



July 31, 2017

Dear Parent(s) / Guardian,

Back to school time is around the corner. We hope that your summer has been filled with quality family time, rest, and adventure. We have been extremely busy preparing to open the school where magical things happen – Downtown Doral Charter Elementary School. Our highly qualified staff is anxiously awaiting the first day of school as we embark in this exciting journey as members of the awesome faculty, staff, and student body. You have made the best choice by selecting our great school for your child. We thank you for entrusting your child’s education to us.

As a parent/guardian, you play a vital role in helping us ensure your child’s success and well-being. Collectively, we will help your child reach his/her maximum potential in a nurturing, safe, and rigorous academic environment. Please be our partner by positively supporting the school, by helping us to teach your child to be respectful and wise in their choices, and by helping us ensure that your child meets and exceeds expectations and standards established by our school.

Please take a moment to review the following information:

1. The **first day of school** is Monday, August 21, 2017.
2. **Mandatory and timely attendance** is critical to students’ academic success. Students with excessive tardies, absences, or early dismissals will jeopardize their continued enrollment at DDCES. **Effective for the 2017-2018 school year, Perfect Attendance recognition will only be for students that have 0 absences and 0 tardies.** If a child has 3 tardies on his record, he/she will have to serve a detention. If a child has 3 detentions, the privilege of participating in school events will be revoked. Students will not be released during the last 30 minutes of the school day.

Grades	School Hours Mon, Tues, Thurs, Fri	School Hours Wednesday
PK3-PK4	8:30-2:00	8:30-2:00
KG—1st Grade	8:30-3:00	8:30-2:00
2nd—5th Grade	8:30-4:00	8:30-3:00

3. **Appropriate and acceptable behavior** is expected at all times throughout the school campus. There is a “zero tolerance” policy for behaviors that may jeopardize the safety and well-being of the student, his/her peers, and/or staff.
4. **Mandatory uniforms** are required at all times. They can be purchased at Ibiley Uniforms. Random uniform checks will be conducted periodically. Ibiley Uniform is located at 10564 SW 8

Street, Miami, FL 33174. They are open from Monday – Saturday. Uniforms can also be purchased online.

5. **School Lunch** – Please go to PayPAMS.com after August 14, 2017, but before August 21, 2017 and create an account or check your existing account. Make a payment so that your child has money in his/her account for the opening of the school year. Elementary Student lunch - \$2.25. Preschool lunch - \$3.00.
6. **Early supervision** is only available beginning at 7:50 a.m., unless enrolled in the Before School Care Program beginning at 7:00 a.m. **After School Care and Before School Care registration will take place on Monday, August 7, 2017 – Friday, August 18, 2017 from 2:00 pm– 6:00 pm.** Enrichment information (chess, robotics, soccer, ballet, etc) is available on our school website.
7. Please check our **school website** for **summer reading assignments** and **grade level/foreign language supply lists**. **School supplies** should be brought to school on Wednesday, August 16, 2017 during the meet and greet/orientation. Summer reading assignments are due on Monday, August 28, 2017.
8. Our **Orientation/Meet and Greet** will take place on Wednesday, August 16, 2017 for all our students and parents. See schedule below. Please join us! You will have the opportunity to meet your child’s teacher, become informed as to dismissal and arrival procedures, get acquainted with your child’s classroom, and hear all about the ample selection of enrichment courses our after school care has to offer. You will also have the opportunity to become a member of our fabulous parent organizations (PTO, SIPA, and PIPA). Please be on time so that you don’t miss all the important information that the teachers will be presenting.

Orientation/ Meet and Greet Schedule – Wednesday, August 16, 2017

Grade Levels	Classroom Orientation	After School Care Fair
PK3 & PK4 & KG	9:00 am – 10:00 am	10:00 am -11:00 am
1 st & 2 nd	10:30 am – 11:30 am	11:30 am – 12:30 pm
3 rd	12:00 pm – 1:00 pm	1:00 pm – 2:00 pm
4 th & 5 th	1:30 pm – 2:30 pm	2:30 pm – 3:30 pm

9. **Safety** is our primary concern. Please become familiar with our **arrival/dismissal procedures** attached to this letter. Students enrolled in our after school care program will be safely escorted to their after school care class by our after care personnel.

We thank you in advance for your cooperation and understanding. Best wishes for a successful and enriching 2017-2018 school year! ***Let’s be awesome today!***

Thank you! Gracias! Obrigada!

Sincerely,

Jeannette Acevedo-Ivemberg

Head of School



ARRIVAL / DISMISSAL PROCEDURES

First 3 Days ONLY – All students will be escorted to their classroom door and picked up from their classroom door. Effective Thursday, August 24, 2017, arrival procedures indicated below will become effective.

ARRIVAL

Grades	Arrival Location	Morning Pick Up Time by Teacher
PK3-PK4	Preschool Classroom	8:00 am
K—1st Grade	Cafeteria	8:15 am
2nd—5th Grade	Cafeteria	8:15 am

*Supervision is provided in the identified arrival locations only. Students will be picked up by their teacher at the designated time/location and escorted to their classroom. These procedures will help ensure staff is able to properly supervised and prepare students for an orderly and timely start of the day. ***Parents must depart the Dining room no later than 8:00 am.***

Drive Thru Drop Off Option	Pedestrian Option
<p>Students can be dropped off at the vehicle drop-off/loading area on the side or in the front of the building. Vehicles will only be allowed to drive in to our pick area coming from 52 Street. Staff will be available to greet and escort students to their designated arrival locations. Teachers will not be available for a conference at this time. Conferences must be scheduled in advance. When exiting, only a right turn towards 53 Street will be permitted.</p>	<p>If you choose to park and walk your child to school, the only available entrance for walkers will be at the main entrance of the school. All parents must depart the building by 8:30 am so that instruction can begin on time. Teachers will not be available for a conference at this time. Conferences must be scheduled in advance.</p>

DISMISSAL

Drive Thru Pick Up Option	Pedestrian Option
<p>Students will be escorted by their teachers to the Drive Thru Pick Up Area. Families will be provided a dashboard sign to be displayed indicating the name of the student(s) being picked up. Vehicles will only be allowed to drive in to our pick area coming from 52 Street. For their safety, students will not be loaded into a vehicle at any other area along the line other than at the designated pick-up point at the front of the line. Students will not be allowed to walk away from the dismissal line-up area to load a vehicle away from the drop-off/pick up area.</p>	<p>If you choose to park and walk to pick up your child, please proceed to the designated classroom to pick up your child. The only available entrance for walkers will be at the main entrance of the school. We ask that you do so quietly in order to avoid disturbing classes or after care programs that are in session. Teachers will not be available for a conference at this time. Conferences must be scheduled in advance.</p>

<p>Vehicles are to enter single file through the vehicle drop-off and pick-up lane and remain in single file. Teachers will not be available for a conference at this time. Conferences must be scheduled in advance. When exiting, only a right turn towards 53 Street will be permitted.</p>	
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