



# College Park Elementary

2811 Barnard St, Indianapolis, IN 46268

**2022-23**  
**Enrollment**  
**Newsletter**

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## Welcome to CPES!

We are happy to have you enroll your child at College Park Elementary. We anticipate a wonderful year where your child will learn and grow both academically and socially. Our school day is from 8:00 a.m.—3:00 p.m. for all K—5 students.

Pike Township offers full day Kindergarten to all Pike Township kindergarteners. Students are eligible for Kindergarten if they are five years of age by August 1<sup>st</sup>. Likewise, first grade students must be six by August 1<sup>st</sup>. We accept early entrance kindergarteners and grade 1 students if their birthdays are between August 2-Sept 1. The early entrance waiver must be completed.

Pike Township Schools have online enrollment and registration. Parents/guardians log on to Pike's website to access enrollment at [www.pike.k12.in.us](http://www.pike.k12.in.us). Parents are required to come to the school office to provide the required documentation if unable to upload them in the application.

Online applications are processed when all documents are received. Your child's application will be approved and officially enrolled when all forms, along with the following, are completed and submitted to the office:

Child's Birth Certificate

Immunizations Records

Parent/Guardian valid ID/driver's license

Residence Verification—two items

Current lease/mortgage **and** light or water bill

Applications are not processed without all valid items being submitted.

Our student handbook is updated each school year and is available on the district's website. It details the district's policies and procedures.



## Meet the teacher

Class lists will be posted online in Skyward Friday, July 29 for registered students. **Join us to meet your child's teacher from 5:30-6:30 p.m. on Monday, August 1st.** If you are unable to attend, please know that extra attention is given to our youngest students to help them locate their teacher as well as finding their bus at the end of the day.

We do not allow parents to visit school the first few weeks of school while teachers are establishing procedures and routines with students. We hope you attend our Back to School Night on **August 16** where parents will learn important classroom information from the teacher.



## Important Dates

August 1st, 5:30-6:30 p.m.

Meet the Teacher

August 2nd 8:00-3:00

First Day of School

August 16th Time TBD

Back to School Night

Sept 2

Picture Day

## Birthday Celebrations

Classroom teachers recognize birthdays and celebrate special events/activities. Food items/treats for the entire class are not permitted. In addition, parents are asked to refrain from sending in balloons, flowers, etc. These items are not permitted on the school bus and disrupt the learning environment. Cards and invitations may not be distributed at school unless every student in the class receives one. Consistency in recognizing these special events is essential to ensure that every child feels honored and valued.

(The above information is from Pike Township's Student Handbook.)

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## **CAFETERIA Information**

\$2.50 Lunch \$ .40 Reduced Price

(rates may increase in July 2022)

Each student is issued a cafeteria card which monitors their lunch account balances. This card remains at school. Students may bring their lunch from home or purchase one from the cafeteria. If you send a lunch from home, please send a thermos or packaged drink for your child. Soft drinks are not allowed. Students have the option of purchasing milk for \$.55. One milk is included with a regular school lunch.

College Park students participate in a Universal Breakfast program and are provided a cold breakfast and milk or juice every morning at no charge. Participation is optional but students must arrive to school on time (8:00 a.m.) to receive breakfast. Breakfast is not provided on days when there is a two-hour delay.

When sending money to school for lunch, books, etc. please place it in a sealed envelope with the child's name, teacher's name, the amount, and its purpose written on the envelope. Separate checks must be issued for lunch expenses, books, and any other fees (ie. field trips).

**To complete an application online for federal lunch (and book rental) assistance, please visit <http://msdpike.heartlandapps.com>. Applications become available for the new school year in July.**

The food service office experiences a high call volume during the beginning of the school year. To ease frustration and to organize and communicate in a timely fashion to our Pike families, they have created an email for parents to send any questions or concerns they may have about their child's account and application process. You may contact them by email at [foodservice@pike.k12.in.us](mailto:foodservice@pike.k12.in.us).

For your convenience, Pike has an online payment system at [www.myschoolbucks.com](http://www.myschoolbucks.com). This **free** website allows you to view your child's lunch account as well as set up low balance alerts. You may also make payments to your child's account for an additional transaction fee. Cash and checks may also be submitted to the school office/cafeateria.

Go to <http://pike.nutrislice.com> to access the breakfast and lunch menus. This will allow you and your student to view the allergens as well as nutritional information for all Pike menus. You may also install the nutrislice app on your mobile device to view menus.

If you have any questions or need assistance with the online application, please feel free to contact the Pike Township food service office at (317) 387-2501.



## **BOOK RENTAL Fees**

Book rental fee payments are due at the start of the school year, however, payments are not considered past due until December 1. Please submit a check or money order made payable to College Park Elementary for the appropriate amount. Fees will be determined in the summer and are advertised at the start of school in August. Total fees usually run between \$135-\$155 for the year and include student supplies. Fee statements are sent home in the fall (October) and are past due as of December 1. Credit cards are also accepted.

Applications for free/reduced assistance (for lunch and books) must be submitted each school year. If applying for Federal Assistance, complete the application online. Applications will be delayed in determining eligibility if not completed in full. Include all school-aged students on the application.

Hard copy applications are also available in the school office at the start of the school year. Return the completed application to your child's school or the food service department. You will receive a mailed response to the application after it has been processed which occurs approximately two weeks after submission.

Families approved for assistance are required to pay the consumable portion of book rental even if approved for federal assistance. The consumable fee includes student supplies such as, paper, pencils, crayons, and many other materials used during the year. **Parents do not need to purchase other supplies.**



## **STUDENT SUPPLIES**

Since student supplies are part of our book fees (consumable fee portion), our students only need to bring:

- a backpack
- 2 boxes of Kleenex
- Clorox disinfecting wipes

Student supplies (crayons, glue, paper, etc) are included in the consumable amount of the book rental fees. Please reference the book rental information listed above.

The consumable fee is due from all families and is NOT covered by the federal assistance program. This fee amount is determined by the district (approx. \$50-\$60). Checks should be made payable to College Park Elementary School. Payment is due at the start of school and is past due as of December 1.

Reference the above details about book rental fees.

## **COMMUNICATION**

Weekly newsletters are posted on-line every Friday. They are also emailed to parents. Auto-dialer messages are also sent weekly and/or several times throughout the year for both district and school news. These calls will often provide you with updated and current events within our school. These phone calls are sent to the primary number listed for each student so please keep this number updated with the office and in Skyward. Auto-dialer phone numbers (ie, 317-298-2788) are not school numbers. Calls are not received when dialing that number. See the front page for the school's phone number.

Pike Township schools now uses a mass message notification called Skylert. Further information is available on Pike's website.

## **SCHOOL CLOSINGS**

When weather conditions exist which might cause uncertainty about Pike Township School closings, parents are urged to listen to one of the local television stations. You may also find information on Facebook, Twitter, or on the website at [www.pike.k12.in.us](http://www.pike.k12.in.us).

You will receive school closing notice phone calls to your primary phone number. Please keep your phone numbers updated with the school office.

Reference the enclosed Skylert/School Messenger information on receiving notifications.

## **FIELD TRIPS**

Teachers will notify parents of the details of these events. Costs average \$5-10 per trip. We accept cash, check or money orders. If providing a check, it must be submitted 2-3 weeks prior to the event and made payable to the school (CPES).

Chaperones are generally needed on trips and are required to ride the study trip bus. Siblings are not permitted to attend. Parents may volunteer by notifying the teacher, paying the fee for the trip, and completing the background check at least 2-3 weeks prior to volunteering. Space can be limited so communicate with the teacher about your desire to attend.

Pike Township also provides a performance at our Pike Performing Arts Center (PPAC) for each grade level to attend a unique program geared for their grade level. There is no cost for these programs. Due to space, parents may not attend the PPAC shows.

## **VOLUNTEERING/CHAPERONES**

A background form is required of all adults who wish to chaperone on field trips, volunteer in the classroom, assist on field day in the spring, or volunteer in other capacities. This form will be available later in August and must be completed at least two-three weeks prior to volunteering. Our volunteers are required to view the district's anti-bullying video. Parents need to come at least 30 minutes early to their first field trip to allow time to view this required video. Please reference the information above about our field trips.

## **SCHOOL SAFETY**

Our utmost concern is for the safety of all children. Whether in the building or outside, our staff is always concerned for the safety of all. Our exterior doors to the building are locked during school hours. Visitors will be admitted into the building at the main entrance after being buzzed in by the office staff. Entrance is not permitted into the building during arrival or dismissal.

**All parents and visitors to our school must provide a valid driver's license/ID upon entering the building.** Visitors are then issued a photo name tag that is to be worn while in our school. Our volunteers are required to complete a background check at least 2-3 weeks prior to volunteering in our school and view the district's anti-bullying video. We ask that parents coordinate with the teacher beforehand if making a visit as interrupting instructional time to speak with a teacher is not permitted.

## Arrival and Dismissal Procedures

*The school day is 8:00 a.m.—3:00 p.m. We expect students to be at school and on time every day unless they are sick. Breakfast is served to all students at 8:00, so arriving late means they could miss out.*

### **BUS PROCEDURES**

**We recommend students ride the bus the very first day of school if they will be a regular bus rider.** This helps your child meet the bus driver and receive information from the driver from the very start. It also helps prepare for a smooth departure at the end of the school day when children start this routine from the very beginning.

**If your child attends a day care program after school, provide the office in writing with this information on our transportation form and include day care/babysitter information, location and phone numbers. If the day care is located within our attendance area, bus transportation is available, otherwise, the day care must provide transportation for your child. If your child is enrolled with our Loving Care program, please note that information as well. Teachers will refer to this information for your child's dismissal procedures.**

Bus information will be available in Skyward a few days prior to the start of school. Please reference the online information for your child's bus pick-up and drop-off time and location of the bus stop. Students must be at the bus stop ten minutes before the scheduled pick-up time as traffic changes can alter the scheduled time.

When the buses arrive to school, our staff assist students in finding their appropriate classroom. Students will be dismissed from the buses by grade level allowing us to provide extra assistance to our younger students. Teachers walk their students to their bus at the end of each school day.

All students who normally ride the bus must ride the bus home at dismissal time every day UNLESS we have a written note from the parent indicating your child's dismissal/pick-up information. It is important to receive a change of transportation notice early in the morning so all individuals can be notified who assist with our dismissal. For safety reasons, we do not accept phone calls to change how, when or where your child goes at the end of the day.

**The procedure of the Metropolitan School District of Pike Township Transportation Department is that a parent, guardian, or other designated adult will meet first grade and kindergarten students at their designated bus stop. When no responsible party is available, bus drivers will contact the transportation office. The transportation department will make arrangements to return the student to school where the parents can be contacted. The intent of this procedure is for the safety of our youngest students. Parents will be responsible for the prompt pick up of the student at school.**



**Please have a back-up plan for your student if a parent is not at home when they arrive.**

**Bus stop information will be posted in Skyward the week prior to school starting.**

### **CAR PROCEDURES**

Students who are brought to school by their parents or daycare in the morning must arrive between 7:50—8:00 a.m. and use the west driveway. Cars pull parallel to the curb using door #5 by the gym on the west side of the building. The drivers need to stay in their vehicles when dropping off. Students may not enter the building until 7:50 a.m. When your child arrives late (after 8:00) and/or there are no staff present outside, the driver needs to park in the main lot in front of the school, walk the child into the office through door #1 and sign the student into school.

If your child will be a car rider at dismissal every day, please indicate this on your child's Skyward enrollment/registration information. In addition, parents will need to complete a car rider procedure form. Full details on when/where to pick up your child are provided in this information. Staff members begin dismissing students at 2:53 p.m. Our main concern is the safety of our children so please drive carefully! Please drive responsibly!

Parents/visitors are not permitted to enter the building during our dismissal. Students will not be pulled from classrooms or buses to leave with parents after 2:45. Parents needing to pick up students early for appointments during the school day must come into the office and sign their child out for the day. The office staff will call your child from the classroom upon your arrival. For safety reasons, students are not permitted to be in office prior to your arrival.

Car tags will be issued to families of students who are regular car riders. It may take a couple weeks for all to receive their tags. Please be patient with us as our staff is getting acquainted with your child and his/her drivers. Safety for all is our priority.

**LOVING CARE**—Pike Township offers before and after school care for students in grades K-6. Separate enrollment is required through the Loving Care office. Please see reference information online or call 317-388-7836.

### ***Here Comes the Bus***

View the real-time location of your child's bus

Access the app from your smartphone

Receive push notifications or alerts

Send your child to the bus stop at just the right time, every time.

In August, you may sign up by accessing,

<http://www.herecomesthebus.com>

and select the 'sign-up' button. Enter our school code 74592 and then follow the prompts.

You will need to add your student's name and student ID number (found in Skyward once he/she is enrolled).

# **DRESS CODE**

Pike Township Schools adopted a standard dress code policy which promotes an effective environment for learning. It fosters school unity and pride, eliminates "label competition," ensures modest dress, simplifies dressing, and minimizes cost to parents. Pike's standardized dress code consists of:

## **Slacks/Shorts (knee-length)** - (properly fitted):

Navy, black, khaki, or gray

## **Shirts** - Short or long sleeved solid polo or oxford shirts:

Any solid color (no stripes/prints)

## **Sweaters/sweatshirts** — **hoods are not permitted**

Any solid color (no stripes/prints/designs)

## **Girls** - may also wear:

Jumpers, skirts, capris—Navy, black, khaki, gray

Tights/leggings—solid colors only

**Shoes** - appropriate gym shoes which help protect their feet while playing active games and running. We exercise daily so gym shoes need to be worn daily.

Black or white shoes are recommended but may also have other school colors on them.

Not permitted: Neon colors

Shoes with rollers or lights

Sandals or opened-toed shoes

Dressing improperly is the act of wearing clothing that creates undue attention or a disturbance within the school and interferes with one's own learning or the learning of other students. Coats, hats (except for religious reasons), scarves, hood, etc. are not to be worn in the building during the school day.

The uniform policy will be enforced. Parents could be contacted if their child is not in compliance.





## **CLINIC PROCEDURES**

Students may visit the school clinic if they are injured or become ill during the school day. The school nurse cannot diagnosis an illness or physical condition. She follows the district procedures to send students home if symptoms indicate the need. Only minor first aid services, that occur while at school, are available in the school clinic.

Students may not attend school when they have a temperature of 100° or higher, are vomiting or have diarrhea.

Students must be fever free without medication and be post vomiting/diarrhea for at least 24 hours before returning to school.

Students will be contacted by the school nurse or designee if your child becomes ill during the day with a temperature, vomiting, rash, pink/red eyes, or other symptoms deemed necessary to be seen by a doctor.

Students must be picked up within 30 minutes of notification when being sent home from the clinic.

Parents will be contacted of serious illnesses or injuries. A copy of the clinic referral form is sent home with the student if they visit the clinic for all reasons other than receiving medications.

Over-the-counter medications are only dispensed with a signed parental permission slip. A physician's consent is required of all prescription medications.

## **MEDICATIONS**

Please contact the school nurse if your child needs medication during the day. A written parent release form must be received before the school can dispense any over the counter medications. Prescription medications also require a doctor's written notice.

## **ABSENCES**

If for some reason, your child will be absent the first day of school, please call the school office so we will know your child will still be attending CPES and so we can anticipate his/her arrival. The attendance line number is 317-347-7474.

All absences from school must be reported to our attendance line. Daily attendance is very important to your child's education. Students miss out on important morning announcements and instructions from their teacher when they arrive late to school. Students also miss out on breakfast if they arrive late to school.

Attendance letters are required by the state to be sent to parents when absences become excessive or begin to be of concern.

Please reference Pike's student handbook online for further information on clinic procedures and absences.

