



COWETA PUBLIC SCHOOLS
INDEPENDENT DISTRICT NO. 17

Sherri Dotson- Central Elementary Principal

Dear Parents,

Welcome to Central Elementary. I'm looking forward to getting to know you and your child. Communication is key to our success as we work together this year. Please sign up for messages by text or email. See the instructions provided with this letter.

We are very proud of our new school facilities and regret that all areas are not ready for student use. We are still looking forward to the new gym and playground areas. They are going to be worth the wait!

Each child will receive a folder with the Central Elementary procedures. This will be a reference for your family regarding district policy and procedures. The complete student handbook is available on the Coweta Public Schools website <http://www.cowetaps.org>. If you do not have internet access or desire a hard copy please request it at the office. Parents and students should be familiar with the policies. Coweta Public Schools is committed to keeping you informed. Visit our website often for important information.

Your child may qualify for free or reduced lunches. This lunch program assists our students but also qualifies our school for additional funding, so your participation is important to us. Since a large majority of our applicants will be approved through Direct Certification, this should allow approvals in a timely manner. Letters will be sent to all families as soon as they are approved. Any families that do not carry over will be sent an application. The cashiers in each lunch room will be handling the forms, so if you need to fill out an application or check your status, contact the school. If you have other questions please contact Vicki Middleton, Director of Child Nutrition, at 918-279-1581. **The lunch prices are \$2.75 for students and \$3.75 for adults. Student breakfast cost \$1.85 and adult breakfast is \$2.10.** Students may bring their lunch or eat a cafeteria lunch. A menu will be sent home with your child and we will announce changes to the students. All meals follow the federal regulations and include fruit and vegetables with the entree. The website to create and maintain lunch accounts for Students is: www.myschoolbucks.com You can create an account for all of your children using your email address. Once you input your contact information, including credit card number, etc., that info will be stored so you will not need to re-enter each time. You can add money, receive reminder email when the account is low, or set-up auto deposits.

Please help us with the arrival and dismissal procedures. It will keep our students safe and help traffic move smoothly.

Delaware is one way going south to north and Oak is one way moving east to west. To help your child safely enter and exit your vehicles at school please seat them in the back seat behind the driver. The child should exit the driver's side of the car so they are at the curb as they exit. When you drive through at the end of the day to pick up your student(s) they will be loaded in the back seat, driver's side of the car. Should it be necessary for a child to cross to the passengers' side, a school employee will walk them to that side of the vehicle. This will be necessary if loading into a truck with only two doors or a van with only passenger side access.

The law in Oklahoma states that children 5 years and younger are required to be in a car seat that is proportionate to their height and weight while the vehicle is in motion. Children between the ages 6 and 12 must be properly restrained either with car seats, booster seats or seat belts. It is strongly recommended that the safest place for a child is always in the back seat of a car.

Here are some very important reminders:

❖ **Morning Arrival**

- School starts at 8:25 AM. Students should arrive by 8:20 to make it to class on time. Students should not arrive before 8:05.
- Students are not allowed at their classroom before school starts. Students report to the cafeteria for breakfast and morning opening and then are escorted to the classroom at 8:20.
- Students will enter the school from the east parent loop and go directly to the cafeteria. Adults are not always stationed at the entrance so please watch your child enter the building before driving away.
- It is important for your child to begin the day on time. Traffic is very busy around 8:15-8:25. If your child needs breakfast at the cafeteria take that into consideration when planning your arrival at school.
- The back doors will be locked each morning from 8:35 until dismissal. Late arrivals will need to enter the main entrance on Broadway and have a parent sign them in at the office.
- Buses will unload at the front of the school, by Broadway, in the bus loop. Please do not use the bus loop for loading and unloading before or after school.

❖ **Pick Up (See Map)**

- The following procedure will allow all students to be loaded by the curb and no one will need to cross traffic. It is for the safety of the students and once the procedure has been practiced for about a week the process will improve.

- Pre-K, Kindergarten, & 1st grade will be picked up at the Northeast corner of the parent loop. When you enter the one-way street, Delaware, stay to the outside lane (right lane) and enter the 2nd driveway into the parking lot. You will weave through the parking lot between the parking area and move to the lane closest to the school after passing the main entrance.
- 2nd & 3rd grade car riders will be picked up south of the main entrance. When you enter the one-way street, Delaware, stay in the inside lane (left lane) turn into the parking lot at the first entrance and stay on the curb by the school. The lead car will use the 1st canopy as a guide of where to stop. When your child is loaded you will move to the other lane to exit around stopped cars.
- Buses and Day care will be picked up in the bus loop.

❖ Afternoon Dismissal

- School ends at 3:00. All car riders should be picked up before 3:15. Please stagger your arrival time between 3:00 and 3:10. This is important for the flow of traffic especially the first week of school when many parents pick up. If you arrive before 3:00 you may block traffic on a public street and prevent residents on Delaware from entering and exiting their homes. Arriving early is discouraged. Cars that stop on Chestnut waiting to turn onto Delaware also prevent our buses from getting to their designated location on time. Coweta Police will be very watchful of this difficulty.
- A sign with the child's name and grade, printed in **large, bold letters**, should be placed in the front window of your vehicle. It allows us to look farther down the line and have students ready as you drive up to load. By pulling forward we can load 3 or 4 vehicles at a time. If you have multiple cars that pick up on different days just duplicate the sign so it can stay in each vehicle.
- By staggering the pickup times slightly instead of all arriving at 3:00 it makes the process go smoothly. Stay in your vehicle and drive through to pick up your child. Parking, exiting the car and walking to the gate to get your child causes another set of problems including crossing traffic and should be avoided. We like a school employee to see who picks up every child and by loading them individually we are able to observe each child leaving.

❖ Visitor's Entrance

- Visitor's parking is by the main front entrance. If you are picking up a child during the school day, visiting for lunch, assisting at the school, etc. you may park in the vertical parking off Broadway. Children who are picked up before 3:00 must be checked out at the office. Parking here during arrival and dismissal is prohibited by the city.

❖ Pre-K

- Afternoon Pre-K students may meet Ms. Lisa and Mr. Cooper at the back main entrance at 12:25. AM Pre-K will be dismissed at the back main entrance at 11:00.

❖ Playground

- Weather permitting we will be using our temporary playground area at the start of school. Due to the size of the playground we will limit the number of students. Students are scheduled for recess daily, please insure they come prepared with proper clothing for the season. Outside recess is limited or canceled if the temperatures exceed 100 degree or the temperature or wind chill drops below 32.

Please be very observant on the streets around the school. We have children ages 4-9 years old and they are unpredictable. My worst fear is for a child to be hurt because of someone not paying attention when driving around the school. Please do not text or do other distracting tasks as you are waiting to load and unload.

Send a note with your child if their mode of transportation changes or call the office before 2:00 (1:00 on early release days).

We will continue to look at procedures and make adjustments as needed for safety and during construction. We will keep you informed through newsletters, memos, phone calls, text and email.

Thank you for your patience as we assure the safety of all children at arrival and dismissal. The procedure will work if everyone will give us a couple of weeks to become familiar with all the students. I welcome your feedback and appreciate your patience.

Putting children first,

Sherri Dotson