



August 1, 2017

Hello, Cougars~

I hope you have had a wonderful, relaxing summer break! We can't wait to have your students return to Cottonwood Creek Elementary School for another amazing year of learning, activity, community-building and celebration. Below are a few reminders about upcoming events and tasks. Teachers return for professional development and work time on Monday, August 7 in preparation for our Cougar students (Grades 1-5) to start school on Monday, August 14. As a friendly reminder, our school day will be 8:00 A.M. to 2:45 P.M. Kindergarteners will start school on Wednesday, August 16.

AUGUST CHECK-IN

As part of **August Check-In**, all Cougar parents are required to complete the Cherry Creek School District online check-in process **by the end of the day on August 4**. By now, you should have received an email from Cherry Creek Schools with a link to complete your child(ren)'s online check-in. Teacher assignments will **not** be given out until your online check-in is complete. Additionally, students will not be allowed to attend class without completed admissions forms. Please contact the COT Office during August if you need assistance completing the CCSD online process.

In an effort to streamline the process and minimize parent commitments at school prior to the first day of school, PTO and COT have coordinated **August Check-in** and **Teacher Meet and Greet** for the same day--Thursday, August 10.

During check-in, the COT kitchen staff will be available to take checks for lunch accounts and to set up accounts for new students. Additionally, the nurse will be available to collect medication and medical forms. External vendors for after-school activities and clubs at COT will also be onsite. Information regarding other COT clubs will come home in Friday folders during the school year as sessions begin.

TEACHER ASSIGNMENTS

Due to the coordinated PTO check-in and **COT Teacher Meet and Greet**, we will send email messages with student placement information by noon on Wednesday, August 9. Parents may stop by the main office between 12:00-3:00 P.M. on Wednesday, August 9 for student placement information if you prefer; however, this information is identical to the email information you will receive. Student placement will not be shared via phone to insure privacy. Kindergarten teacher assignments will be posted following screenings by the Kindergarten classroom doors at 2:45 P.M. on Tuesday, August 15.

TEACHER MEET AND GREET (Grades 1-5)

On Thursday, August 10, our wonderful COT PTO will be hosting a **Teacher Meet and Greet** on the school grounds from 2:30 P.M. - 3:30 P.M. This is a fun opportunity for everyone to come to school, see friends, meet your teacher (Grades 1-5) for this year at your grade-level exterior doors, and learn where your grade-level will line up on the first day of school. Kindie students will meet their teachers during the screening process. We hope to see you all there!

FIRST DAY OF SCHOOL

The first day of school is **Monday, August 14 for Grades 1-5. Kindergarten students will have their first day on Wednesday, August 16**, due to Kindergarten screenings taking place on August 11 and 14. School starts at 8:00 A.M. and ends at 2:45 P.M. Kindergarten hours are 8:00 A.M.–11:00A.M. or 11:45 A.M. –2:45 P.M. The first bell rings at 7:55 A.M.; students enter the building at that time. The second bell rings at 8:00 A.M.; instruction begins then. Children should not be on school grounds earlier than 7:45 A.M. or later than 3:00 P.M., as there is no outside supervision.

COTTONWOOD CREEK CALLER

All information for the *Cottonwood Creek PTO Caller* will be taken directly from the information you provide on the parent forms during check-in. All families must enter their information into the system in order to be listed in the *COT Caller*.

SCHOOL PICTURES

Individual pictures for all grade levels will be taken Wednesday, September 6. Picture information and prices will be sent home. **Even if students do not order a picture package, a picture will be taken for the student I.D. card and yearbook.**

COT BACK-TO-SCHOOL NIGHTS

Back-to-School Night (BTSN) will be held Thursday, August 17, 5:30 P.M. (first session) and 6:40 P.M. (second session) for Grades 1-5. Both sessions are identical. This night is for adults only and is your opportunity to hear about the upcoming year. Kindie BTSN will occur on Thursday, August 10 at 6:00 P.M. in the COT gym. Please mark your calendars!

DELAYED START

Elementary school start times on Delayed Start Days will be **1 hour** later than the normal time, or **9:00 A.M.** for Cottonwood Creek. **Children should not arrive before 8:45 A.M.** All before- and after-programs and activities (except Kids' Club) will be canceled on those days. Your radio and television news stations are your best source of information on these days. You may also check the Cherry Creek School District website at <http://www.cherrycreekschools.org> or call the snow delay and closure line at 720-554-4701.

ATTENDANCE

Regular attendance for the entire day is essential for success at elementary school. Please try to schedule appointments outside school hours. Excessive absences, whether it is for the full school day or a portion of it, are detrimental to your child's education and will be dealt with on a school and district level. **Please report your child's attendance before 8:00 A.M.** Your call is important not only for the effectiveness of our attendance procedure but for the safety and welfare of your student. If it is necessary for your child to be absent or late for school, please report the information by calling the **Cottonwood Creek Attendance Line** (available 24 hours a day, 7 days a week) at **720-554-3295**.

MAKE-UP WORK

As a result of a student's excused absence, a parent may request homework assignments. **Requests must be made by 10:00 A.M. on the third day missed.** Assignments will be compiled and left in the main office by 2:20 P.M. for pick up.

VISTING COTTONWOOD CREEK

All visitors to the school or the playground must check in at the main office, provide a picture id, and receive a visitor sticker each and every visit. Even though the front office knows who you are, there may be people in the building who do not know you. It is important that you sign in, provide complete information regarding what area of the building you are visiting, and sign out. This information is used in the event of an emergency. You are welcome to visit classrooms. Please contact the respective classroom teacher to make arrangements for your planned visit.

CAFETERIA INFORMATION

Students may buy a lunch at school or bring a sack lunch from home. The menu can be viewed on our website. The cafeteria also serves breakfast every day at 7:15 A.M. Snack items are also available for an additional charge. Adults are welcome to join their children for lunch. Lunch credits may be purchased from the kitchen. For current breakfast and lunch pricing, please visit our website at <http://www.ccsdcafe.org>. Our kitchen manager will be here during Check-In on Thursday, August 10 to accept checks and set up accounts for new students.

Our COT office staff has returned and is available at 720-554-3200 if you have questions. Enjoy the last couple weeks of summer break, and we will see you soon. Go Cougars!

Take care,

Julie

Julie Jaeger, Principal