



RISING TO EXCELLENCE

BREAK-O-DAY ELEMENTARY

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Laura Shipp, Principal Brent Schmidt, Assistant Principal

July 16, 2018

Dear Parents/Guardians:

We hope your family has had a wonderful summer! The weeks have gone fast and we are already approaching our Back-to-School timeline! We would like to take this opportunity to welcome you and your child to another wonderful year of learning at Break-O-Day Elementary. Whether you are joining us for your first year or are a returning family, we look forward to working with you!

Please read information below regarding important dates/events and information for the start of school:

- CPCSC is excited to rollout a new online student management system called Synergy. *All returning and new CPCSC families must register their students in the new ParentVUE account – [link found here](#).* This will replace PowerSchool as your access to report cards and data, attendance, and food service accounts. ParentVUE and StudentVUE apps are also available for download on your smartphone. A parent activation code to register was sent to you in April. If you need your code or assistance, please call our office at 535-7536. If you have not registered your student for this year, please do so as soon as possible. Spread the word to any families who may be new to BES or have incoming kindergarten students.
- **Tuesday, July 17:** The Break-O-Day office is open daily beginning 7/17 from 8:30-11:00 and again each afternoon from 1:00-3:00.
- **Friday, July 20:** Class lists will be finalized and posted on the front doors at 4:30 p.m. for families interested in seeing their child's class placements early! This information will also be available online in the ParentVUE on Friday, July 20th.
- **Tuesday, July 24: Back-to-School Night at BES!** Please join us on Tuesday evening to meet your child's teacher(s), drop off supplies, and visit numerous informational tables in the cafeteria. Our evening begins with classrooms being open from 6:00-7:00. Teachers will run two sessions from 6:00-6:30 and 6:30-7:00. Families should plan to attend one of the sessions for each child that attends at BES. Our fifth grade team will hold one large meeting in the gymnasium beginning at 6:00 followed by all three classrooms being open to families until 7:00! All K-5 teachers will be sharing important information about what to expect this year in their classrooms and look forward to

meeting all of our students and families! Our cafeteria will have informational tables set up from 6:15-7:30. The BES office will also be open this evening for any last minute registration questions, making payments for book rental, etc. Our nurse will also be available in the clinic to complete paperwork with families needing to drop off medications. We will have information available about transportation, car rider procedures, and much, much more! This will be a great opportunity to meet our school staff, allow your student to see their classroom and classmates, and provide a lot of parent information before the first day of school!

- **Thursday, July 26: First day of school** ☺ Bus and Car Rider arrival will begin at 8:47 a.m. Breakfast will not be served at school on the first day. Car Rider dismissal will begin at 3:30 and bus dismissal will begin at 3:40. For the first two days of school, dismissal practices will take longer than normal. Please be at the bus stop for your child on time, but do not worry if the bus is running late. It will take us a few days to be in our normal routines as students learn the procedures.
- **Wednesday, August 1: First Early Release Wednesday**. We will dismiss car riders beginning at 3:00 and buses at 3:10 each Wednesday, for the remainder of the year, beginning on this date. For bus drop-off times, simply subtract 30 minutes from your typical time to be at the bus stop in the afternoon.

Important Facts and Things to Know:

Daily School Hours:

8:47- Car Rider Arrival begins, Breakfast begins in Cafeteria

8:55- Students dismissed from buses to enter the building

9:05- Morning Announcements

9:10- Tardy Bell--All classes are in full swing by this time!

3:30- Car Riders dismissed from class (3:00 on Wednesday)

3:33- Car Rider Dismissal begins (3:03 on Wednesday)

3:40- Bus Dismissal begins (3:10 on Wednesday)

Bus routes, numbers and approximate times will post on the Clark-Pleasant website under the Transportation button. Up-to-date information is typically more accurate 1 or 2 days prior to the first student day. Please know that this may change based on new enrollment and route adjustments. Your child's bus driver should call you about your child's route information the week school begins.

As stated above, the first student day is Thursday, July 26th. This is a full day of school. We encourage you to follow your typical transportation plans and have your child ride the bus beginning on the first day of school. A staff member will be assigned to each bus. The staff member will greet the bus, unload students and assist with getting to classrooms the first days of school. If your child is unable to ride the bus, staff will unload cars beginning at 8:47. Sometimes parents like to wait a few days before sending children on the bus. By that time, the extra staff have resumed their regular schedule, making the bus transition more difficult for the child.

Breakfast is served each day except the first day of school and on days with weather delays. The cost is \$1.50. Lunch is served each day. The cost is \$2.45. It is best to send in a week or several days lunch money at a time. Money should be in an envelope. The envelope should indicate your child's name, teacher's name and the words "Breakfast/Lunch Money." Lunch accounts can also be paid online through the ParentVUE. If you feel you qualify for assistance, forms will come home with your child on the first day of school and will also be available in the BES Office. Our cafeteria will be open on the evening of Back-to-School Night so that you may add money to your child's account. They will only be able to accept cash or checks that evening.

Each school year, book rental is due. Grade level amounts vary and are posted on the CPCSC website. You may write a check to Clark-Pleasant Community School Corporation or payments can be made online in the ParentVUE. If you need assistance with book rental, please call our school office. The fees portion of Book Rental is due for all students. Book Rental should be paid by August 31st.

This year will be an exciting year for everyone! We begin this school year with many new staff members. Speaking on behalf of everyone, we are thrilled to be a part of the Break-O-Day family! Look for "Getting to Know You" information about our new staff members in our first editions of the school newsletter!

Another quick update is in regards to our building. Four Clark-Pleasant elementary buildings will undergo some renovations this school year. We are excited to share that the interior spaces at Break-O-Day are going to get an update! We will be installing new carpet and flooring throughout the building as well as having all interior paint and wall coverings updated. These renovations are set to begin at any time. With this being said, you will notice that your child's classroom may not be as fully decorated for the start of the year. Everything that is up on walls, has to come down for the updated wall coverings! As classrooms work through a renovation schedule, they will settle into their newly renovated classrooms for the remainder of the school year. Teachers will be communicating timelines for your child's room to be renovated after we get more information for our construction crew. While your child's room is under construction, they will continue their normal learning schedule in a different classroom within the building. This has taken much creative planning and flexibility, but our focus will continue to be on student learning. This renovation is going to bring beauty to our building for years to come!

Thank you for taking time to read through this important information! Our goal for the start of the year is to continue to provide you with as much information as possible. If you have additional questions, please feel free to contact our school office at 535-7536. We are excited to see everyone at Back-to-School Night on Tuesday, July 24th as we kick-off the 2018-2019 school year at Break-O-Day Elementary!

Sincerely,

Mrs. Laura Shipp
Principal

Mr. Brent Schmidt
Assistant Principal