

# Cos Cob Elementary School



300 East Putnam Avenue • Cos Cob, Connecticut 06807 • 203.869.4670

*Gene Schmidt*  
Principal

*Anthony Duncan*  
Assistant Principal

August 16, 2019

Dear Parents,

It is hard to believe in a few short weeks we will be welcoming you and your children to our Cos Cob School Community! The summer has flown by, and I hope that you have found time to relax and enjoy the summer with family and friends. My wife and I celebrated the marriage of our son in Denver and it was great to be with all of our children and grandchildren. It helps to put into perspective the importance of family and how family engagement is key to the successes at Cos Cob School. We have been busily preparing for the new school year. This is the first year in a long time that we have not had summer school. The custodial staff has been able to do a deep cleaning and polishing of the school, and all the rooms are ready for our first day.

I would like to take this opportunity to inform you of some staffing changes, and “introduce” to you some new staff members who join our highly-qualified community of professionals:

Mr. Anthony Duncan will be our new Assistant Principal. As many of you know, Mike Reid decided to return to the classroom. I know you join me in wishing Mike the best of luck while welcoming Anthony to Cos Cob School. An educator for seventeen years, Anthony has been a Social Studies teacher at Eastern Middle School (EMS) since 2004. He has also served as Site Supervisor for the GPS Summer School program since 2017 and has held numerous leadership roles at EMS and in the District, including Learning Facilitator for the Social Studies Department at EMS.

Mrs. Juana Camargo will be our new Administrative Assistant replacing Sheila Babyak, who has retired after 35 years at Cos Cob School. Mrs. Camargo comes to us with 4½ years of experience from GHS. She has been working with us this summer to get up to speed and is a welcome addition to the Cos Cob Community. Mrs. Camargo also speaks Spanish, which is an additional benefit for our parents and students.

Staffing changes also include: Mila Ercole is returning to Kindergarten and Kristy Bennett will be joining our Second Grade team. Ryan Davis and Jessica Sclafani will return as our permanent building substitutes. Kathy Feinberg will be joining us as an additional ALP teacher. I know you will give our new and returning staff a warm welcome!

## **School Calendar**

The district’s 2019-20 school calendar is available on the Greenwich Public School’s website [www.greenwickschools.org](http://www.greenwickschools.org). Some important highlights include:

**School hours:** School hours are **8:45 a.m. to 3:15 p.m.** Students will be admitted to the building at 8:30 AM and are to go directly to their classes. Instruction begins promptly at 8:45. **Students arriving late are extremely disruptive to the teacher and the class. Please make every effort to have your children here by 8:30 AM. If students arrive after 8:45, they need to go to the office for a late pass and to ensure they**

are not counted as absent.

**Teacher Meet and Greet** will be held on **August 28th from 11:00 – 12:00**. Stop by with your child and meet his or her new teacher. You may also drop off supplies if you like. Following the Meet and Greet will be our **Kindergarten Play Date** sponsored by our PTA from 12:00 – 1:00 on the back field.

School begins on August 29th. **PLEASE NOTE THAT WE ARE NOT DOING A ROTATING SCHEDULE (DAYS A-E). WE ARE RETURNING TO THE 5 DAY, MONDAY THROUGH FRIDAY SCHEDULE.** On this first day of school, all students will enter the building at 8:30 A.M. and go directly to their classes. Parents are invited to take a peek into the classroom that morning. Kindergarten students may be walked to their classrooms for the first two weeks of school if needed.

**PTA Parents' Welcome Back Coffee:** Please be sure to join us on the first day of school at 9:00 AM in the cafeteria for a parent coffee sponsored by our PTA. At that time, the PTA will be available to answer questions and will provide sign-up sheets for the numerous activities they sponsor throughout the year. We are so fortunate to have such a wonderful PTA and great parent support!

**Open House** will be held on **Thursday, September 12th**. During this time teachers will present an overview of the grade-level curriculum and classroom procedures. It is an evening for parents only. At that time, you will be able to sign up for individual conferences. A detailed schedule will be sent home prior to the event.

**School lunch:** All lunch forms, including the online debit program, have been sent home electronically and are available on the GPS and Cos Cob School website. **School lunches are \$3.70 and milk is 75 cents.** The hot lunch program will start on the first day of school and the lunch menu for September is posted on the GPS website. If your child forgets lunch money, he or she will receive lunch and we ask that the parents reimburse the cafeteria the following day.

**Assignment books:** We continue to help children develop strong study habits and organizational skills. As part of this plan, students in grades 3-5 will be given a special Homework Assignment Book. Each student is responsible for maintaining this Assignment Book as well as completing classroom and homework assignments. Details on the district-wide homework policy will be given to you at **Open House**.

**School supplies:** A suggested school supply list is included in our back to school email on our website. Additionally, we request students wear sneakers on gym days and bring an oversized t-shirt for an art smock, a labeled backpack or book bag, and a pair of headphones or earbuds for the iPad. **For those parents who pre-ordered school supplies through the PTA, your supplies will be delivered directly to your child's classroom prior to the first day of school.**

**Bus transportation:** Bus schedules are included on the Cos Cob School website, and will be published in the **Greenwich Time** newspaper later this month for bus students.

**Please be aware of the Greenwich Public School policy for Birthdays. Parents are no longer permitted to bring in any food items for birthday celebrations. The school will announce the child's birthday each morning following the Pledge of Allegiance and all classroom teachers will give each birthday student a birthday pencil. This policy is posted on the Greenwich Public School's website.**

The **SCHOOL DISMISSAL MANAGER** will be used by all parents to report student absences, early dismissals or dismissal changes. Please be sure you look for information on our school website on how to access it.

**Attendance Policy:** Please review Policy E- 040 – EFFECTIVE LEARNING ENVIRONMENT Procedure E - 040.3 – ATTENDANCE 1. Ages of Attendance 2. Attendance Law 3. Student Attendance Accounting 4. Hospital/Homebound Instruction 5. Absence, Notification, Monitoring, Intervention and Penalties 6. Chronic Absenteeism. This can be found on both the CCS website and the GPS website.

**This letter contains a great deal of important information for you to review before the beginning of the**

**school year. This year all pertinent documents are being sent digitally in an “ePacket” and will not be mailed home. We’ve also posted this letter to our website in the “ePacket.”**

**Important Forms**

Please sign and return the following three required forms found online in your ePacket by the first day of school and any other forms applicable to your children:

**REMINDER: All REQUIRED forms are to be turned in no later than SEPTEMBER 6, 2019.**

ü **School Handbook Acknowledgement Form (REQUIRED)**

ü **Authorization for Medical Care Form (REQUIRED)**

ü **Press Publicity Permission/Denial Form (REQUIRED)**

Additional forms to be returned if applicable

- School Lunch Debit Account Form (if applicable)
- Permission to Share Allergy Information form (if applicable)
- Free or Reduced Lunch Form (if applicable)

Please review your child’s student profile attached and notify us of any changes or updates.

There will be a number of **scheduled early release days** this year. **Please mark these on your calendar and note students will be dismissed at 1:15 PM**

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|----------------------------|---|
| <b>September 25</b>        | <b>Teacher Professional Development</b>     |
| <b>November 27</b>         | <b>Thanksgiving Recess</b>                  |
| <b>December 5 &amp; 10</b> | <b>Afternoon Elementary Conference Days</b> |
| <b>March 11</b>            | <b>Teacher Professional Development</b>     |
| <b>May 13</b>              | <b>Teacher Professional Development</b>     |

**School is closed on:**

**September 2nd** Labor Day  
**September 30th and October 9th** Jewish High Holidays  
**November 5th** Election Day  
**January 20th** Martin Luther King Day  
**February 17th** Presidents Day  
**April 10th** Good Friday  
**April 28th** Presidential Primary  
**May 25th** Memorial Day

This year we will offer one **evening for Elementary Conferences on December 12<sup>th</sup> from 6-8 PM** (in addition to the two afternoons listed above).

In closing, I hope that you enjoy the final days of summer. The staff and I are looking forward to seeing you at our meet and greet on **August 28th** and in welcoming you back to the first day of school on **August 29th**.

Sincerely,

Gene Schmidt