

COUGARS

BILLINGSVILLE • COTSWOLD

August 16, 2021

Dear Cougar Families,

I want to take this opportunity to welcome you to the 2021-2022 school year in Cougar Country! I am thrilled to welcome so many new families to the Billingsville-Cotswold Community.

Billingsville-Cotswold Elementary is a professional learning community in which all staff members take ownership and responsibility for all children. You should feel secure that your child will be very successful this year because we have a family of teachers and support staff making sure every child is getting what he/she needs.

I want to make sure that you are aware of some important information at the start of the school year.

We are excited to announce our Leadership Team for the 2021-2022 School Year. Alicia Hash-Principal, Barry White-Assistant Principal (Primary Campus), Sandy Mintz-Dean of Students (Primary Campus), Kurt Fruendt-Assistant Principal (Intermediate Campus), Arikka Stevens-Dean of Students (Intermediate Campus).



SCHOOL HOURS: The bell schedule for our primary campus will be 7:45-2:45. Students can enter the building at 7:15. The bell schedule for our intermediate campus will be 8:00-3:00. Students can enter the building at 7:30. Our school offices opens at 7:30 am and closes at 3:15 pm. Please know that students cannot be dropped off in the morning prior to the first bell ringing. Additionally, students cannot have an early dismissal after 2:00 pm in the afternoon. It is extremely important that students arrive on time and remain throughout the school day. Any person picking up a student must be on the student's emergency card and show a picture ID.

WE WILL NOT RELEASE CHILDREN TO ANY PERSON NOT ON THE AUTHORIZED PICK UP LIST.

OPEN HOUSE: Please join us on August 19, **Virtually** for our Back-to-School information sessions. The K-2 information session will be held at 5:00 and the 3-5 information session will be held at 5:30. After the school wide information sessions teachers will host information sessions specific to their classrooms. The first rotation will be 6:00-6:30 and the second rotation will be 6:30-7:00. ZOOM links will be coming soon. Our Meet the Teacher Event will be held on August 20. The schedule for you to visit your child's classroom is as follows: **Billingsville Campus: LAST NAME: A-H (12:00-1:00), I-P (1:15-2:15), Q-Z-(2:30-3:30) and the Cotswold Campus Schedule is: LAST NAME: A-H (1:15-2:15), I-P (2:30-3:30), Q-Z-(12:00-1:00).** The Meet the Teacher event is a time for you to greet your child's teacher and tour your child's classroom.



SCHOOL UNIFORMS: The primary and intermediate campus will continue to be uniform schools. Students are allowed to wear navy, white, and Carolina blue tops. Students are allowed to wear navy and khaki bottoms.

FACE COVERING-FOR THE SAFETY OF OUR SCHOOL COMMUNITY ALL INDIVIDUALS ON CAMPUS ARE REQUIRED TO WEAR A FACE COVERING.

KINDERGARTEN STAGGERED ENTRY: Enclosed is a letter for all kindergarten families indicating which day your child should report for our staggered entry program. This allows teachers to assess and get to know students in a smaller setting prior to all kindergarten students reporting to school on Tuesday, August 31st.



SCHOOL SUPPLIES: A current school supply list is posted on our school website. Please remember that ROLLING BOOKBAGS ARE NOT ALLOWED IN THE BUILDING due to safety concerns.

Cougar Cafe: Currently breakfast and lunch are free for all students in CMS.



EMERGENCY INFORMATION SHEET: On the first day of school your child will bring home an emergency information sheet. It is VERY IMPORTANT that you complete this for each of your children. This helps us contact you and take care of your child in the event of an emergency.



IMMUNIZATIONS: Rising kindergarteners are REQUIRED by the state of North Carolina to have all immunizations completed and updated by the first day of school. Please call the school if you need information about free clinics. We are mandated to suspend students after the 20th day. PLEASE, PLEASE take care of this prior to the start of school.

AFTERSCHOOL: Please inform your child's teacher in writing about where your child is to go after school hours and how the child is to get there. It is important for us to know if your child will be a walker, bus rider, car rider, van rider, attending a day care, or our after-school program. This information will be considered the usual customary dismissal plan for your child. **Written notice must be given for any changes to the plan, and notices must be received by the teacher or in the office before 12:00 pm on the day of the change.** Please do not simply give verbal directions to your child. For safety and security reasons, teachers have been instructed to follow the usual and customary plan unless there is a written request for change.

WALKERS: We only have walkers on our Intermediate Campus. All walkers on the intermediate campus will be dismissed from the Linda Lane Entrance. There will be no front door walkers. Please sign a walker's permission slip form if you plan for your child to be a walker. To ensure safety for all students' only students who live in the walk zone will be released as walkers this year. Linda Lane is NOT A CARPOOL LINE. Please use these areas for walkers only so that we can ensure the safety of all of our students.

BUS RIDERS: If your bus information is not included in this letter your bus information will be available at our Open House on August 20th.



Your child's bus sticker includes: your child's name, address, school assignment, AM & PM bus numbers, stop location and estimated pick-up and delivery times. Please make note of your child's bus number, bus stop, and time to expect your child to be picked up and dropped off. There may be more than one bus that will come through your area. You want to be sure that your child boards his or her ASSIGNED BUS. Please have your child at the bus stop at least 10 minutes prior to pick-up time. If you need to contact the transportation office with a bus question or concern, please call 980-343-6715. Any transportation changes for your child require a form to be completed online. Go to www.cms.k12.nc.us and click on Transportation Services Request Form. Check back in 3-5 business days to see if the new bus stop has been approved.

CAR RIDERS



MORNING CARPOOL PROCEDURES:

In order to ensure the safety of our students, it is important to adhere to the following drop off procedures:

Billingsville Primary Campus-Car Riders Unload at 7:15.

- Supervision is not provided before 7:15 am, so please do not drop your child off before the start of the school day. Students are not to be left standing at the front entrance of the school prior to 7:15 am.
- School personnel are assigned to the front loop to assist with the carpool process. Please have students ready to exit vehicles in this area. Students are to unload closest to the curb where a staff member will be located to assist you.
- For safety purposes, students must unload only at the main entrance.
- Park in the rear of the parking lot if you plan on walking your child to his/her classroom. **As a reminder parents are not allowed to walk students to class for safety reasons.** Please do not park in the bus parking lot. State law prohibits private vehicles from parking on the bus lot during arrival and departure times.

Cotswold Intermediate Campus - Car riders unload at 7:30.

- Supervision is not provided before 7:30 am, so please do not drop your child off before the start of the school day. Students are not to be left standing at the front entrance of the school prior to 7:30 am.
- School personnel are assigned to the front loop to assist with the carpool process. Please have students ready to exit vehicles in this area. Students are to unload closest to the curb where a staff member will be located to assist you.
- For safety purposes, students must unload only at the main entrance.
- Park in the rear of the parking lot if you plan on walking your child into the building. **As a reminder parents are not allowed to walk students to class for safety reasons.** Please do not park in the bus parking lot. State law prohibits private vehicles from parking on the bus lot during arrival and departure times.

Afternoon Carpool Procedures:

Parents are expected to adhere to the carpool dismissal procedures provided by the Billingsville-Cotswold Staff. Please review the following guidelines:

Billingsville-Cotswold

- Carpool begins promptly at 2:35 pm and ends at 3:00 pm for our Primary Campus Billingsville and begins at 2:45 pm and ends at 3:15 for our Intermediate Campus Cotswold. Please make plans to pick your child up on time. (A note or phone call to the school no later than 12:00 pm is required to notify the school of a change in transportation. Calls will be screened for identification purposes. Additionally, ID is required if there is a change in the person picking up your child.)
- All carpool students will have a name card to help with the flow of traffic. Starting the first day of school please have the name card visible for our carpool staff daily. Students will load cars from the GYM entrance. If someone other than you pick up your child, he/she **MUST** have the name card.
- The carpool line in the afternoon will loop around the staff parking lot, so when you pull up to the GYM entrance, your passenger side door will be facing the curb.
- Please remain in the carpool line. For safety and security reasons, please do not attempt to pass any other cars in the carpool line. Please follow the flow of the traffic.
- Please do not walk up and pick your child up from the carpool line. We will not release any students from carpool to anyone who walks up.

STUDENT AGENDAS: Cougar families in grades K-5 use agendas in order to help them stay organized and stay in communication with each other. It is absolutely vital that your child is responsible for keeping up with the agenda throughout the school year.

PTA: Our school depends on the Parent Teacher Association to support our students and teachers here at the school. The PTA sponsor's student programs, field trips, assemblies, the student yearbook, and teacher support. We strongly encourage you to join the PTA this school year. Be prepared to join at Open House. We look forward to you partnering with us in this very important way. **PLEASE READ THE PTA WELCOME LETTER INCLUDED IN THIS MAILING.**

HEALTH ROOM: The health room is in need of donations to take care of children throughout the school year. Please help us by sending any of the following to the main office: bandages, hand sanitizer, liquid soap, Kleenex, baby wipes, Ziploc bags, new underwear (all sizes), new undershirts (all sizes), and new socks (all sizes).

ASEP ENRICHMENT PROGRAM: The ASEP Program will be available at Billingsville and Cotswold after school hours. To register your child, please go to the CMS website (www.cms.k12.nc.us), call 980-343-5587 or email asep@cms.k12.nc.us.

Sincerely,

Alicia Hash