of school, the PTO provides the family of every student with an extensive amount of information for the new school year. There will be many forms to complete and return to school, as well as important informational documents. Please take time to carefully review all of the folder contents.

The start of the new school year is always a special time. No matter what age you are, there is always a sense of new beginnings and great possibilities. Our community’s ongoing commitment to the children’s instructional program and our strong sense of “family” make CRES a special place for everyone. I am proud to be the principal of our school and am looking forward to working with you. I hope that you and your children enjoy the last few days of summer and join me in enthusiastically welcoming the start of the new academic year. It was wonderful to see so many of you at our Meet Your Teacher Open House as we celebrate the beginning of the 2015-2016 school year.

Sincerely,

Kenneth J Junge
Principal
Colvin Run Elementary School