

CES SURVIVAL GUIDE

Cafeteria

Peanut Butter: Charlton Elementary School does **not** serve peanut products in the cafeteria. Each class is assigned two tables. One table is peanut free, the other is not. If a student brings a peanut product in their lunch they have to sit at the table where peanut products are allowed. Students with peanut allergies sit at the table designated as peanut free with their classmates who did not bring peanut products. The two tables are washed with different cleaning rags and all student who have peanut butter use a wipe to wash their hands prior to going to recess.

Lunch Preparation: Lunches from home should come to school prepared and ready to eat. The lunch monitors do not microwave meals, peel fruit, or cut items for the children. They will help to open packaging, stick straws in juice and milk containers and get them any utensil or napkin forgotten at home.

Lunch Menu: The lunch menu is sent home each month and it can be found online. If your child does not like the menu choice, they always have the option of purchasing a grilled cheese sandwich. Lunch costs \$2.90 and that includes milk (white or chocolate). If your child is purchasing just milk the cost is \$0.50.

Individual Student Accounts: Each child has a 4 - 5 digit identification number. This number is sent home with each child at the beginning of the school year. If you lose it, you can contact Mrs. LeBlanc at jleblanc@dcrsd.org. Your child's identification number is used to update and manage your child's account through MySchoolBucks.com. You can deposit funds and conveniently manage your child's own account. You can access all of the MySchoolBucks information on the district website (www.dcrsd.org). First go to Students' tab, then Food Services' tab. To save the credit card processing fee, checks and cash can be sent in with students. Make sure to carefully secure the money in an envelope with their 4-5 digit identification number clearly marked.

Cafeteria Staffing: All kindergarten assistants accompany their classes to lunch. Besides the assistants, there are two cafeteria monitors in the cafeteria daily. The head custodian, Mr. Cushing, and the principal, Mrs. Pacheco also visit the cafeteria on a frequent basis. The two kitchen workers also will monitor the cafeteria once the meal is served and dishes washed for each lunch. Classroom teachers do not accompany their students to lunch.

Lunch Times: Charlton Elementary School has three scheduled lunches. They are at 11:30 a.m., 12:00 p.m., and 12:30 p.m. The first lunch includes all kindergarten students, the second lunch is a combination of kindergarten and grade one students and the third lunch is all grade one.

Front of the line: Students are told they can go to the front of the lunch line if they are only purchasing milk.

Cafeteria Behavior: For the first 25 minutes of lunch students are allowed to talk freely with their friends. With five minutes of lunch remaining, students are asked to whisper. With one minute remaining, students are silent as we transition out of the cafeteria.

Drop Off Procedures

8:35-8:50 a.m.: If bringing your child to school during these designated times, park in either the Federated Church parking lot, or in the school parking lot. *Do not drive or park in the spaces directly in front of the school or behind the school.* Walk your child to the front door. Please hold their hands and do not allow them to run. This is the area where buses drop off and safety is a top priority. Parents do not walk their children to class. They stop and say good bye either at the door or in the lobby.

Other Drop Off Times: Once morning buses have completed their drop-offs, you can park in the spaces provided directly in front of the school. Any time after 8:50 a.m. we ask that you walk your child into the building and check them in at the office with our school secretary. At that time, your child is considered tardy and we need to properly document that. Your child will walk to class on their own after they have been properly signed in.

Pick Up Procedures

2:55 p.m.: When your child is being dismissed at the end of the day, please send in a note or contact the office. When you arrive at the school you will park either at the Federated Church or in the school parking lot. *Please do not drive or park in the spaces directly in front of the school or behind the school.* Come into the office and sign your child out on the form provided then proceed to the gym where you will wait for your child. **For safety reasons, the school secretary will only call those children signed out at 2:55 p.m.** Your child will meet you at the gym once they hear their name and you will exit out the front door.

Other Pick Up Times: If you need to pick your child up at any other time of the day besides dismissal time, you are welcome to park in the spaces directly in front of the school. Please proceed into the school office and sign your child out on the designated form. The office will locate your child and your child will meet you at the office. Parents are not to go past the office into the building for security reasons. We do not call the children for dismissal until a parent is here. Please be aware that there are times, especially during the lunch/recess hour, that it could take 5 minutes to have your child ready to be dismissed. If you are in a rush, call the school 5 minutes prior to your arrival and we will do our best to have them ready for you in the office. If a note is sent to the school with the child in the morning, it will make for an easier transition for all.

Tardy and Dismissals on the Report Card:

- If your child arrives to school prior to 12:00 p.m. it will be marked as tardy on the report card. If your child arrives to school after 12:00 p.m. it is considered an absence and will be marked as absent on the report card.
- If your child is dismissed after 12:00 p.m. it is marked as dismissed on the report card. If your child is dismissed prior to 12:00 p.m. it is marked as absent on the report card.

Please note: Even if your child can only be in school for an hour or two, it is beneficial for them to be in school. Please do not feel that if they are going to be marked as absent that it is better to keep them home. We love having your children at school!

Absence Being Checked: We have implemented the Notification System this year that is an automated system to make any absence and/or emergency calls. This system will run every morning between 9:30—10:00a.m. for absences. Whether or not you call in your child, you will still get an automated call. Knowing that you called, you do not need to call again, if you didn't call, please call to confirm the absence at 508-248-7774. With that stated, please make sure that all numbers on the Student Information Sheet are correct as those are the numbers that will be utilized.

Bussing and Bus Cards

Morning Bus Procedures: Your child's bus arrives at the school sometime between 8:30 a.m. and 8:50 a.m. The school bell rings at 8:35 a.m. and students are let into the building at that time. There are two adults outside on bus duty to monitor your child's transition from the bus to the school. There is an adult in the hallway of the school greeting the children each day as they enter from the bus.

Afternoon Bus Procedures: All students wait in the gym for their buses. The bus numbers are all on the walls of the gym by both number and Disney character. The Disney character is there to support students who do not yet know their numbers. There are six adults on bus duty each day. Two of them transport the students directly to their buses, one stands at the gym door informing the adults in the gym of what buses are at the school. The other three adults are in the gym monitoring the students and their behavior.

Please note that there are no bus monitors on the bus. However, First Student does have cameras on all 47 route buses and the 7 spare buses.

Bus Cards: If a student misbehaves on the bus, the bus driver will write a bus card and give it to the principal. The principal will speak to the child the first time and the bus card will come home so you are aware. The second time a bus card is given, generally the student will either be assigned a seat on the bus or lose a portion of their recess. Again the bus card will be sent home. If a third bus card is given, district policy states a bus suspension **may** be administered.

Kindergarten Orientation: A representative from the bus company is on hand at kindergarten orientation to speak to parents about bus procedures.

Bus Routes: Once the bus routes are determined in mid-summer, they are listed on the district web-site with a start time. The bus routes remain on the web-site all year. They are also published in the local paper in August. Bus numbers are placed on a child's bus tag in kindergarten to help faculty get them on the right bus at the end of the day until they learn them on their own. If you need more information in regards to your child's bus number or route you can contact First Student at 508-248-0218 or the school secretary, Mrs. LeBlanc at 508-248-7774.

Alternate Bus Forms: Sometimes it is necessary for a student to take a different bus than the one they are assigned to for daycare reasons. (Not for a play date.) An alternate bus form must be filled out and approved prior to this happening. All students can only have 2 buses assigned to them. (Home bus and 1 alternate) or (2 alternates)

Half-Days

Several times during the school year a half-day is scheduled. We begin dismissing students who are picked up by their parents at 12:05 p.m. After they are called, we begin putting the students on the bus for dismissal. Student lunches are served on half days. The lunch times are 10:30 a.m., 11:00 a.m. and 11:30 a.m. Snack time in the classroom is done on an individual basis. Please ask your child's teacher.

Spirit Days

One Friday a month, the school celebrates a Spirit Day. At 2:00 on Spirit Days, the whole school gathers together as a community in the gym. At our assemblies we sing crazy songs, listen to a story and enjoy being together as a school. Although many of our staff and students dress to the theme, it is not required. Many teachers plan a small craft to make in class that support the theme. Example: Shark hats on "Commotion in the Ocean" day or sheriff badges for "Cowboy" day. Spirit Days are meant to build a positive culture within the school community. Mrs. Pacheco implements new themes every 3 years so students have new themes for their preschool, kindergarten and grade one years. If you have an idea for a spirit day....Mrs. Pacheco is welcome to all suggestions. The last day of school is always CES Pride Day. The following is a list of the Spirit Days used since this tradition began. CES Spirit Days are always advertised in the Cubbie Chronicle and are usually held on the last Friday of the month.

Sunglasses Day	Crazy Hat Day	Farmer Day
Winter Carnival	All Sports Day	Cowboy Day
Go Green Day	Crazy Socks Day	Mixed Match Day
Twin Day	Commotion in the Ocean Day	Get Fit Day
Storybook Character Day	Crazy Hair Day	Citizenship Day
All One Color Day	Circus Day	Pajama Day
Tropical Paradise Day	Pirate Day	Disney Day
Golden Rule Day	Olympic Day	Super Hero Day
Career Day	Neon Day	Tie Dye Day
Community Service Day	Choose to Be Nice Day	Stuffed Animal Day

Special Events

CES holds various special events during the year. They are not all held each year. Listed below are some of the events that may happen while your child attends our school.

- Family Reading Night: This event is held typically in the fall and is run by the CES Reading Specialist. Students and parents in kindergarten and grade one are invited. Parents go to a classroom and learn about literacy at this age level. The children are entertained by teacher volunteers.
- Family Math Night: At this event, children and families stay together and move from area to area engaging in math activities. Typically there is an estimation station, computer games in the lab, Math BINGO in the cafeteria and then they gym is filled with different math games. This event is open to all CES students and their families.

- Family Art Night: This is another event that is open to all CES students and their families and is organized by the CES Art Teacher. At this event there are art activities set up in the art room and cafeteria. Each activity is staffed by a CES employee. All materials and directions are listed to create a beautiful art project. Families can choose to complete one project or several during the evening.
- Field Day: Field day is held in June during the school day and is organized by the CES gym teacher. This event is for kindergarten and grade one and their families are invited to attend. At field day students travel through stations with their class. Each station is manned by a parent volunteer. After the field day event, parents are invited to stay with their children for a picnic lunch.
- Student Concerts: The kindergarten and first grade students both have an evening concert at the Charlton Middle School. Parents are invited to attend. This event is publicized in the Cubbie Chronicle, plus our music teacher will send home a letter on what time the children should arrive and what they should wear. Families are welcome to attend this event to watch their children. Preschool students also have a concert at their “graduation” on their last day of school. This event is held at the CES gym and families are invited to attend.
- Butter Braid Sale: The CES School Council sponsors a Butter Braid sale each year in the spring. The money raised goes directly back to our school to enhance technology or to purchase supplies above and beyond what is covered by our yearly budget.
- STEAM Night: STEAM stands for Science, Technology, Engineering, Art, and Mathematics. At STEAM night all CES families are invited to attend. All activities incorporate two or more of these disciplines.
- Enrichment Classes: Between February and April vacations enrichment classes are offered after school for kindergarten and grade one students. The fee is \$45.00 for seven weeks. Classes offered in the past include; cooking, STEAM, Yoga, Gardening Art, Make your Own Board Game, Puppets and Plays.
- PTO Sponsored Shows: Four times a year the PTO sponsors a show at Charlton Elementary School. Some of our past shows include; puppet shows, bubble mania, laser light shows, singer/song writers, magic shows, and storyteller/author visits.
- Field Trips: Both kindergarten and grade one go on a field trip each year in the spring. The Charlton PTO helps fund these trips as bussing is very expensive. If the trip costs more than the PTO allocation, parents would be asked to contribute a small amount. No child would be left home for failure to pay this amount. The CES Office will contribute the money for any child suffering from economic hardship. Some of the places our students have visited include; Davis Farmland, the Holyoke Children’s Museum, the Hanover Theater, and Norcross Wildlife Sanctuary.
- District Art Show: Each year in May, all seven schools are represented at an art show located at Shepherd Hill Regional High School. The CES art teacher chooses one art piece from every kindergarten and first grade student at CES to be matted and framed for this event.
- SHRHS Holiday Spectacular: The CES kindergarten and grade one students travel to Shepherd Hill each December to watch the show choirs perform in the holiday spectacular. This is a free event for our students and the district office pays for the bussing.
- Choose to Be Nice Club: This club is for grade one students only and meets twice a month. Their purpose is to spread good cheer to others.

Recess

All students at CES have a recess each day. Recess lasts anywhere from fifteen to thirty minutes depending on the weather conditions. When the weather is nice and the playground is not under rain or snow, recess is held on the playground. When the snow or rain close our playground we then have recess on the black top behind the school. Students do not go outside during inclement weather or when the temperature is below 32 degrees. During indoor recess, students stay in their classrooms and play games, build with blocks, and color or draw. On days where no gym is scheduled, classes can access the gym during recess time.

Students go to recess after their lunch. There are at least three, if not more, adults outside with the children during every recess. The adults outside are assigned to zones to make sure that all areas of the playground are supervised. There is one adult assigned to every classroom during indoor recess. The staff who are on duty outside take with them a walkie talkie, a whistle and a small first aid bag. The walkie talkie can be used to contact the office, the nurse and the custodian in case of an emergency.

Charlton PTO

The Charlton PTO services Charlton Elementary School, Heritage School, and Charlton Middle School. They meet monthly and have an elected board of officers. The Charlton PTO fundraises specifically to give back to our three schools. They fund field trips, help purchase supplies, pay for our PTO sponsored shows, hold fun family events throughout the year and hosts the end of the year social. Please check out the PTO web-site (www.dcrsd.org/community/charlton-ptu) and support their efforts as every dollar raised comes back to our kids!

Nurse Visits

Charlton Elementary School employs a full-time registered nurse who is at school during school hours. Students are sent to the nurse, as needed, by the classroom teacher. For minor ailments, our nurse will fill out a form that provides information to parents and guardians on the nature of the visit. For major ailments or illnesses such as fever or bumps to the head, the nurse will contact the parent or guardian immediately. The nurse will inform parents if a child needs to stay home the following day. Although we understand the difficulty this may present to working parents, our concern is always our students.

In order for our nurse to give doctor prescribed medications, she needs to have the doctor's orders. These medications should never be sent to school with the child, a parent should drop this off and speak directly to our nurse. Medications for small ailments such as a headache can be given at school with parent permission.

Technology at CES

Every classroom at CES has up-to-date technology with a Smart Board and projector. ***All of these items*** were purchased with community support through either our PTO or our own school fundraising efforts. At least one time per year, CES will hold its own fundraiser for the enhancement, replacement and repair of technology. This equipment is expensive and needs to be updated frequently. If your business or family would ever like to make a donation to this cause, it is greatly appreciated.

Homework

Grade one students are given homework each day/week on an individual classroom basis. The following list are examples of what may be given.

- Spelling homework to support weekly spelling words
- One math sheet to support each math lesson taught in class
- Math fact practice addition and subtraction through 20
- Reading fluency practice (This can be used for the reading calendar.)
- Reading Calendars – Read 15 minutes daily
- Special projects as assigned by individual teachers

Kindergarten classrooms do many different things to support student's progress with academics taught during the day. The following list are the types of things your student may or may not be exposed to in the area of homework.

- Book bags designed to support individual reading levels
- Sight word practice
- Reading Calendars – Read 15 minutes daily
- Math fact practice addition and subtraction to 5.
- One math sheet to support each math lesson taught in class
- Special family projects as assigned by individual teachers

Blogs

At Charlton Elementary School we utilize classroom blogs. Teachers and specialists use their blogs to highlight all of the activities in their classroom. To find a teacher blog, visit www.dcrsd.org. On the gold menu bar along the top, click SCHOOLS. Scroll down until you find Charlton Elementary School. On the left hand side you will see Principal's Blog and under that, Teacher's Blogs and Websites. Once you find the blog or blogs you want, become an e-mail subscriber. Once you do that, the principal's blog posts or teacher's blog posts will come directly to your e-mail and you won't miss a thing! Please note that our art teacher, gym teacher and reading specialist all have blogs. They too post important information.

Parking Availability

When visiting Charlton Elementary School parking can be an issue. There are three areas for you to park; in the front of the school, on the side of the school, and at the Federated Church parking lot. During special events we sometimes will open the back lot behind the school. If we do that, a sign is posted at the driveway to this lot on the side of the school. Please be very courteous to the Federated Church, if that is your parking choice as we are their guests. If you notice the lot closed for a funeral, please do not use it. Wherever you choose to park, please always remember to drive with extreme caution as young children are not always predictable when walking to and from the school.

Grade-to-Grade Transitions

- Preschool to Kindergarten:

When students attend our preschool they take many tours of the kindergarten wing during the last few weeks of school. Our preschool teachers support the administration in placing the students in classrooms. We hold 5 weeks of preschool camp during the summer for students ages 3-5. In late August, the school is opened up for incoming kindergarten student tours. All students are invited and this is advertised in the summer letters that go out at the beginning of August.

- Kindergarten to Grade One:

Kindergarten teachers and specialists work with administration to create balanced classrooms for grade one. We take into consideration both academics and behavior. Parents are also given an opportunity to fill out a form highlighting important information about their child that is used in placement. On the last day of kindergarten, students find out who their teacher is and attend a 45 minute “step-up-day” with this teacher and their new class. For parents, there is a “Meet the Teacher” night planned the first Thursday at the start of the new school year for our new first grade students.

- Grade One to Grade Two:

Grade one teachers fill out information cards about each child in their class. These cards are given to the administration at Heritage School. The special education team from both schools meet to discuss all students on an IEP. The administration and her team from Heritage School, utilize this information to create balanced classes. Parents are also given an opportunity to fill out a form highlighting important information about their child that is used in placement. In June, first graders are bussed to Heritage School to meet their new teacher and class. There is also a “Meet the Teacher” night planned at Heritage School prior to the start of school.

Library

Kindergarten and grade one students visit the library weekly for 30 minutes. Students are allowed to take one book out of the library each week. Students are not allowed to take another book out of the library until the first book is returned. Students are expected to take good care of their library books. If a book is returned damaged or if a book is lost, parents will receive a letter requesting payment for the loss or damaged book. All monies received from lost and damaged books are used to replace the books.