

July 2008

Dear Parents and Guardians,

We have had a great first full week at Olive Chapel! I would like to emphasize the importance of safety and security as a top priority of our students and staff at our school. Following are important ways you can help:

1. ALL visitors are expected to sign in at the front office before going to any classroom, especially the cottages outside. ALL visitors are required to wear a yellow visitor badge when visiting anywhere on campus during the school day. Even though we have 24 hour video camera surveillance at our school, it is absolutely necessary to report to the office before preceding any where in the school building.
2. It is absolutely necessary for parents to abide by the carpool procedures and buses for transportation of children for arrival and dismissal. Here are some tips to ensure good choices during carpool:
 - a. All parents are asked to remain in their cars and to pull up to the colored cones to allow the children to be picked up in the afternoon. It can cause confusion for students and staff if many adults are surrounding the doors at the front of the school or multipurpose room.
 - b. Make sure your children are ready to get out of the car with their shoes on and backpack in hand when you pull up to the curb. The adults and safety patrol members will be ready to assist them as needed.
 - c. Clear the path from the car seat to the door closest to the curb, so children can get out of the car without knocking toys or other objects on the ground or outside the vehicle.
 - d. Drop off children and pick-up in designated areas ONLY. The loading dock area is for cafeteria and custodial staff parking only. If we have a delivery or waste pick-up during this time, they are not required to wait or to come back if the loading dock area is blocked. There are signs posted to designate the loading dock off limits to anyone other than staff of delivery trucks.
 - e. If you need to secure your child(ren) in their seats, please pull forward out of the direct carpool line to enable it to flow smoothly without holding up traffic.

We are aware that the parking lot is inadequate for the number of cars and carpool students that we have, however, having your child ride the bus, carpool with a neighbor, or walk to school can alleviate traffic. Please do not park in the fire lanes marked at the front of the school. Also, mark your calendar for the first "Walk to School" day on Wednesday, October !

In order to decrease the numbers of disruptions to the classrooms, parents should make sure children arrive before 9:10 AM, so they have time to get their day started effectively before beginning instruction for the day. In addition, at the end of the day, please do not sign out your children between 3:30 – 3:45 PM. This time is spent finishing lessons, reviewing learned material, reading independently, and packing up for the day to go home. When students are dismissed early, it is disruptive in the classroom and the main office since it is such a busy time of the day. If you need to bring any items to your child during the day, please leave them at the front office, and your child's teacher will be notified at an appropriate time that something was brought in for your child.

We look forward to seeing you at Open House! It will be held on Wednesday, July 23 for students on tracks 1 and 2 and Wednesday, August 20 for students on tracks 3 and 4. Parents are invited in the classrooms from 5:30-6:00 PM. A General Meeting of the PTA will be held from 6:15-6:45 in the multipurpose room. The classroom presentations will be repeated from 7:00-7:30, to allow parents to attend more than one classroom presentation. Specialists will be available in their classrooms during this time, as well. Please keep in mind, Open House is not a time for individual conferences, but the teacher will gladly schedule a mutually convenient time to discuss your child's individual progress.

Please visit our school's web site at <http://olivechapeles.wcpss.net> for additional information throughout the school year. I look forward to a successful school year working in collaboration with your child, your child's teacher, and you!

Sincerely,

Melissa Burns