

Country Place Elementary School



Lance Chebultz, Principal Jazmin Pacheco, Assistant Principal

Tony Balsama, Dean of Students

10207 W. Country Place Blvd., Tolleson, AZ 85353

Phone: 623/478-6100 Fax: 623/478-6120

Attendance Line: 623/478-6103

July 20, 2011

Dear Parent/Guardian,

Hello, my name is Lance Chebultz and I am the new principal of Country Place Elementary. I hope that this has been a wonderful summer so far. The Country Place Elementary School family looks forward to your child attending school here at the home of the "Mustangs!" If you are new to CPES we wish you a big welcome, and look forward to making your transition a positive one.

Throughout the year working as a (Learning Community) including you and the Country Place staff, we will celebrate your child's successes, provide you with tools and techniques to improve your child's academic progress, and together make this the best educational experience possible!

Please read the following **IMPORTANT INFORMATION** below containing many dates and events that will be of interest to you:

August 4th: Meet the Teacher Night from 5:00-7:00 p.m. Class lists will be posted in the corridors. Staff and services from the following departments will be available for your convenience:

Food Service

Uniform Sales

Transportation

PTA

After School Child Care

Student Activities

August 8th: First day of school. Here are some helpful hints.

- If your child is a bus rider, please be sure that your child knows his/her **bus # and can identify his/her bus stop**. The Littleton District Transportation department will be sending out a separate letter to each family with bussing information for the new school year.
- Parents should plan to be waiting at the bus stop for the first few weeks. Bus drivers will not let little ones off the bus if a parent is not there to meet them.
- If your child is a walker, please be sure that you practice how to walk to and from school with him/her before school starts.
- Breakfast will be served each morning in classrooms for all students free of charge. Please ensure that your child is here no later than 7:40a.m. in order to be served

breakfast. Our front gates for parent drop-off will open at 7:25a.m. There will be no recess on the playground before school.

August 10th: Early release Wednesdays begin for all students Kinder through 8th grades.

Important morning information:

- Crossing guards will be at cross walks from 7:25 – 7:40 a.m. and 2:45 – 3:00 p.m.
- **Since there is no supervision before 7:25a.m., please do not drop your child off before 7:25 a.m.**
- Bus students will be picked up and dropped off outside the cafeteria entrance.
- The back parking lot is for staff parking and buses only.
- **Parent pick-up and drop-off is ONE WAY in the front of the building only. Please enter through the west gate and exit through the east gate.**
- **Please drop students off at the curb only, not in the middle of the line of traffic.**
- The front parking lot is for parents and visitors.
- **ALL visitors must enter the building through the administration office and sign in.**
- Walkers and riders enter through the west entrance in the morning.
- Breakfast is served in the classroom from 7:25 to 7:40a.m. for all students who wish to participate. There is no charge for this meal. Please provide breakfast at home if your child cannot be here before 7:40a.m.
- The playground will not be open in the mornings before school.
- **For the safety of your child, please call the attendance line if your child is tardy or absent at 623-478-6103. Students will be marked tardy by their teacher if they arrive after 7:40a.m.**

Important afternoon information:

- **Dismissal times:**
1st – 8th – 2:50 p.m. and 12:50 p.m. on Wednesdays
K(AM) – 11:20 a.m. and 10:20 a.m. on Wednesdays
K(PM) – 2:50 p.m. and 12:50 p.m. on Wednesdays
- **Please be on time to pick up your child after school. Teachers have parent meetings, staff meetings and other responsibilities to care for after dismissal. They cannot watch children whose parents are late. If you have an emergency and know that you will be late, please call the office to inform us.**
- **For your child's safety, secretaries are not permitted to pass on information that they receive over the phone to students. If you must change how your child is going home at the end of the day, we ask that you write a note, sign it and date it, and send it to the homeroom teacher. This is the only way we will know that you are aware of how your child is going home.**
- Walkers and students who get rides will exit through the east and west doors in the front of the building.
- **Parents of kindergarten students should park in the front parking lot and enter the kindergarten area through the access gate at the front of the school to pick up your child. Please do not park your vehicle in the driveway for this, as it will block traffic.**

- Bus riders will exit through the cafeteria doors where the buses will be waiting.
- **Once a child is on the bus, parents cannot remove the child before they reach their designated stop.**

Important general information:

- Please remind your child to follow the rules on the bus and cross the streets at the cross walks.
- **Please remind your child to follow the school's dress code.**
- If your child is riding a bike to school, please send a bike lock. Skateboards and scooters are not permitted.
- If you want your K-2 child to walk to or from school, we must have a written note from the parent for our file.
- If you want to speak to your child's teacher, please call directly and leave a message. The teachers usually can call you back during their prep or after school. Teachers will send their school numbers home to you.
- Please send all medicines to the nurse, in the prescription bottle.
- **Please be sure to let us know if you have a change in cell phone or work phone numbers.**

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| • <u>Lunch times are as follows</u> | <u>Early release lunch times</u> |
| 10:25 – 11:05 | 10:10 – 10:50 |
| 11:10 – 11:50 | 10:55 – 11:35 |
| 11:55 – 12:35 | 11:40 – 12:20 |

- For the safety of the children, ALL outside doors of the school will be locked from the outside during the school day. Children and staff will be able to exit, but no one can enter except through the school office.
- **Your child will receive both a school and a district handbook the first week of school. Please read through these with your child and sign and return the signature page as soon as possible which notifies us that you have received these. Also, please return the information card which is attached.**

The entire Country Place Elementary family is looking forward to an exciting and rewarding school year.

I look forward to seeing all of you at "MEET THE TEACHER NIGHT!"

Sincerely,

Lance Chebultz
Principal