

## Park Elementary School 2023-2024 School Year Information

Dear Parents/Guardians of Park Students:

Welcome to the start of the 2023-2024 school year at Park Elementary School! As the new principal, I am thrilled and honored to be a part of this wonderful school community. It is with great enthusiasm that I extend my heartfelt greetings to our returning families and extend a warm welcome to our new ones. Currently we have 248 students in Grades 1, 2 and 3 and I am excited to meet them all!

Our staff has been working tirelessly over the summer to prepare for an exciting and productive school year ahead. We are dedicated to creating a safe, nurturing, and engaging environment where every student can thrive academically, socially, and emotionally. Additionally, work has been conducted on the tunnel and as I write this letter, the crews are busy putting the finishing touches on the project inside and out.

At Park Elementary, we believe in fostering a culture of high achievement for all students, where learning is our most important work. Our school theme this year is "REACH FOR THE STARS." We look forward to many "star studded" events throughout the year to help encourage our students to set goals and achieve them.



Open communication between home and school is vital to your child's success. We encourage you to be actively involved in your child's education and to take advantage of the numerous opportunities we offer for family engagement throughout the year. Whether it's attending parent-teacher conferences, volunteering, or participating in school events, your partnership is invaluable.

Please mark your calendars for our upcoming Back-to-School Bash on Monday, August 14th from 6:00 PM-8:00 PM . As we embark on this new journey together, know that my door is always open. I am here to support and collaborate with you to ensure the best possible educational experience for your child.

Here's to a fantastic school year!

Mrs. Makee

Principal, Park Elementary School

Teacher assignments will be posted in Infinite Campus after 5 PM on Friday, August 11th.

### **August 16-18 IMPORTANT Arrival and Dismissal Changes for Walkers and Car Riders**

The blacktop area is currently being resurfaced and because of this, we are making a few minor changes to our arrival and dismissal process for walkers and car riders. We hope to resume our regular procedures beginning the week of August 21st.

#### **ARRIVAL:**

Please continue to use Goodrich Court. However, instead of dropping your student off at the blacktop area, CONTINUE TO THE END OF GOODRICH COURT TO THE AUDITORIUM AND HAVE YOUR CHILD ENTER THROUGH THE FRONT DOORS. They will join their classes in the Auditorium.

All Park staff will be on hand to assist.

#### **DISMISSAL:**

Please park your car and check in with Park staff members in the front entrance of the Auditorium. We will bring your child out to you.

Thank you in advance for your patience and support.

### **ANNUAL UPDATE**

**The Annual Update must be completed by ALL Chardon Local School District households every year, for every student, even if there are no changes.** This ensures that you have created your Parent Portal Account, that we have the most accurate information for your student and household, allows you to pay for student meals and school fees online, and gives you access to important forms and documents, including report cards. Those that registered this past spring or summer will also complete the Annual Update. The window to complete the Annual Update will be open from August 11, 2023 to September 30, 2023. Please find Annual Update instructions [HERE](#).

### **EMAIL**

Please make sure your email address is current. This can be done by updating your information within Infinite Campus or by calling the Park office at 440-285-4067.

### **LABELING/MEDICATION**

All clothing, supplies, lunch boxes and lunch bags should be clearly marked with your child's name. Do not send your child with medications. Medication must be dropped off by the parent/guardian in the nurse's office with the medication permission form and the allergy emergency action plan (EAP) form (if applicable). Both forms are located on the district's [Health Services web page](#).

### **ATTENDANCE**

If your child is absent from school, it is imperative that you **call the school during the first hour of the school day**. If a call is not received, we will attempt to call you at home, your place of work, or at any number you have provided. Also, please notify us if your child has a communicable disease. Absence for reasons other than illness, such as babysitting, hurts the child's progress and is not a legitimate excuse for missing school.

### **BREAKFAST/LUNCH**

Breakfast and lunch are available for purchase in the cafeteria daily. The free and reduced breakfast and lunch application is attached and available in the [Food Service](#) section of Park's website. Student breakfasts cost between \$1.75-2.25, and student lunches cost \$3.25.

### **FEE SCHEDULE**

There are NO school fees in elementary school this year.

### **IMMUNIZATIONS**

State law very clearly requires that each child attending school MUST have certain inoculations. In Chardon Schools, children are enrolled only when proof of these inoculations is presented to the school nurse. Any exception should be communicated by the child's parent or guardian with the building principal or school nurse before registration.

### **CALENDAR**

The Park School calendar is available on the Chardon Schools website. Check here regularly to find out what's happening at Park.

### **NEWSLETTER**

The Park Pencil Point is our weekly school newsletter that is delivered to you via email on Thursdays. Additionally, it is also posted on our website. **Please take a moment to read the Pencil Point weekly to stay informed on news and activities.**

### **TIME SCHEDULE**

9:10 AM Students enter the building and staff supervision begins.

9:21 AM Students will be considered tardy.

First grade: Lunch 11:25-11:55 PM, Recess 11:55-12:25 PM

Second grade: Lunch 12:00-12:30 PM, Recess 1:00 PM

Third grade: Lunch 12:40-1:10 PM, Recess 1:10-1:40 PM

3:35 AM Walkers and those getting picked up will exit the NW doors (near the playground) to meet their parents.

3:40 AM School day ends. Topper Care students and bus riders are dismissed.

### **DROP OFF/PICK UP PROCEDURES**

#### **Morning drop-off procedure:**

School doors open at 9:10 AM. Please do not drop off students any earlier because there is no supervision. Bus and car traffic will come up Goodrich Court. We will ask all cars to move up to the back of the auditorium when dropping off their students. Walkers will use the NW sidewalk (near blue playground) to enter Park School.

Bus/car line begins to form on Goodrich Court at 9:00 AM. At 9:10 AM students may exit cars and buses. Please have students ready to make a speedy exit to help move traffic along. This line moves rather quickly. Parents should not get out of their cars.

To help make drop-off easier and faster, parents may desire to park on the Square and allow students to walk over to the main building. Please watch the traffic flow during these times.

**\*Please note - the doors close promptly at 9:20 AM, at which point students are considered tardy. If you arrive at school after 9:20 AM, you will need to bring your student into the office to sign them in.**

**Afternoon pick-up procedure:**

Please make sure to send in completed 2023-2024 After School Plans on the first day of school. **(See attached form)**

At 3:35 PM, walkers and non-bus riders will be released from our NW door by the swing set. A staff member will accompany this group out to the blacktop area. Parents need to park on the Square and meet their child(ren) as they exit the building. For those parents not walking with their children, it will be the parents' responsibility to discuss the importance of walking directly home after school for safety reasons.

At 3:35 PM, Topper Care and bus riders will be dismissed to their buses.

**NOTE: Student end-of-day dismissal plans cannot be changed at the last minute. The office/teacher **MUST** receive a note or phone call before 1:00 PM to notify us of a change to their student's end-of-day pick up/bus plans.**

**BE SURE TO CHECK THE PARK ELEMENTARY WEBSITE  
REGULARLY FOR UPDATES!**

**THANK YOU IN ADVANCE FOR YOUR SUPPORT!!!!  
IT'S GOING TO BE A FABULOUS SCHOOL YEAR!**

