



Cedarwood Elementary
Kristy Leigh, Principal
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Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

August 5, 2019

Dear Cedarwood Families,

Welcome to the 2019-2020 school year! I am truly honored to be starting my first year as the Principal of Cedarwood Elementary School. In my twenty-two-year career with Columbus City Schools, I have been a Classroom Teacher, Literacy Coach, Literacy Specialist, K-12 Writing Coordinator, Staff Development Specialist, PAR Consulting Teacher, and most recently Leadership Intern at Leawood Elementary School. Deciding to become an administrator came from a strong desire to make a positive impact on an entire school community, as well as the desire to help build the capacity of teachers and students as we move into a challenging 21st century. It takes a village to raise a child. Parents, teachers, support staff, community and administration all play a part in helping our students meet and exceed our expectations of them. You will find that my door is always open, and I am always here to support you in any possible way. We welcome everyone back to school on **August 22nd!** We are going to have an amazing year together, where students, staff, and parents work to build a great community that ensures students are life-long lovers of learning and *adventure!*

I am pleased to say that we, the staff of Cedarwood are committed to providing “each student” with a quality education that is full of meaningful and enriching learning experiences. As we grow to set the standards of being a school where academic excellence is our goal, the expectation of all students arriving to school on time, daily, and modeling outstanding classroom behavior is just the beginning. Also, with your help, we can work together to make Cedarwood a place of purpose so that each student will be successful.

Please take a moment to read through this information with your child. Please especially review the details about arrival and dismissal, breakfast and lunch and our school hours. We will be dismissing the kindergarten students at 3:15 pm for the first few weeks of school. The first few days will be busy and exciting, so please be patient as we dismiss the students. Please carefully review our dismissal procedures. Questions about this procedure can be directed to your child’s teacher or the school office. Please visit our school website for the school supply list as well as other important information - <https://www.ccsok.us/CedarwoodES>. Copies of the school supply list will also be available in the school office between 8:15 am – 3:30 pm.

We will have a **Back to School Ice Cream Social** on **Tuesday, August 20th** from 5:30 pm – 6:30 pm, with a brief parent informational session from 5:30 – 5:45 pm.

We believe it is helpful for children and parents alike to stop by the school to say hello to teachers/staff and celebrate the beginning of the school year. Building access will be limited, as classroom teachers are still putting finishing touches on classrooms, but teachers welcome the opportunity meet and greet their students on this special day.

FIRST DAY OF SCHOOL-Thursday, August 22, 2019 is the first day of school for students in grades 1 – 5. Our Kindergarten students will begin on Tuesday, August 27th. Our preschool students will begin on September 5th and should receive additional information in a separate mailing from the Columbus City Schools Early Childhood Department. Please make sure your child gets a good night's sleep before the first day of school and they are on time and ready to transition into school routine.

SCHOOL SCHEDULE/ARRIVAL AND DISMISSAL - It is very important for students to arrive on time for school each day so they can take advantage of breakfast and possible learning opportunities. However, students should not arrive prior to 8:30 am as there is no adult supervision at this time. If you need to drop off your student at school prior to 8:30 am, please contact the Columbus City Schools Latch Key Department to get information about the districts Latch Key program at 614-365-5891. Students who walk home are dismissed at 3:20, car riders are dismissed at 3:30 and bus riders are dismissed when their bus is called.

FREE BREAKFAST AND LUNCH- ALL students enrolled in Columbus City Schools qualify for a free breakfast AND free lunch EVERY DAY! There is no application or income verification required. This program is funded through the US Department of Agriculture, at no cost to Columbus City Schools. Breakfast begins at 8:30 am and ends at 8:55 am daily.

BUSES- Your child's bus stop, route number, and pick-up and arrival times will be mailed to you by the Columbus City Schools Transportation Department. If the information mailed to you is incorrect, please call the Transportation Department immediately at 614-365-5074. Please do not wait until the first day of school because you may encounter a much longer wait time with the high call volume on that day. Your child should be at the bus stop 5 – 10 minutes prior to their scheduled pick up time. Due to unforeseen circumstances, buses may run late at the beginning of the year, please be patient as we “work out the kinks” and please don't hesitate to contact Transportation. If you still require assistance, please contact the building and we can try to assist as well.

STUDENT PICK UP POLICY/CHANGES IN DISMISSAL ROUTINE- Your child's safety is very important to us. Please remember you must bring a picture ID each time you wish to pick up your child during school hours and only those individuals listed on your child's emergency card may pick up your child (and these individuals must provide a picture ID as well). Please also keep in mind, no students will be released between 3:15 and 3:30 pm while the building staff focuses on a safe and orderly dismissal.

If you wish to change your child's routine dismissal procedure, please send a written note each day you wish to make the change. If it is a last-minute change, please feel free to contact the main office prior to 2:30 pm. Any changes in routine dismissal after 2:30 pm will require building principal approval. It is very difficult and potentially unsafe to ensure ALL necessary individuals are informed so close to our building dismissal time. Please make every effort to send a written note with your dismissal changes.

Thank you in advance for your cooperation. If you ever have any questions or concerns stop by to visit or give us a call. The staff and I look forward to a high achieving year. We will see you at the Back to School Ice Cream Social on Tuesday August 20, 2019 from 5:30 pm - 6:30pm.

Sincerely,

Kristy E. Leigh
Principal
Cedarwood Elementary