



# PRESIDENTIAL MEADOWS ELEMENTARY SCHOOL

*Soaring to Exemplary*

July 28, 2008

Dear Parents:

I hope you are enjoying your summer vacation. It's hard to believe that we'll soon begin another school year. The staff is delighted that your children will be coming to Presidential Meadows Elementary for the 2008-2009 school year. On the 5<sup>th</sup> of August, from 6:30 p.m.-8:00 p.m., our PTO is asking all parents and students to join them in a National Neighborhood Night Out Carnival. Also, be sure to register students new to Presidential Meadows Elementary starting August 11<sup>th</sup> from 8:00 a.m. - 3:00 p.m. Extended registration will be held August 14<sup>th</sup> from 8:00 a.m. to 7:00 p.m. You'll need to bring your child's legal birth certificate (not the one with the footprints), immunization records, social security card, and report card of previous year (if applicable). A copy of the custodial parent's picture identification will be made. A proof of residence (such as a lease or utility bill) is also needed for registration. Please note that all returning Manor ISD students (including Pre-K and kindergarten students) do not need to register before school starts. Enrollment packages for returning students will be sent home the first day of school.

On the 22<sup>nd</sup> of August, from 5:30 p.m. - 7:00 p.m., we are asking all parents and students to join us in a Meet the Teacher Orientation- All Around the World tour of PME. Boarding passes will be provided as you arrive. Boarding passes need to be stamped by your student's homeroom teacher and two other teachers (such as P.E., Art, Music, Computer, etc.) Boarding passes will be your ticket for entrance to a reception in the cafeteria from 6:30- 7:00. From 5:30-6:30 p.m., staff members will be in their assigned locations to greet our 08-09 students and parents. Teachers will be delivering an overview of campus and classroom expectations. As we have put much thought in determining placement of all students, we respectfully request that your child's class placement be considered final. This is the night we introduce staff members to our school community and orientate parents on campus and classroom expectations. Formal staff introductions will be made at our Curriculum Night (the traditional Back-To-School Night) on September 23<sup>rd</sup>.

The school day has been adjusted to accommodate district transportation needs.

6:45 a.m. PME doors open.  
6:45 a.m. - 7:30 a.m. Breakfast is served. Students proceed to their designated spot after eating breakfast.  
Students may visit quietly with a classmate while waiting in the designated area.  
To ease congestion, note the following supervised waiting areas:

ALL students will proceed to their classrooms and wait outside their doors in the hallways until their homeroom teacher welcomes them in to class at 7:35 a.m.

7:30 a.m. First Bell - Students proceed to their classrooms.  
7:40 a.m. Tardy Bell - Announcements are made over the public address system.  
11:00 a.m. Morning Pre-K Ends (Pre-K car riders will be picked up in the front of the building- Students will be placed in your car for their safety.)  
11:40 a.m. Afternoon Pre-K Begins (Car riders may be dropped off in the cafeteria no earlier than 11:40 a.m. Pre-K students are tardy at 11:50 a.m. They will be counted absent if not in attendance at 12:30 p.m.)  
2:40 p.m. Car riders, YMCA students, and walkers are dismissed.  
2:43 p.m. Grades Pre-K- 1 bus riders are dismissed.  
2:45 p.m. Grades 2 -5 bus riders are dismissed.  
2:50 p.m. All buses should depart by this time each day.

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On the first day of school (August 25<sup>th</sup>), students will be greeted by staff members or MHS National Honor Society students. They'll ensure all bus students wear an identification tag that displays the bus number they arrived on. Students will be assisted, as necessary, to the cafeteria for breakfast and then to their designated supervised waiting area.

Due to the size of our school population, we encourage students to ride the bus whenever possible. If your child does not ride the bus in the morning, please drop off your child at the front of the school building in the drive by the doors - not the street. (The street should never be used as a drop off. It's unsafe and in the past when parents ignored this request, children were endangered.) Kindly remember to not pass cars as students are loading and unloading. Parents should also note that we have 1-2 assistants on duty each day to help load and unload students. Please don't wait until you pull to the very front of the building to have your child get out of the vehicle. To avoid any frustration of other drivers and to alleviate potential accidents, should your child need extra time in getting out of the car, please park in the available spaces in the front of the school and walk your child into the building. Remember to use the crosswalk when escorting your child into the building. Be sure to wait for the assistant on duty to motion you to cross to ensure everyone's safety. Visitor parking is available in parking lots. Additional parent parking is available in the streets surrounding the school. In the afternoon, car riders may be picked up by the awning in the front of the school. The side and back areas are reserved for bus loading.

To ensure your child's safety, you must submit a written request if your child's afternoon arrangements are different from the regular routine. These requests should be delivered immediately to your child's teacher upon arrival. Parents needing to pick up students for medical appointments or other reasons must report to the school office to sign out their children. If at all possible, try to schedule appointments during the time your child is not in school to maximize his/her instructional time and not interrupt the educational process of your child's classmates. Keep in mind the front of the school is for immediate morning and afternoon drop offs. It is also a fire lane. Parents must park in a parking space when picking up children during the school day.

Parents are always welcome to join their children for breakfast. Just stop by the office and provide to the staff a valid state assigned photo ID, which will be scanned to provide you with your visitor's pass. Please realize parents should not follow children to the classroom after breakfast as instruction should immediately commence. Feel free to stop by and have lunch during your child's designated lunch time - after signing in at the office. Presidential Meadows Elementary has an involved group of parents. Look for flyers the first weeks of school with opportunities on how you can help out and volunteer!

In an effort to maintain effective communication with you, we will supply each student with a Presidential Meadows Elementary School folder. The folder will be sent home with your child each Tuesday and should be returned on Wednesday. Important school information such as school newsletters and important classroom information (like graded papers, field trip information, etc.) will be sent home in the weekly folder. In the event a folder becomes lost or damaged, replacements are available in the school office for \$1.00 each.

Please mark Tuesday, September 23<sup>rd</sup> on your calendar. We will have a PTO Meeting and our first Curriculum Night/Back-To-School Event. PTO will begin their meeting at 6:00 p.m. Staff members will be introduced and parents will visit their children's classrooms to learn more about instructional programs.

I look forward to working with you to make this year an exciting and successful learning experience for your child. If I can be of any assistance, please do not hesitate to call me at 278-4225. I may also be reached by e-mail at tara.bowens@manorisd.net.

Sincerely,

Tara Bowens, Principal  
Presidential Meadows Elementary