August 1, 2018

Dear Royalview Families,

Welcome to the 2018-2019 school year! We hope that you had a fun and restful summer. Looking back, we are proud of the hard work and effort of our students, families, staff last year. We are excited to continue that excellence this year in order to **Improve Student Achievement**, our district’s mission. We will also continue to promote positive behavior through our Royalview R.O.C.K.S. program.

We would like to invite you to our Stop & Drop, where you can meet your child’s teacher and drop off school supplies. The teacher will review classroom information and procedures, strategies for helping your child, and answer your questions. The schedule is as follows:

**Tuesday, August 14, 2018**

Grades 1 & 2 – 4:30-5:30 pm

Grades 4 & 5 – 5:00pm -6:00 pm

Grade 3- 5:30-6:30 pm

\*Third Grade Guarantee Meeting for parents of incoming Third Graders – Will meet in large gym at 5:30 for short meeting and then move to classrooms.

Please take some time to review the important information included in this memo. If you have any questions or concerns, please do not hesitate to contact us. We want to make sure that every child has the best learning experience possible.  We look forward to a wonderful year!

Sincerely,

Ms. Kimberly Cantwell Mr. John Bender

Principal Assistant Principal

**IMPORTANT BACK TO SCHOOL DATES**

**8/8 Kindergarten Orientation Meeting 6-7pm:** This event is for families of kindergarteners.

**8/10 Class Assignments:** Teacher assignments will be viewable on PowerSchool Parent Portal at 4:00pm.

**8/14 Stop & Drop: This is for Grades 1-5. Schedule is on previous page.**

This is also the Royalview PTA fundraiser at CP’s Ice Cream from 4-9pm. They will donate 10% of sales for the entire day and 100% of monetary donations to support our annual Roadrunner Fun Run to provide T-shirts for all of our students.

**8/16 First Day of School: Students in grades 1-5**. Classes begin at 8:45 a.m. Students may arrive as early as 8:30 a.m.

*Kindergarten Only:*

8/16 & 8/17 Kindergarten Interviews. Please refer to your personalized schedule.

8/20 First Day Kindergarten (1/2 class)

8/21 First Day Kindergarten (1/2 class)

**8/22 All Kindergarten in Attendance**

**IMPORTANT INFORMATION**

**Arrival and Dismissal Times:**

8:30    Drop off and supervision begins, Safety Patrol and breakfast enter building

8:40    Students enter building

8:45    Classes begin

2:45    School ends

**Attendance and Early Dismissal:** If your child is absent, please call our Attendance Line at 440-283-2179 and leave a detailed message. If a student must be excused during the day, parents should call or send a note to school.  **In an effort to ensure a safe and efficient dismissal, no changes to your child’s dismissal plan can be made after 2:00 p.m.**

**Bus Passes:** Bus passes will be mailed out soon. Please call the Transportation office at 440-975-3736 if you do not receive your bus pass. If you are in need of alternate stop, please complete the form on the website ASAP. Please notify our office and Transportation of any changes that occur during the year.

**Emergency Information:** We use an online student registration/data validation system powered by Powerschool InfoSnap. The system is a secure and green process, which allows the district to verify all student demographic, emergency and medical information for your child prior to the start of the new school year. The system will also allow you to electronically sign the annual emergency form.

You will receive a no-reply email from Willoughby-Eastlake Schools with instructions on how to access the system for your student. The email will contain a secure link with instructions that will link you directly to your student’s information. You will log into your account, or create an account if you are new to the system. To make the process easier for families with multiple students, you will have the option to copy all generic family information to all other children in your family. All families need to take action and complete these forms as soon as possible after receiving the email. Your child will not be permitted to attend field trips without updated information. If you do not have access to the Internet, or if you have questions, please contact the office and you can make an appointment to use a school computer to complete the process.

**Medications and Clinic:** Our clinic is open during the school day and staffed by our part-time school nurse, Mrs. Schwarten, two days a week and two part-time health aides five days a week. The school nurse maintains health records for each child. It is your responsibility to report allergies, accidents, severe illnesses, hospital stays, diseases, allergies, etc. If your child is on a prescription or over the counter medication that needs to be dispensed at school, your doctor must complete a form giving authorization to administer medication. These forms are available in the clinic or office. Changes in prescription medication or dosage require a statement from the doctor.

**Pay for It Online Lunch and Student Fee Payment System:**

Breakfast and lunch are available daily.  We encourage you to utilize Pay For It, an online payment program. Pay For It gives parents the ability to see their child’s cafeteria account balances, add credit, pay fees, and view purchases made in the last 30 days, and set up low balance email reminders at no charge. For more information on how to sign up for this service, please go to our website and click on the Pay For It link under the “Parents” tab. Applications for free/reduced lunch from the 2017-2018 school year are active until September 30, 2018. You MUST fill out a new application to benefit from this program after September 30th. A paper copy will be sent home the first week of school. You can also do this online under the “Parents” tab. Breakfast will be available before school at a cost of $1.90/reduced cost is $0.30, and lunch is $2.85/reduced cost is $0.40. Menus are available on the district site.

**PTA:** Please join the Royalview Elementary PTA! Membership forms will be sent home during the first week of school, and will also be available at our events. The PTA is a great way to be involved in your child’s school experience. For more information, please follow us on Facebook. PTA meetings are held the first Thursday of the month at 6:30pm.

**School Communication:** Biweekly Royal View newsletters will be emailed to you and are available on the Royalview Elementary School website. Paper copies are only available upon request made to your child’s teacher. To sign-up for our newsletter and to receive other important notifications and information, please go to: [www.weschools.org](http://www.weschools.org). Go to the ‘Parents’ tab, click on the ‘School Messenger’ link for step-by-step directions. There is also a calendar on our website with upcoming school event. Be sure to check our website regularly for updates and information. You can also follow us on Twitter @RoadrunnerROCKS

**Visitors:** All visitors must sign in at the main office and get a visitor’s pass. If you are visiting, picking your child up for an early release or from the clinic, you will be asked to present photo identification. Thank you for your understanding and cooperation regarding our school district’s safety procedures.

**Weather and Playground:** Without a medical note, all children go out for recess if the weather is at least 20 degrees Fahrenheit with the wind-chill factor. Please be sure your child is dressed appropriately for the weather.

**Y-Care:** Before and after school childcare is available at Royalview Elementary through YMCA’s Y-Care program. Please visit our website to find registration forms. All children who attend Y-Care MUST pre-register.