

2024-2025 Cottage School Program

Weekly News - Week of September 30



Autumn is a second spring when every leaf is a flower.

~ Albert Camus

In Partnership,

Justin Peterson

Cottage School Program and College Pathways Principal

jpeterson1@asd20.org

719-487-2000

Announcements

IMPORTANT/NEW INFORMATION:

1. OCTOBER COUNT IS HERE! October Count is the time of year when our enrollment numbers must be verified and finalized with the state.

- **Since CSP students are not on campus every day, the requirement is that they be present on their assigned school day (or both half-days for kinder) the weeks of September 24, October 1, and October 7. If your students will be absent from school on ANY day during these three weeks, an Intent to Return form must be completed for EACH day of absence.** Our front office can provide you with this form should the need arise. If a child becomes sick during these weeks, please notify the office ASAP of an absence related to illness. We ask that you please try to avoid scheduling appointments and/or traveling during this critical time frame.
- If you have any questions, please contact CSP Administration (Justin Peterson, Principal, jpeterson1@asd20.org; Stef Hille, Assistant Principal, shille@asd20.org).

2. Looking for ways to bless our staff? Food items for our Sunshine Cabinet are always welcome!

Throughout the school year, we know families often want to express their gratitude to all who work with our CSP and CP communities. If ever you want to drop off pre-packaged snacks of any kind (granola bars, individual bags of chips/pretzels, chocolate, pastries, etc.), we will stock the Sunshine Cabinet in our staff lounge for all to enjoy during the week.

3. Hot lunch menu for the week of Sept. 30th for all students in grades 1-6 can be found [here](#).

NOTE: If a student forgets to order a hot lunch at the start of the school day, the only hot lunch menu item available to that student will be sunbutter and jelly. If a student arrives late for school but arrives before our lunch order has been submitted to Sodexo, that student may still order hot lunch as long as the front office is notified upon signing in for the day and as long as it is prior to 8:30 AM. If a parent knows a student will be arriving to school later than 8:30 AM, that parent can call the front office prior to 8:30 AM and place a lunch order for the student.

4. October 14-18 - Fall Break, No School

5. October 22, 11 AM - 1 PM, Picture Retakes

If your student has not yet had a school picture taken, or if you would like a picture retake, our photographer will be on campus for two hours on Tuesday, October 22nd. If your child has school on Tuesdays, please communicate with your child's teacher about making sure your child can get his/her picture taken if needed. If your child does not have school on Tuesdays, you are welcome to bring your child to school for a picture during the 11 AM - 1 PM time frame.

Helpful Information

Typing Pal Instructions for Students in Grades 3-6

Typing Pal is a learn-to-type program that we offer at no charge to all of our upper elementary students. There is no requirement to participate; it's simply something families may use as part of

their home school curricula if students desire to learn/master basic typing skills. Log-in instructions are below.

1. Go to <https://clascott.typingpal.com>
2. Each student's **user name** is the first letter of his/her first name (as given in Infinite Campus; not a nickname) followed by the student's last name (i.e. shille would be the username for Stefani Hille).
3. The **password** is identical for each student—*titans*—UNLESS a student was with us previously and changed his/her account to a unique password. Once students are logged in, they may change their password to something unique to them.
4. Questions or trouble logging in? Contact Stef Hille at shille@asd20.org.

Information about Volunteer Applications and Fee Payments

Volunteer Application Process

- Interested in being a field trip chaperone, attending a field trip, or helping out in the classroom in some capacity (i.e. class parties, art show preparation, field day)? All individuals who are around students are required to be cleared as volunteers and undergo a background check. A few important things to note:
 - Field trip chaperones are filled on a first-come, first-served basis via your child's classroom teacher.
 - If a field trip venue permits, parents sometimes choose to drive themselves to the venue and pay their own entrance fee. A volunteer application must still be completed for all who might be interested in doing this. (Please remember attending a field trip is not always possible unless one is a chaperone.)
 - Volunteer paperwork must be completed even if one is not working directly with students (such as art show preparation).
- **Please click [here](#) to start the application process.** It should only take about five minutes. For Step One, please read the Volunteer Guidelines, print out the last page and sign, and either hand deliver or email to Tiffany Jolly in the CSP office (tjolly@asd20.org). For Step Two, the most important thing to remember to do is to select one "function"/volunteer classification only: "**Legal Guardian (Non-Overnight)**." Email Stef Hille, shille@asd20.org, if you have any questions.

Student Fee Payment Process

- Student fees are now posted in Infinite Campus and they can be paid in the [Infinite Campus Parent Portal](#); information about how to pay fees in the Infinite Campus Parent Portal can be found [HERE](#).
 - Fees can be paid from your Infinite Campus portal. We encourage you to attach your bank account as a payment method in Infinite Campus to avoid paying higher transaction fees. Paying with an e-check will only incur a \$0.35 fee for the entire transaction, but card payments will incur a 3.5% transaction fee. If you have previous years' fees to pay, you will have to change the year in the dropdown menu at the top of the Fees page in order to select and add the older fees to your cart.
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A Note from the East Campus Librarian

Hello CSP Families!

Did you know that you have access to the East Campus Library and not just your students? You can come and check out materials (4 items per account) and have them for 2 weeks! Parents are welcome as soon as 8:05am until 8:20am. If you are here during school hours, feel free to stop by, however, if Mrs. Hinkin has a class with her in the library then we ask that you wait until after school or come back when she isn't with a class. The library is also open from 3:30pm-4:00pm.

Your student is also welcome to come by and checkout books! Without a parent, your student(s) can come in at 8:05am until 8:15am OR at the end of the day. However, we do ask that your student spends no more than 5min as we have to make sure the library isn't a "holding" area for late carpoolers, but rather an environment of finding great books and interacting with the library staff to help them find great books! You also have online access to audio books and e-books. Checkout our library page <https://www.tcatitans.org/schools/east-elementary/grade-level-information/east-elementary-library> for more information.

If you have any questions, contact the East Campus Librarian: Mrs. Hinkin, ahinkin@asd20.org



TCA Cottage School Program

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Cottage School Program

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