

## **2018-2019 INFORMATION FOR POSTMA PARENTS**

**Welcome back, Pumas!** We would like to take the opportunity to make you aware of our first of the year school procedures. Thank you in advance for your cooperation. Please read the document carefully because a few changes have been made in order to support the new district protocol for student safety.

### **WALKING CHILDREN TO CLASS:**

We urge all students who plan to ride the bus to school on a regular basis to please do so on the first day of school so that the occupancy of each bus can be determined. We would like for the parent to be the first person to introduce their child to the experience of riding a school bus. Most students are very excited about this experience and we want parents to enjoy this experience with their child. Parents may come to school separately, meet their student in the cafeteria and follow the procedures below.

Parking on campus will be limited. We recommend possibly creating a carpool with other families if you are planning on walking your student to class on the first day of school. Please be patient in the parking lot, it will be very busy. Parents are not permitted to use the staff parking lot or the circle drive off of West Road in order to provide access to the campus by the buses and day care vehicles. Thank you for your patience.

Due to recent changes in CFISD safety procedures, please note the following changes in first week arrival procedures. Your child's safety is our top priority.

**August 27<sup>th</sup>:** On the first day of school only, parents of morning PK and PPCD, Life Skills, and Kindergarten through 5<sup>th</sup> grade may escort their students to the classroom area without signing in at the front desk. Parents should leave promptly so that instruction can begin at 8:45. If you missed Meet the Teacher, the teacher will contact you later in the week. On the first day of school, the teachers will be greeting their students and helping them prepare for the first day of school.

Afternoon Pre-K parents may enter through the front doors at 12:50 and wait for their child's teacher in the front lobby. All students will report directly to the classroom area the first two days of school. Students will be served breakfast starting at 9:00 am on August 27<sup>th</sup> and August 28<sup>th</sup>.

**August 28<sup>th</sup>:** All students will follow regular arrival procedures, except students that are attending school for the first day on August 28<sup>th</sup>. Postma staff will walk PK, Kinder, Life Skills, and PPCD students to class from the buses, day care, and car rider lines. On the second day of school only new students will be allowed to have their parents escort them to the classroom.

### **\*NEW BREAKFAST PROCEDURES\***

Starting Wednesday, August 29<sup>th</sup>, all students will have the option to eat breakfast in the cafeteria between 8:25 and 8:45. At 8:45, the cafeteria will stop serving breakfast. Students that arrive in the car rider line and plan to eat breakfast at school should be dropped off in the car rider line by 8:30. This will allow students ample time to not feel rushed during breakfast and have a wonderful start to their day. However, breakfast will be served until 8:45.

### **SCHOOL SUPPLIES:**

School supplies that are dropped off at the front office need to be labeled with your child's name, teacher, and grade level.

**CAFETERIA VISITATION POLICIES:**

**We will not have any lunch visitors during the first three weeks of school (Aug. 27-Sept. 14) in order for students to practice cafeteria procedures and learn school routines.** Parents and guardians are welcome to eat lunch with their children occasionally after Sept. 14<sup>th</sup>. Lunch visitation will be allowed on Wednesday, Thursday, and Friday. If your child forgets their lunch and they cannot eat in the cafeteria, please deliver their lunch during your student’s scheduled lunch time. See the schedule below for 2018 – 2019 school year.

Kinder: 11:00 – 11:30	First: 12:00 – 12:30	Second: 11:30 – 12:00	Third: 1:00 – 1:30	Fourth: 12:30 – 1:00	Fifth: 1:30 – 2:00
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All other relatives/adult friends of students must have permission from the parent in writing to join them. (If the visitor for lunch will be visiting on a regular occasion, please give permission for this visitor to come on designated days if you so choose). The visitor must show a valid I.D. in order to have lunch with your child. A one-time written notification from the parent will suffice. This may be delivered to the front desk or faxed to 281-345-3545 with a copy of your driver’s license and signature. There are designated visitor tables for parents/visitors to have lunch with their children/family member only. There will be several days throughout the school year that lunch visitors will not be allowed due to testing or other special circumstances.

**CAFETERIA LUNCH ACCOUNTS:**

Parents may visit the Cafeteria station at Meet the Teacher, or skip the lines at Meet the Teacher by accessing the district web page at [CFISD.NET](http://CFISD.NET) under “Nutrition Services”, “School Cafe”.

Families may set up an account online to add funds to their student’s lunch account, view cafeteria menus, apply for free and reduced meals for their child, and see a price list for items served in the cafeteria. Applications for free and reduced meals must be updated every year and may be accessed online. However, a paper form for free and reduced meals will be sent home in the First Day Packet if a paper copy is preferred. Please contact the campus counselor, Monique Vien, if you have questions concerning this process.

**CAR RIDERS:**

Pre-K – 5 general education student car riders must enter the driveway on Greenhouse Rd. for arrival and departure. You may drive to the front entrance and drop off children in the car rider line **STARTING AT 8:25** with the supervision of our **MORNING DUTY PERSONNEL**. Students are not to be dropped off prior to 8:25 for safety reasons. Students arriving after 8:45 will need to be signed in by their parents at the front desk. Instruction will begin daily at 8:45.

In the afternoon, all vehicles will repeat the same process. All afternoon vehicles **must** have a vehicle tag that has been issued through our front office. Please display your car rider tag number on your rear view mirror and teach the number to your child. We will load 6-8 vehicles at a time using this number system. Please, do not abandon your vehicle to come up to the door. It will only delay your departure. Once dismissal has begun, transportation changes will not be permitted in order to maintain a safe environment for all students. Parents and students in the front office during dismissal time will not be permitted to leave until the car rider line has been completed. This is to maintain the safety of ALL students and staff members. Your cooperation is appreciated.

**Parents picking up students in the car rider line MUST have a visible car rider tag.** If the driver does not have a car rider tag, the parent will be asked to park their vehicle, come into the building, and check out their child at the front desk. Parents in the front desk area will not be permitted to leave until the car rider line has been loaded. This procedure is for the safety of ALL students. School is dismissed daily at 4:00. As a reminder, our car rider line is expected to run slowly during the first week of school. We ask that you please work with your child on memorizing their car rider tag number.

### **DAYCARE VANS:**

AM Drop Off - All Day Care Vans will enter the 2<sup>nd</sup> small circle driveway off of West Rd. in the morning. At 8:25, students may disembark the day care vehicle and enter the building through the doors that lead into the art room. In the afternoon, all day care vans will enter the 2<sup>nd</sup> small circle drive off of West Rd. Supervised students will exit the door adjacent to this drive. (**ALL** Day Care Vehicles must have the name of the facility printed on the vehicle.) Please keep the circle drive clear of visitor vehicles.

### **BUS DISMISSAL:**

As a reminder, our buses are expected to run late during the first week of school. This is due to the extra time that the drivers take, double-checking addresses and students while they get to know your children. Additionally, having a 4:00 PM dismissal means that our buses will have two routes prior to coming to Postma. Delays at campuses that dismiss prior to Postma dismissal will slow transportation down in the afternoon. During the first week of school, we will not be able to consistently load and dismiss buses at our typical time. This will all be resolved in just a few days. Please continue using your child's typical form of dismissal transportation so that the drivers are familiar with your child and his/her stop. Visit the Zpass bus rider website to allow you to instantly know when your child has entered and exited the bus. Parents must sign up through [www.zpassplus.com](http://www.zpassplus.com) using your child's RFID card number.

### **WALKER DISMISSAL:**

All students that are walking home after school will be released by the campus at the back of the school by the portables on Greenhouse Road. A FORM MUST BE COMPLETED THAT INDICATES THAT YOUR CHILD CAN BE RELEASED WITHOUT ADULT SUPERVISION PRIOR TO BEING ALLOWED TO WALK OR RIDE THEIR BIKE HOME IN THE AFTERNOON. The form can be completed at Meet the Teacher, or you can pick up a form from the front desk. Students without this form will not be permitted to walk home in the afternoon.

### **STUDENT ID BADGES:**

Each student will receive two (2) photo ID badges at the beginning of the school year at no cost. The badges and the unique student number will be used to account for students utilizing transportation services, checking out library books and textbooks, and purchasing food items from the cafeteria. One of the badges will be attached to the student's backpack to be utilized for transportation services. The second ID will remain at the campus. Students must have the ID badge in their possession each day. Your child's teacher will attach the ID badge to your child's backpack at school. If a student loses the ID badge, a replacement must be promptly purchased from the front desk. Students unable to pay immediately will have the replacement cost(s) placed on the fees and fines list for later payment.

Replacement costs are as follows:

- Plastic ID - \$3.00
- Lanyard - \$1.00

- Plastic Sleeve - \$1.00

Students who are new to CFISD will have their picture made a registration and an ID badge will be made for them on campus.

### **VISITORS AND VOLUNTEERS:**

All those having business at Postma Elementary will enter the front door on Greenhouse, proceed to the receptionist's desk, sign in and show picture identification. A school issued identification tag must be worn at all times and only the area indicated on the tag can be visited. **These tags must be returned to the front office before exiting the building.** Additionally, please note that there will be two access points to enter the front office. All visitors will be questioned about the purpose of their visit and have to be buzzed in at both access points in order to enter the front office and receive their badge. Thank you for your cooperation in keeping our building secure and safe.

### **TRANSPORTATION CHANGES:**

**For the safety of our students, transportation changes must be made in writing and will not be accepted after 3:00 pm.** You can either send a written note to school with your child or fax a note to 281-345-3545 with a copy of your driver's license and signature, we cannot take changes over the phone or by email.

### **EXCUSED ABSENCES:**

You must send a written note within three days of your child's absence in order for the absences to be considered excused. You must either send a note in with your student, or you may fax a note to 281-345-3545 with a copy of your driver's license and signature, **we cannot accept an email.** Please put your child's name, grade level, teachers name and the date and absence reason on the note.

### **BREAKFAST PROCEDURES:**

The cafeteria will serve breakfast daily between 8:25 – 8:45 am. Breakfast eaters will eat breakfast in the cafeteria and must arrive prior to 8:45 in order to eat breakfast at school.

### **NURSE PROCEDURES:**

All medications must be brought to school by the parent in the original medication bottle with directions for dosage printed on the bottle. Students are not permitted to bring medication to school.

### **MEET THE TEACHER:**

We look forward to meeting you and your child! Your child's homeroom teacher will be contacting you prior to Meet the Teacher in order to introduce herself and to answer any questions you may have concerning Meet the Teacher. Please make note of the teacher's name and room number in order to make it easier to locate your child's classroom the day of Meet the Teacher. First – Fifth grade Class lists will be posted Thursday afternoon by 5:00 pm. PreK and Kindergarten teachers will make phone

calls prior to Meet the Teacher for their grade level. Postma staff will be available at Meet the Teacher to aid you in navigating the building.

**Meet the Teacher Schedule:**

- Teachers will be available for Meet the Teacher for PPCD, Life Skills, Pre-K, and Kindergarten on Thursday, August 23rd from 4:00-6:00 PM.
- Meet the Teacher for 1<sup>st</sup> - 5<sup>th</sup> grades will be held on Friday, August 24<sup>th</sup> from 2:00-4:00 PM.
- Stations to visit in the cafeteria include: Car Rider Tags, Club Rewind, Bus Transportation, PTO, and Cafeteria Student Accounts
- Take a few minutes to meet Postma's new principal, Terry Bell

**CLEAR BACK PACKS:**

Elementary students in CFISD are NOT required to have a clear backpack.

**POSTMA STUDENT AND PARENT HANDBOOK:**

Please visit our Postma website at <http://postma.cfisd.net/en/> in order to access a copy of the Postma Student and Parent Handbook. The handbook will be posted online Friday, August 10, 2018. A copy of the CFISD Student Handbook and District Code of Conduct can be accessed at CFISD.NET under the "PARENTS AND STUDENTS" tab.

**GET CONNECTED WITH POSTMA**



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The Official Page of Postma Elementary



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