

August 14, 2009

Dear Parents,

Welcome to all our new families and to our returning ones. Here is some information that will answer some of the questions you may have about the beginning of the new school year. Our school year will begin on August 17th for faculty and staff and on **Monday, August 24th** for students.

Faculty and Staff for the 2009-2010 year are as follows:

Head of School: Audrey Russell

Business Manager: Sandi Hopson

Receptionist/Secretary: Treva Buck

Reese Building

PK-3, and PK-4: Angie Phillips, PK-3, Margaret Sultenfuss, PK-4

Mast Building

Music: Amanda Holbrook

Art: Russ Havard

Main Building

Kindergarten: Renee` Gundersen, Room 9, and Zella Unger, Room 4.

Grade One: Kate Blackwell, Rm. 2

Grade Five: Linda Forsythe, Rm. 5.

Grade Two: Susie Kroll, Rm. 6

Grade Six: Pam Kulhavy, Rm. 10

Grade Three: Mit Mahar, Rm. 3

P. E.: Louis McMillion (Coach Mac)

Grade Four: Mildred Patton, Rm. 7

School Custodian: Lisa Levings

Technology Coordinator: Gina Carver, Room 8.

Spanish: Carrie Leonard, East Hallway Office

Christian Education: Kate Whaley and Wanda Cuniff, East Hallway Office

Chapel Services: Chapel services are held on Wednesdays.

Christ Episcopal Church: 8:15 am for Grades 2-6

9:00 am for Kindergarten and Grade 1

Canterbury House: 8:30 am for Pre-K 3 and Pre-K 4.

School Supply List/Calendar: If you need a school supply list or school calendar, they are located on the school's website at www.ces-nac.org. They are also available in the school office.

Lunch Milk Program: If your child is participating in the Lunch Milk Program, please return the enclosed form by Friday, August 21st. (Reminder: the Hot Lunch Program does not include a drink. If your child will participate in the Hot Lunch Program, you must send a drink for lunch or participate in the Lunch Milk Program.) You may join the Lunch Milk Program at any time.

Hot Lunch Program: The Hot Lunch Program will begin Monday, August 31st. Hot Lunch Program order forms will be sent home the first week of school. Send a sack lunch the first week of school.

Discovery Play Program and Extended Day Program: The Discovery Play Program and the Extended Day Program is directed by Margaret Sultenfuss. Mrs. Sultenfuss is here until 3:45 pm and Mrs. Vicki Hodge, Manager, is here until 5:30 pm.

Drop-In Rate Change for Extended Day Program: The drop-in fee for the Extended Day Program (3:10-5:30 pm) has been reduced to \$10.00. However, it is important to reserve a space for your child ahead of time the number of limited spaces is limited due to the number of supervisory personnel. Additional supervisory personnel can be scheduled to meet the demand if we know they are needed.

Parent Association Membership Change: A change to the Parent Association this year is that every parent is a member of the Parent Association. There is no fee to be a member. Although some fundraising is necessary to support Parent Association sponsored events, it is not its primary focus. The focus of the Parent Association is to support the mission of the school and to build community and school spirit.

Parent Association Meeting Dates: The Parent Association will meet the first Tuesday of each month at 12:00 noon in the Bailey House (former Mize House) where the church office is located.

Parent/Teacher Conferences: Please make an *appointment* to speak to your child's teacher so that the teacher can give full attention to you. Teachers have been told not to hold conferences during pick-up time. **Conferencing at pick-up time is inefficient, and it is inappropriate to discuss a child's problems when individuals not involved may be listening.** If you still have concerns after you conference with the teacher, please make an appointment to speak with me.

Please find enclosed the following forms/information: Class List and Lunch Milk Program Form.

I hope to see you for our *Parent Orientation* meeting on the evening of Thursday, August the 20th from 6:00 P.M to 7:00 P.M at the church. This meeting will provide parents an opportunity to meet the faculty and staff and to obtain the information necessary to help you and your child have a smooth start to the new school year. On Friday, August 21st, students are invited to visit their classrooms and meet their teachers between 10:00 am and noon. Classes begin on Monday, August 24th at 8:00 am.

I look forward to greeting and meeting each of you and working with your children this year.

Sincerely,

Audrey Russell
Head of School

Enclosures