August 16, 2023

Dear Matthews Elementary School Families:

**\*Your child’s teacher for the 2023-2024 school year is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room \_\_\_\_\_\_**

Welcome to the 2023-2024 school year! We hope you had an enjoyable summer with family and friends. The school staff has been working diligently to prepare for our staff and students. Our staff is so excited to work with our families and students to help all students experience success. Please see the bulleted points below as we look forward to the 2023-24 school year!

* The **first day of school for first through fifth grade students will be Monday, August 28, 2023**.
* **All visitors/volunteers to the school must log into Lobbyguard and have a picture ID to enter the building.**
* Our instructional day for all students is from 7:45 AM-2:45 PM. Students should be dropped off between 7:15 AM and 7:45 AM. If a student arrives after 7:45 AM, an adult must walk in the building to sign the student in for the day.
* **The latest time for early dismissal is 2:00 PM.**
* Breakfast will continue to be free for all students this school year. Lunch will be $2.75. If you need lunch assistance, visit the following link: <https://www.cmsk12.org/Page/887>
* **Join us for Open House before school starts. Open House will be held on Thursday, August 24th, from 3:30 PM- 6:00 PM.** We invite you to meet our staff, your teacher and tour our school and classrooms. No formal presentation will be given so come at the time that fits your schedule. Open House is a drop-in event.
* **After the first ten to twenty days of school, there may be a need for reorganization of teacher assignments, so** **class assignments are tentative**. The absolute minimum number of changes will be made. All families will receive notification through a phone call or letter if these changes affect your child.
* Enclosed is the **bus sticker** for your child. This sticker includes the following: Student’s Name, Address, School Assignment, AM/PM Bus Numbers, Stop Location, Estimated Pickup and Drop-off Times
* **Please take note of your child’s bus number**, **the bus stop, and the time to expect your child to be picked up in the morning and dropped off in the afternoon**. There may be more than one bus that will come through your area. **You want to be sure that your child boards his or her assigned bus.** Please have your child at the bus stop at least 10 minutes prior to pick-up time. Please be flexible with the bus schedule during the first several weeks of school. Buses will run later in the morning and afternoon as bus drivers and students acclimate to the routes.
* If you did not receive a bus sticker in this mailing, your student is either not eligible for transportation, you registered after the initial transportation deadline, or you have not registered for a bus. If there is no bus label, it is **very likely** that your child **does not** have a bus for the first few days of school. To request a bus, visit the CMS website and access Transportation Forms at <https://www.cmsk12.org/Page/195>.
* **Please take note that CMS will provide transportation to alternate stop locations, including licensed daycares and/or a relative’s address, only if the address is in your child’s attending school boundary.** Please call your daycare to ensure the location is in the Matthews Elementary School boundary. To request an alternate stop, please visit the CMS website listed above to access the alternate stop request form.
* **After School Enrichment Program:**AnAfter School Enrichment Program will be available at Matthews Elementary School in the afternoon only. For more information about this program, contact the After School Enrichment Program at 980-343-5567 or register online at <https://www.cmsk12.org/Page/41>

Sincerely,

Penni Beth Crisp, Principal