August 16, 2023

Dear Kindergarten Families:

**\*Your child’s staggered entry day is: Monday (8/28) Tuesday (8/29) Wednesday (8/30)**

Welcome to Kindergarten at Matthews Elementary School! Your child will meet new friends, enjoy new experiences at school, and begin his or her journey of learning at Matthews! **All kindergarten students have a staggered entry schedule**. **Kindergarten students will not have a teacher placement as we will create classes and assign students to teachers after staggered entry. Classes will be created on the morning of Thursday, August 31st.** Students will attend only one of the first three days of school (August 28th, 29th, or 30th). All kindergarten students will begin reporting daily on Friday, September 1, 2023. No kindergarten students will come to school on Thursday, August 31st, as our teachers will prepare their rooms for their class and contact families. On your child’s assigned day for staggered entry, your child will report to the front lobby. We will provide additional supervision to assist our kindergarten students who ride the bus so they get to the correct area on these days. **Please be sure to bring a picture ID if you would like to walk your student to class. All visitors must log in through Lobbyguard with a picture ID. Please be patient, as this process will take some time due to the large volume of visitors during the first week of school.** **Families do not need to bring supplies until Friday, September 1st or later. Please do not bring supplies to Open House or staggered entry. On Friday, September 1, 2023,** ***ALL kindergarten students*** will report to school.

* **Please join us for Ice Cream on the Playground for rising kindergarten students on Tuesday, August 22nd, from 10:00-12:00 PM.** This is a drop-in event to meet other families.
* **Please join us for Open House/Meet the Teacher before school starts. Our Open House will be held on Thursday, August 24, 2023, from 3:30-6:00 PM.** While your child will not have a teacher assignment, parents and students can come any time during these hours to meet all kindergarten teachers and see the kindergarten classrooms.
* Students may enter the building at 7:15 AM. The tardy bell rings at 7:45 AM. **Students should bring a change of clothes to be kept at school on the first day of school**. **Please put your child’s name on all items and put items in a bag with your child’s name on the bag. School supplies should be brought on Friday, September 1st, when your child is assigned to a teacher.**
* **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. Families will be contacted by phone or by letter if these changes affect your child.
* Enclosed is the **bus sticker** for your child. This sticker includes the following: Child’s Name, Home 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 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/buses>
* **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