

RCP Parent Orientation

2026-2027

Class of 2044 & 2045



Richmond College
Prep Schools

August 10th, 2026



Agenda

-  **Meet the RCP Team**
-  **What the School Day Looks Like**
-  **Drop-Off, Pick-Up & First Day Logistics**
-  **School Expectations & Policies**
-  **Family Communication & Involvement**
-  **Important Dates & Next Steps**
-  **Questions**

CEO
Dr. Prier
kprier@rcpschools.org

Lower School Principal (PS-3GR)

Mrs. Lego

slego@rcpschools.org



Upper School Principal (4GR-8GR)

Mrs. Ramirez

dramriez@rcpschools.org



Transitional Kindergarten Team

Teacher- Ms. Greer

IAs- Ms. Zelaya & Ms. Cortes



Kindergarten Team

Ms. Spence and Ms. Giron



Kindergarten Team

Ms. Lucas and Ms. Solis



Schedule

Transitional Kindergarten- Ms. Greer (Ms. Cortes & Ms. Zelaya)

Washington University

Room TK

Time	Mins	Activity
8:00–8:20 AM	20	Table Choices
8:20–8:40 AM	20	Morning Meeting
8:40–9:00 AM	20	ELD
9:00–10:15 AM	75	Creative Curriculum Choice Time / Interest Areas / Teacher Small Groups (Literacy & Math)
10:15–10:30 AM	15	Bathroom & Cleanup
10:30–11:00 AM	30	PE
11:00–11:15 AM	15	Interactive Read-Aloud
11:15–11:45 AM	30	Lunch
11:45–11:55	10	Bathroom & Nap Preparation
11:55–1:10 PM	75	Nap / Rest Time
1:10–1:25 PM	15	Wake Up, Bathroom
1:25–2:00 PM	35	Creative Curriculum Small Group Investigation (Science, Social Studies, Art, or STEM)
2:00–2:20	20	Recess
2:20–2:45 PM	25	Math Exploration / Hands-On Centers
2:45–2:55 PM	10	Closing Circle / Reflection
2:55–3:00 PM	5	Pack Up & Dismissal

Kindergarten- Ms. Mary Lucas (Ms. Rosa/ Ms. Redmon)

University of Oregon

Room: MT 103

8:00-8:10 am	10	Morning Work
8:10-8:30 am	20	Morning Meeting
8:30-8:45 am	15	Phonics
8:45-9:45 am	60	Reading Small Groups
9:45-10:00am	15	Recess
10:00-11:00 am	60	Math
11:00-11:30 am	30	Lunch
11:30-12:00 pm	30	Recess
12:00-1:00 pm	60	Elective
1:00-1:50 pm	50	ELA (Science and Social Studies on Friday)
1:50-2:00 pm	10	Afternoon Snack
2:00-2:30 pm	30	ELD/WIN
2:30-3:00 pm	30	STEM Centers

Drop off

Drop Off/ Breakfast

- 7:30-8:00am Maritime Building (front entrance)
- 8:00 TK building

After 8:00 Drop Off

- K: Front Entrance Maritime Building

Pick Up & After Sch0ol

- **Regular day (no after school)**
 - Dismissal is 3:00
 - TK pickup-front entrance of TK building
 - K pickup- cafeteria side door
 - 1GR- side gate of maritime building (next to TK building)
- **After School**
 - 3:00-4:00- snack, homework center, recess
 - 4:00-6:00- science, sports & dance
 - Sign Out and Pickup at Maritime entrance

First Day Logistics

- **Drop-off**
 - Parent can walk students to hallway and say see you later
 - Parents cannot go to classrooms on the first day
 - Parents can visit classrooms during back to school night
- **Pick Up**
 - Parents go to assigned spot to pick up at 3:00.
 - After school sign out and pickup maritime office (all grades)
 - Traffic & Patience

Introducing Drive Through Drop Off



This is how the drop-off zone operates in the morning.

Parking Enforcement has made a commitment to assist RCP in ensuring the safety of our students. Please DO NOT park or block the following areas. Tickets will be given to those who violate the parking regulations.

El Departamento de Control de Estacionamiento se ha comprometido a ayudar a RCP para garantizar la seguridad de nuestros estudiantes. Por favor, NO estacione ni bloquee las siguientes áreas. Se emitirán multas a quienes violen las regulaciones de estacionamiento.



Do Not Park or Block
this area. Fine = \$421 or
more

No se estacione ni
bloquee esta área.
Multa = \$421 o más.

You must park 15
feet away from a fire
hydrant. Fine = \$80
or more

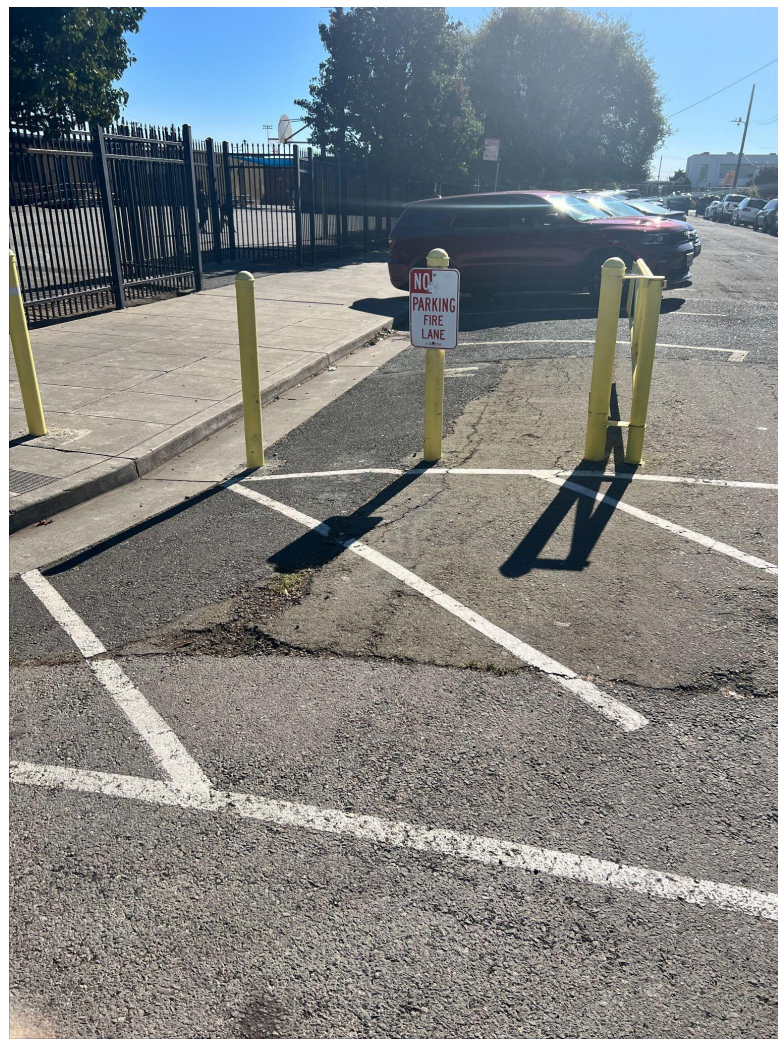
Debe estacionarse a
15 pies de un
hidrante de incendio.
Multa = \$80 o más.





The white lines
are a fire lane.
Please do not
park or block
the fire lane.
Fine = \$80 or
more

Las líneas
blancas son un
carril de
bomberos.
Por favor, no
estacione ni
bloquee el carril
de bomberos.
Multa = \$80 o
más.





Do not park or block this area. Fine = \$421 or more.

No estacione ni bloquee esta área.
Multa = \$421 o más.

Please **DO NOT**
PARK Behind the
Yellow Gate.

**This is STAFF
PARKING ONLY**

Por favor, **NO** se estacione
detrás de la puerta amarilla.
Este es un estacionamiento
es exclusivo para el personal



Traffic/ Drop Offs and Pick Up



Traffic & Parking Please do not leave your car unattended with minor passengers inside. Please do not double park or block other cars while dropping off/picking up your student.

- TK-1st grade drop off and pick up is on Florida Avenue.
- 2nd-8th grade drop off and pick up is on S. 12th St.

Attendance Policy

Richmond College Prep grades TK-8th starts promptly at 8:00 am. Frequent tardiness and absences result in academic failure for the student and create a disruption to the classroom environment. Please bring your child to school every day and on time.

All Absences require a note or phone call

If your child is absent three (3) or more days, a doctor's note is required.

Tardiness: Students will be marked tardy if they arrive late.

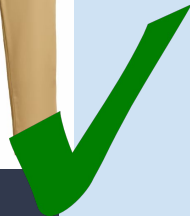
If a student misses 10% of the school year they can be unenrolled from RCP



School success starts
with attendance

Dress Code - Students

- Navy and light blue shirt
- Dark blue or khaki pants, shorts, jumper or skirt
- **NOT ALLOWED:** sweatpants, jeans, open-toed shoes, slides, Crocs, Slip-on Uggs
- If you need help purchasing uniforms email mgovea@rcpschools.org



Ensuring a safe learning environment



The primary goal of discipline in the Richmond College Prep Elementary Charter School is to provide and maintain a safe, just, affirmative, and appropriately challenging environment that promotes learning and positive personal growth. Disciplinary measures will be aimed toward assisting each student in the development of self-control, social responsibility, and the acceptance of appropriate consequences for his or her actions.

- Classroom Behavior Management
- School-Wide Referral System
- Class DoJo
- Second Step-
- Morning Meeting
- School Counselor

Healthy Food Policy



We are a healthy, peanut-free school. We provide free breakfast and lunch for all students. If families would like to send their students to school with a packed lunch/snack, the following guidelines must be followed: -

No dessert food: cakes, cupcakes, pies, or candy - No chips or sunflower seeds - Water or 100% Juice beverages ONLY -

Breakfast begins at 7:30 am and ends at 7:55 am.

Allergies or Special Needs: Please let Mrs. Viveros and your child's teacher know if your child has any food allergies

For Celebrations: We have a sugar free policy. Sweets (cake, cookies, candy) are to be avoided and healthy snacks provided.

We do not allow cupcakes for birthdays. You can bring stickers, pencils, come in for a read-aloud ect if you want to.

Cell Phone Policy



- Cell phones brought to school are to be turned into their teachers (4GR-8GR)
- Cell phones are not to be used while students are on campus.
- These guidelines will be followed during the before and after school program, and during field trips.

If a student is seen with a cell phone without permission,
RCP staff will follow this protocol: confiscate it and send it to the administration. After the first infraction: the student may pick up item at the end of the school day; second infraction: a parent must pick up the item; third infraction: a discipline referral will be filed for the student.

RCP Parents Getting Involved

- Classroom Support
- Field Trip Chaperones
- Scholastic Book Fair
- School Festivals
- Monthly Coffee Club
- Monthly Parent/Staff Meetings (SSC/ELAC)
- Drive through drop off





ClassDojo

Class Dojo

- **App**
- **Upcoming events and reminders**
- **Messages between teachers and parents**
- **Track student behavior**
- **Pictures of student work**

Lost and Found

- Make sure name is on sweatshirts and jackets
- Make sure name is on water bottle
- Check lost and found in office often



Important Dates

- First day of School, **Monday August 10th**
- Back to School Night, **Thursday August 27th**

Questions