

July 30, 2010

Dear CAS Parents,

We hope you are enjoying a wonderful summer and we look forward to seeing you on the first day of school, **Tuesday, September 7th at 8:15 a.m.**

School Hours

Lower School (Grades 1-5)	8:15 am – 3:00 pm
Middle School (Grades 6-8)	8:15 am – 3:15 pm
<i>*Tuesdays</i>	<i>Early Dismissal</i>
<i>Lower School</i>	<i>12:45 pm</i>
<i>Middle School</i>	<i>1:00 pm</i>

First Day of School

Charles Armstrong Parent School Organization (CAPSO) is hosting Welcome Back to School coffees on Tuesday, September 7th. The Lower meeting will be from 8:30-10:00 immediately after drop-off. For more information, please check out the enclosed flyer. There is a link to it on the CAS website's home page. An RSVP is requested if you plan to attend.

First week of school

Please allow additional time for drop-off and dismissal during the first week of school since many families are learning a new routine.

Be aware that during the first week only we will dismiss at 12:45 for Lower School and at 1:00 for Middle School to help with traffic flow and allow time for parent-teacher conferences.

Dismissal Procedure

We have a precise procedure for dismissal. Please follow instructions carefully so that all parents are able to arrive, pick up their students and depart in a timely manner. Regular size cars will go to the upper parking lot and the SUV'S will be located in the lower lot. Students **cannot** go to the cars until they are instructed to do so by the parking attendants. Drivers are asked to always remain in their vehicles and to follow parking attendant's instructions.

Social for New Parents (enclosed)

Please be sure to read the invitation to the Social for New Parents. This evening is designed so that parents can meet with other CAS parents prior to the start of school. They are adult only events and will require an R.S.V.P. **Please do not bring children.** CAS **does not** provide child care for these events. We will have the uniform bank available for your viewing. The date for the Social is:

Wednesday, September 1, 2010 - 5:00-6:30 pm

Parent/Teacher Conferences (enclosed)

We will schedule parent/teacher conferences during the first week of school. The purpose of this conference is for parents to tell teachers pertinent information about their child as a learner. It's an opportunity to share strengths, challenges and concerns that might be helpful as the teachers prepare their programs for next year.

We are using the same software program as in the past. It is easy and efficient for both parents and teachers. Please find enclosed in this packet explicit directions for using the program so you can set up your conference at a convenient time. They will be only 30 minutes in length. If you have any difficulty in scheduling please contact Rhonda Orr at rorr@charlesarmstrong.org

After School Care is available daily during the first week of school when there is 12:45/1:00pm dismissal. Students will be allowed to be in After School Care free of charge during the time of your scheduled conference. However, we cannot accommodate siblings during the conferences.

CAS Connections 2010-2011 (roster of parents) will not be ready until the start of school. Please remember throughout the year that anytime your information changes – address, phone numbers, email address that you need to notify Student Services so that we always have your current information on file in case of emergency.

Family Handbook

We ask that each parent read the ***Family Handbook*** which will be posted on the CAS website. It is important that each family review the *Family Handbook* with your child so that both parents and students are fully informed of our rules and expectations.

Important Forms

This year the following forms can be found on the CAS website. We ask that each family print each form, sign and student sign (when required), and return on the first date of school.

- Acceptable Use Policy
- Anti-Bullying Pledge
- CAS Community Contract
- Emergency Notification System
- Parent Traffic Agreement
- Photo Release Form
- Students Standards of Behavior Policy
- Summer Program Verification

Emergency Forms for Returning Students

These forms have been mailed to all parents of returning students with instructions to check the information. All forms must be returned to Student Services. Please indicate on the form if you have changes/corrections,

PLEASE RETURN ALL OF THESE FORMS TO LAURA FABELA IN STUDENT SERVICES ON THE 1ST DAY OF SCHOOL:

Parent Traffic Agreement

Our parent community must understand that parking on Solana Drive or in the upper parking lot off of Solana Drive is never allowed at any time for any reason, nor is child drop-off allowed in these areas. In order to continue the positive relationship we have with the City of Belmont and with our neighbors, it is imperative not only that you adhere to these parking guidelines, but also that you advise anyone driving to our school on your behalf of the same rules. In addition, all numbered parking spots in both the upper and lower parking lots are reserved for faculty and staff, therefore visitor parking is only permitted in the overflow parking area located beyond the basketball courts. There are a few spots designed for Visitor parking (number 65-70) in the lower parking lot. Each parent of every family will be asked to complete a **Parent Traffic Agreement** confirming that they understand and will comply with our parking rules.

Communications

Every year we work on improving our communication with our school community. There are several ways parents can be informed of the various school events throughout the school year. The **School Bulletin**, **email** and **PowerSchool** are your primary sources. The **School Bulletin** is published on our website each Friday afternoon. The link to the website is also emailed each Friday to parents by each classroom group list. All important school information is contained in the Bulletin and we strongly recommend that parents read it weekly. **PowerSchool** (student database system) is a great way for parents in grades 5-8 to be informed of your child's progress and we expect parents to check this at the end of each week. Each parent (grades 1-8) and students (grades 5-8) will be given a password for PowerSchool. The letter containing your password will be mailed to you before the start of school.

We constantly strive toward better communication and welcome any suggestions from you. We ask you to join us in this effort by taking the time to respond in a timely way to all school requests and invitations.

Supply Lists – Gr. 4-8 (enclosed)

You will find enclosed a packet of Supply Lists for students in grades 4-8. Students in lower grades are not required to bring supplies. Please have the requested supplies for the first day of school.

Hot Lunch Program (enclosed)

The Lunch Master is a local independent company that will provide the hot lunch program at CAS. This is a new company for CAS that has been providing all the school in the San Carlos School District for several years as well as many other schools on the Peninsula.

Uniforms (enclosed)

School uniform information is included in this mailing. Please pay particular attention to the expected dress guidelines. As always, our goal is to spend less time on monitoring uniforms and more time on instruction so we ask that you support the school's uniform policy by making sure your child is in uniform each day.

Middle School Sweatshirts Gr. 6-8 (enclosed)

Only Middle School students are allowed to wear the gray or black Armstrong sweatshirts. These sweatshirts are ordered through a local supplier and are purchased only once or twice a year. Please complete and return to Student Services the enclosed form by Monday, September 13th so that the order can be placed promptly. The sweatshirts should be available around the 1st week of October.

CAS Parent Calendar 2010-2011 (enclosed)

The CAS Parent Calendar is included in this packet. It is also available on the CAS website. It is advisable to always check this site when you have questions about dates and events during the year.

CAS Carpool List (enclosed)

The Carpool List is arranged by cities. This is supplied to you in order to help you organize carpool transportation prior to the start of school.

Other Transportation

There are two van services that provide transportation to CAS.

- Service to and from San Francisco. For more information contact: Renate (415-305-7762) or Sam (415) 670-0585.
- Service to and from the South Bay. For more information contact: Beje (408-205-8679)
- Bauer Transportation

Charles Armstrong Parent School Organization (CAPSO) (enclosed)

CAPSO is the parent voice of CAS. All parents are automatically enrolled and there are no fees for membership. Enclosed you will find descriptive forms about various CAPSO activities including eScrip program, parent Yahoo group, CAPSO roster (organization chart), a volunteering survey and the Common Ground calendar.

Common Ground Speaker Series

Common Ground is an organization of local independent schools who have formed together to bring outstanding speakers to our area during each school year. Usually the speakers are here for 3 days and present at different schools each day. There is no fee for parents at member schools and CAS is one of the founding schools of this organization. Be sure to check the attached document and mark your calendars now for these events.

PowerSchool Passwords (enclosed)

Enclosed you will find the letter which gives a brief explanation of PowerSchool and also contains your ID and password for access to PowerSchool. The password and ID is the same for both parents. The letter also includes your child's ID and password.

Outdoor Education Program (enclosed for Gr. 5-8)

Outdoor Education is considered part of the CAS curriculum. Grades 5-8 each have different trips planned during the school year. Please review the enclosed information and mark your calendars now for your child's trip. Parents will be billed by the Business Office for these trips.

Before and After School Care Program (enclosed)

Enclosed you will find information regarding the Before and After School Care Program here on campus. Supervised care is provided for CAS students between the hours of 7:30-8:00am and 3:00-5:30pm (Tuesday hours are 12:45-5:30pm) for a fee. The enclosed program contains information for those parents who wish to sign up for individual days or weeks for the year at a cost savings. The program also operates on a drop-in basis where no prior notification is required.

Class Placement

We are still working on the class placements so they are not included in this letter. The class placements will be emailed to you before the start of school. Please remember to check all emails from CAS.

Following is a list of criteria considered before placement is determined.

- Academic strength
- Academic challenges
- Maturity
- Social skills
- Interests
- Group balance with gender
- Social dynamics of the group
- Parent written requests/suggestions
- Teacher/student or teacher/parent relationships

The faculty and administrators meet to discuss the appropriate placement for each child. We do the best we can to honor parent suggestions or requests. The school does need to make the final choice so that the needs of all the students are considered. We will be excited to see everyone in their classes on the first day of school!

Department Contacts at CAS (650-592-7570)

Admissions, Advancement & Marketing	Debbie Vielbaum, x264	Room 1
Business Office	Sue Johnston, x227	Business Center
Counseling	Jason Bradeen, x243	Student Services
	Jayne Mahoney, x209	Student Services
Director of Middle School	Bob Luke, x269	Student Services
Student Services	Adrienne Foran, x208	Student Services
	Laura Fabela, x204	Student Services
Technology	Rhonda Orr, x266	Business Center
To schedule appointments with:		
Claudia Koochek, Head of School – Pat Piper, x235		Room 1
Bob Luke, Director of Middle School – Laura Fabela, x204		Student Services

We are busy getting prepared for fall and are excited to see all new and returning students in September.

Sincerely,

Claudia Koochek
Head of School