

COMMUNICATING WITH SCHOOL

PHONE CONTACTS

Absent/Tardy Line	617.349.6577 x1
Main Office	617.349.6577
School Clerk, Shai Rashada-Parasram	617.349.6577 x0
Principal, Kathleen Smith	617.349.6577 x0
Assistant Principal, Paul McKnight	617.349.6577 x0
Family Liaison, Lauren Morse	617.349.6577 x7944418
SEI Family Liaison, Mildrid Gédéon	617.349.6577 x7944318
Nurse's Office, Bonnie Walsh	617.349.6577 x7944218
School Psychologist, Angela Arena	617.349.6577 x7944118
Transportation Office	617.349.6862
Dragonfly Afterschool	617.547.1116
G&P Community School	617.349.6267
Security & Safety	617.349.6772

PARENTSQUARE: We use ParentSquare to communicate with families. Adjust your notification settings to ensure you receive important information about your student. Access newsletters, message teachers, view testing reports, and more through ParentSquare – all in your preferred language! Learn more: www.cpsd.us/parentsquare

FAMILY NOTICES: Check your child's backpack and home-school folder each day for important notices and homework. School communication is also sent via ParentSquare.

SCHOOL DISTRICT CALENDAR: The district calendar is at www.cpsd.us. Note: Dismissal for G&P on Early Release Days is at 12PM.



MANDATORY FORMS

EMERGENCY CONTACT INFO

Annual forms are due on the first day of school. Forms can be completed online at the CPS Family Portal. Paper copies and translations are also available in the Main Office.

Every year a NEW FORM for EACH child must be completed. The emergency contact info provides the school with names and numbers of those to reach in case your child becomes sick or injured at school. Include friends or neighbors willing to take your child home if you can't be reached. Please fill in all the information requested.

A CORI form is optional, but it is required before you can volunteer and/or attend a field trip with your child's classroom, and must be on file 2-3 weeks in advance. A new CORI must be completed each school year. More information will be shared at a later date.

AFTERSCHOOL OPTIONS

DRAGONFLY AFTERSCHOOL PROGRAM

This program provides childcare from 2:30-5:45PM (2PM on Wednesdays) for students ages 5 years old to 4th grade. Visit dragonflyafterschool.org or contact Director Jodi Rich (617.547.1116, jodisrich@gmail.com) to learn more.

GRAHAM & PARKS COMMUNITY SCHOOL

This program is part of the citywide programs run by the Department of Human Services Programs (DHSP). This is an afterschool program for grades K-5 on Mondays through Fridays from 2:30-6PM (2PM on Wednesdays). For more information, contact Director Crisalida Sousa: 617.349.6267, cmsousa@cambridgema.gov

CITYWIDE AFTERSCHOOL OPTIONS

There is a Community School at each public school and many other Afterschool Child Care programs in the city. For more info, visit:
www.cpsd.us
www.finditcambridge.org
www.agendaforchildrenost.org



Graham & Parks School
 44 Linnaean Street, Cambridge, MA 02138
grahamandparks.cpsd.us
 617.349.6577



A Handy Reference for the Entire Year!

Updated October 2026

G&P Cares!

Community
 Action
 Responsibility
 Effort
 Support



GRAHAM & PARKS SCHOOL

Graham & Parks School houses 4 programs:

- General Education (Grades K-5)
- Sheltered English Immersion (SEI) (Grades K-5)
- Sub-Separate Language Based Learning Disabilities (Grades 2-5)
- Cambridge Preschool Program (3- & 4-year-olds), including Special Start Integrated Preschool

GENERAL OPERATIONS

SCHOOL DAY HOURS

Monday/Tuesday/Thursday/Friday: 8AM-2:30PM

Wednesday: Dismissal at 2PM

Early Release Days: Dismissal at 12PM

ARRIVAL TIME

Students can be dropped off as early as 7:30AM. General arrival begins at 7:50AM. Breakfast is served at 7:30AM. Class begins promptly at 8AM.

ABSENCE/TARDINESS PROCEDURE

- Students arriving after 8AM must check in with the Main Office before entering the classroom.
- Make every effort to have your child in school on time. Latecomers not only miss important instructional time but also disrupt the learning of others. If your child will be absent or tardy (late), call the absent/tardy number at 617.349.6577x1.
- Please arrange medical & dental appointments after school hours if possible. Please remember to call the absent/tardy number. If you don't call, you'll receive an automated message letting you know your child is not at school.

LONG TERM ABSENCE (SABBATICAL)

Students who will be absent for more than 10 days in a row are required to fill out the sabbatical form 2-3 weeks in advance. Please contact the Student Registration Center at 617.349.6551 before returning to G&P. Sabbatical forms are available online and in the Main Office.

MEDICATIONS

All medications must be given to the school nurse in a labeled container with your child's name and a letter from the doctor. Epi pens and asthma medications should be accompanied with clear

directions. No student should bring medication to school without telling the nurse or the Main Office. Inform BOTH the nurse AND the classroom teacher of your child's allergies and severity of reaction.

BREAKFAST & LUNCH

- **All breakfast and lunch are free.**
- Breakfast is available at 7:30AM.
- Children may bring lunch from home; pack lunches that do not need refrigeration.
- A monthly menu for families is posted at www.cpsd.us.

ARRIVAL

DROP OFF

Students in Preschool - Grade 1 should enter through the main entrance and students in Grades 2-5 will meet their class on the G&P Playground. Caregivers of Preschool - Grade 1 students must park and walk their child to the main entrance. Students in Grades 2-5 may be dropped off at drop off spots on Avon Street and Walker Street (at entrance to playground) between 8:05 and 8:13AM. Cars should not stop in front of the school along Linnaean Street. This area needs to be clear for buses and vans. All students arriving on the bus will enter through the main entrance and go to the cafeteria for breakfast.

DISMISSAL

PICK UP

Students can be picked up in the same location as drop off. Students in Preschool - Grade 1 will be picked up at the main entrance. Students in Grades 2-5 will be picked up on the playground. Students who ride the bus will line up at the main entrance and be escorted to the bus by staff.

CHANGES TO DISMISSAL PLANS

Any changes must be communicated in writing to your child's classroom teacher and the Main Office as early as possible. In an emergency, you must call the Main Office to communicate any changes before 12PM.

TRANSPORTATION

ELIGIBILITY

Students who live more than 1 mile from school are eligible for a bus. The Transportation Department will mail letters that include your child's bus stop time and location if you are eligible. You can also find your child's bus info here: www.cpsd.us/departments/transportation (enter your address then click on Graham & Parks).

STUDENTS IN PRESCHOOL - GRADE 2

A designated guardian MUST be at the afternoon bus stop to meet students in Preschool - Grade 2. Students who are not met at the bus stop will be taken to the Security Office at CRLS (617.349.6772) after the driver completes the bus route. Please be patient the first few weeks, as buses are sometimes delayed.

BUSING TO AFTERSCHOOL

The school system is responsible for busing from home-to-school and school-to-home only. Although busing your child to an afterschool program or other destination is not part of the busing service, we try to accommodate your child provided seats are available. The classroom teacher must be notified.

If you need to change your child's bus or add a bus because of an afterschool program, please fill out the Transportation Change Form and email it to the G&P clerk, Enid DeCastro, at edecastro@cpsd.us. Please note that it takes 48 hours to process these requests.

WHAT TO DO IF YOUR CHILD DOES NOT COME HOME ON THE BUS AS EXPECTED

First, call the school at 617.349.6577. Then call the Transportation Department at 617.349.6862. If no answer, call the Safety & Security Office at 617.349.6772.

WHAT TO BRING TO SCHOOL

Please send your child with a backpack, water bottle, and snack everyday. They can bring lunch from home or opt to receive free lunch at school. Be sure your child's name is on their belongings (lunch box, backpack, jackets, etc.). If missing an item, check in at the main office and lost and found.

Please dress students appropriately for the weather including hats, gloves, and boots during winter months. Students in all grades go outside for recess everyday except when conditions require indoor recess.