

# Saugatuck Elementary School



## Information Guide



Saugatuck Elementary School  
170 Riverside Avenue  
Westport, CT 06880

# People To Know

## Administration and Main Office

Elizabeth Messler, Principal	203-221-2910	<a href="mailto:emessler@westportps.org">emessler@westportps.org</a>
Jame'el Lawrence, Assistant Principal	203-221-2954	<a href="mailto:jlawrence@westportps.org">jlawrence@westportps.org</a>
Sandy Rodriguez, Assistant Principal	203-221-2920	<a href="mailto:srodriguez@westportps.org">srodriguez@westportps.org</a>
Carmela Cerulo, Administrative Assistant	203-221-2926	<a href="mailto:ccerulo@westportps.org">ccerulo@westportps.org</a>
Kelly Filippidis, Administrative Assistant	203-221-2901	<a href="mailto:kfilippidis@westportps.org">kfilippidis@westportps.org</a>
Parent Help Desk	203-341-1214	<a href="mailto:parenthelpdesk@westportps.org">parenthelpdesk@westportps.org</a>

## Health Office

Kathy Whee, Nurse	203-221-2930	<a href="mailto:kwhee@westportps.org">kwhee@westportps.org</a>
Ann Blystone, Nurse Assistant	203-221-2931	<a href="mailto:ablystone@westportps.org">ablystone@westportps.org</a>
Health Office	203-221-2930	<a href="mailto:seshealthoffice@westportps.org">seshealthoffice@westportps.org</a>

## Psychologists

Jen Fenty, Psychologist	203-221-2946	<a href="mailto:jfenty@westportps.org">jfenty@westportps.org</a>
Stelanie Mpazicos, Psychologist	203-221-2945	<a href="mailto:smpazicos@westportps.org">smpazicos@westportps.org</a>

1. **SES Website:** Our school's website is: <https://ses.westportps.org/>. Most of the information you will need you can find in the parent section of the SES website; including: School Dismissal Manager (SDM), the Parent Handbook and Parent Tech Help.
2. **[2024-2025 District Calendar](#)**
  - a. **Important Elementary School Dates:**
    - i. **Fall 2024 Conferences:** Wednesday, November 13, 2024 1:00-4:00 pm. Thursday, November 14, 2024 1:00-4:00 pm & 4:30-7:30 pm and Friday, November 15, 2024 1:00-4:00 pm. These are early release days for students.
    - ii. **Spring 2025 Conferences:** Wednesday, March 12, 2024 1:00-4:00 pm. Thursday, March 13, 2024 1:00-4:00 pm & 4:30-7:30 pm and Friday, March 14, 2024 1:00-4:00 pm. These are early release days for students.
  - School Dismissal Manager (SDM):** All dismissal plans are managed through a website called [School Dismissal Manager](#). You will create a personalized login and password to be able to access your child's account from your computer and/or smartphone. Dismissal plans can be entered into the system up to two weeks in advance. In the case of a weekly activity, recurring dismissal plans can be entered into the system as well. The default dismissal plan is for your child to go home on their assigned bus; any variation of that plan (including staying for after school activities at SES) **must be entered by 1:45 PM on that day (11:15 AM on early release days)**. The school office is not equipped to make changes to dismissal plans after this time, so it is necessary that all dismissal plans be entered by 1:45 PM (11:15 AM on early release days).
  - Continuing Education:** [Continuing Education](#) runs our after school programs here at Saugatuck. Visit their website to see available programs.
  - Lunch:** The cafeteria provides multiple lunch options every day. The lunch menu link is: <https://ses.westportps.org/parents/lunch-menu>. In order to purchase food we use an online program that links directly to SES: [MySchoolBucks](#). You will create an account and pre-pay in any dollar amount you choose. Your child's account will be debited for the food and beverages he/she purchases and you will receive email notices when the account is running low. Students may qualify for free or reduced-price meals based on family income or other circumstances. The application and eligibility guidelines can be found in this packet. For more information, visit the [Lunch Services Website](#).
  - Transportation:** Bus routes and schedules are posted on PowerSchool under Transportation and on the [District Transportation Website](#). Please arrive at the bus stop 10-15 minutes prior to the scheduled pick up time/drop off time.

- First View:** First View is our bus tracking website/app: <https://www.firstviewapp.com/>. If you need further assistance:
  - Call: 888-889-8920 (Mon-Fri 7:00 AM to 5:00 PM ET)
  - Email: [support@firstviewapp.com](mailto:support@firstviewapp.com)
- Attendance Line:** If your child will be tardy or absent from school you must call the attendance line at: 203-221-2999 and leave a detailed message.
- Health Office:** Please email the health office with any questions or concerns regarding your child: [seshealthoffice@westportps.org](mailto:seshealthoffice@westportps.org).
- Parent Help Desk:** Email the parent help desk at [parenthelpdesk@westportps.org](mailto:parenthelpdesk@westportps.org) with any questions regarding PowerSchool, My School Bucks or School Dismissal Manager. You can also visit the Parent Help Desk website at: <https://ses.westportps.org/parents/parent-tech-help>.
- PTA:** The SES PTA is a partnership between parents and educators working to enhance student learning and enrich the lives of students within our school. Information can be found on the [PTA Website](#).
- Drop-off:** Bus routes are designed for SES students to arrive at school at 8:15am, the time when the school doors open. The school day officially begins at 8:30am and **all students are expected to be in their classrooms at that time**. If you drive to school, the side doors of the building are open for drop-off from 8:15-8:30am. There is a drop-off line that loops through the side parking lot, as the front driveway is reserved for buses only. Cars enter the side parking lot and are guided through the line by school staff members. The process is most efficient if students are unbuckled and ready to exit the car on the right hand side, as soon as they arrive within the designated drop-off area. **At 8:30am promptly, the side doors close and lock as the instructional day has begun. If a car arrives to drop-off after 8:30am the driver should proceed directly to the main entrance where students must be walked into the school and signed in. Children arriving after 8:30am are considered tardy.** If you choose to drive your child to school, please have them arrive closer to the 8:15am start of the drop off window. It takes time for our kindergarteners to walk to their classrooms, as they are on the other side of the building, and this extra transition time will allow them to get settled in the classroom, sign up for lunch, and to generally start the day in an organized and joyful manner.

- **Pick-up:** Students being picked up at the end of the school day are dismissed to the side door. Parents check in using School Dismissal Manager's "FastLane" button, which alerts our staff that a student should proceed to the side door for pick up. Parents post a sign in their right passenger side window with the child's name and drive through the side loop to pick up their child at one of the color coded cones. Pick up begins promptly at 3:10pm and all students must be picked up by 3:30pm.

## **Saugatuck Elementary School Registration**

All of the following documents are required to completely register your child at SES. Return all completed forms and residency documentation to Ms. Carmela Cerulo ([ccerulo@westportps.org](mailto:ccerulo@westportps.org)). If transferring from a school outside of Westport, please provide the *Release to Obtain Prior School Student Records Form (below)* as soon as possible to allow time for records to be requested and sent from the previous school (does not apply for incoming Kindergarteners). If any of the following documents are not provided, you will be unable to register your child at Saugatuck.

**If your child is a new Westport Public School student you must register them online first [here](#).**

To complete the registration process the following documents need to be emailed to Carmela Cerulo ([ccerulo@westportps.org](mailto:ccerulo@westportps.org)):

1. [Westport Public Schools Release to Obtain Prior School Student Records](#) Form
2. A copy of your child's birth certificate or passport
3. Proof of Residency (deed, property tax bill, mortgage statement, signed lease or contract with closing date)
4. Two (2) current and separate Utility Bills (electric, gas, water, propane or cable) insurance bills and cell phone bills are NOT acceptable (You have 30 days from your move in date to provide utility bills.)
5. Updated Driver's License or form of ID
6. Updated CT Health Forms - Please contact the SES Health Office at (203) 221-2930 or [seshealthoffice@westportps.org](mailto:seshealthoffice@westportps.org) if you have any questions regarding health forms or any other health related questions. Health Assessment forms are required before the start of the school year.