

Cpl. Michael Middlebrook Elementary
Empowering students to Achieve, Lead, and be Life-Long Learners!
1801 Kaliste Saloom Rd.
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Courtney Breaux
Principal

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7/12/24

Dear CMMES Parents and Guardians,

Welcome to the 2024–2025 school year! It is my hope that this letter finds all of you well and ready for a fantastic school year! We are excited to get back on campus with our little Mustangs! Our students and staff did a wonderful job of working hard and making our school a happy place to be last year. We are looking forward to another year that is just as successful!

Within this letter, you will find answers to our most frequently asked questions as well as some important dates. From this date forward, we will send out information as it becomes available through schoolwide text messages. We want you to know that we can't wait to greet your children! As always, one thing remains constant: Your children's education and safety are our top priority!

Schedule for Intake/Dismissal

6:30 – Before Care available (more information below)

7:25 – Drop Off begins

7:50 – Breakfast Ends

7:55 – Tardy Bell/Classroom Instruction Begins

3:10 – Dismissal begins

3:30 – Latest car rider pick up (this is a new time from last year!)

3:30 – Latest bus pick-up (tentative – will be adjusted within the first few days of school)

*No check-outs after 2:50 p.m. This will be strictly enforced. This is in place so that teachers can ensure the safest transition at the end of the day.

Visitor Guidelines: Please note that visitors will be allowed on campus for scheduled meetings and scheduled school functions. There will be no classroom visits unless it is a scheduled event or meeting.

Any visitors coming on campus with bags must have clear bags, or they must be left in your vehicle. Please know you will be asked to place bags that are not clear in your vehicle before you are allowed entry.

[LPSS Bag Policy](#)

Weapons detection systems are utilized at our entries. All people entering the building must go through the system. The doors will be locked at all times. Please press the button outside of the main doors to alert

our front office that you have arrived and of why you are at the school. You will be helped as soon as possible. Please have your ID on you at all times when visiting the school.

All visitors, no matter the reason, must go directly to the front office upon arrival.

Late Check-In/Early Check Out

The same process that we used last year will still be in place when school starts.

- **Late Check-In** – Late check-in begins at 7:55. If you arrive at 7:55 or later, park and enter the building through the main entrance. You will press the buzzer on the doors. Usually, a front office staff member will meet you at the doors with the sign in sheet. If someone is not at the door, go to the window to sign-in your student. Mrs. Cheryl will provide your student with a check-in slip and they will then go to class. Parents will not go beyond the front office. PLEASE NOTE: BREAKFAST ENDS AT 7:50.
- **Early Check-Out** – Park in the front parking lot, walk to the front doors and press the buzzer. The doors will be locked to anyone outside. An office staff member will greet you via intercom and then allow entry to check your ID and have you sign the check-out log. Your child will be released to you once identification is verified. We do not call children to the office before an ID has been verified. This must occur before 2:50. Otherwise, you will be directed to the car rider line. This will be strictly enforced.

CMMES Extended Care

Extended Care in the afternoons will begin on August 7, 2024 (if your paperwork has been completed/returned).

- After Care is from 3:30pm – 5:30pm. The price for this service is \$120/month. Months are never pro-rated. A picture ID will be necessary for check out – no exceptions. Payments are due within the first five days of each month. You will be required to sign an agreement acknowledging terms upon registering. There is no drop in enrollment.
- Link to Registration Form: [Extended Care Registration Form.pdf](#)

Extended Care in the morning will still be available through the school. This will begin August 7, 2024 (if your paperwork has been completed/returned). The cost is \$50 a month. Months are never pro-rated. Payments are due within the first five days of the month. You will be required to sign an agreement acknowledging these terms upon registering.

- Link to Registration Form: [Extended Care Registration Form.pdf](#)
- Before care students should be dropped off at the cafeteria door entry. Drop-off begins at 6:30. NOTE: YOU CAN NOT DROP OFF AFTER 7:15. If you arrive after 7:15, you will be directed to the car rider line. Buses are arriving and staff begins entering in that entry. There is no drop in enrollment.

LPSS Dress Code

The LPSS dress code will be followed as written. Please make special note that hoodies will not be permitted inside the building. If hoodies are worn, they will be collected and parents will have to pick them up. Also, backpack and lunchbox policy will be strictly enforced. We are requiring clear/solid color mesh book bags (no rolling bags).

CMMES Safety Protocols

It is our mission to provide the safest environment possible for your child each day. In pursuing this, we have developed many safety protocols and procedures that will be implemented throughout the year. Below is an outline of the plans that have been made thus far.

- Car Riders** – We have developed a two-lane pick-up/drop-off system. You will enter the staff parking lot from Starling. Please do not block the intersection. Exiting cars will yield to oncoming traffic until the cars have filled the parking lot. When you enter the gates, drivers will split into two lanes that will flow into the pavilion area. We will unload six cars at a time. If you are not one of the first three cars in each lane, please be prepared to stop a safe distance away from the unloading vehicles to wait to advance to the pavilion. Once all 6 cars are unloaded, the cars in the left lane will go straight through the front parking lot to Kaliste Saloom. The vehicles that are in the right lane will turn right out of the parking lot and proceed to Kaliste Saloom from Starling. This process will help us to expedite the car rider process.

Please bear with us in the first few days, as safety will be our priority. This may cause the line to move slowly. It is important to us that your children are safe. Someone will be outside the first two days handing out car rider tags. Please write your child's first and last name in black marker in the center. These tags must be displayed from the time you enter the line until your child is in your car. Duty teachers will call students to the car once all vehicles have stopped. Please do not call your child to get into the vehicle before they are instructed to do so. This ensures we move efficiently and safely. Everything we do in car rider is for the safety of your child. If there is no tag visible, you will be asked to park and go to the front office to show your ID. Thank you for understanding and adhering to our protocols.
- Buzzer at Front Entrance** – When you come to school to check your child out, or to attend a meeting you will need to be buzzed in. Our doors remain locked all day. You must have your ID with you to access your child. IDs are required for “signing in” for visits and events. Plan to bring in your ID when visiting our school.

Important Dates	
August 2, 2024	<u>Kindergarten Mixer</u> – 1:30 – Kindergarten parents and children are invited to come and meet our kindergarten staff. They will give you a tour of the school and show you the kindergarten classrooms. You can drop off supplies at this event. Please have your child's supplies secured in a bag and clearly labeled.
August 5, 2024	Meet and Greet – 1st and 2nd grade meet and greet is from 12:00 – 1:00 on August 5th. Meet and Greet – 3rd – 5th grade meet and greet is from 2:00 – 3:00 on August 5th. You can drop off supplies at meet and greet! Please make sure they are clearly labeled and bagged.
August 6, 2024	Meet and Greet – PreK meet and greet is from 12:00 – 1:00 on August 6th.
August 7, 2024	<u>First Day for A Students (PK – 5th grade) Odd Addresses:</u> K students who are A day will be with a readiness teacher. We ensure your child will be greeted warmly and will be taken care of! PreK and Kindergarten parents are welcome to bring their child to the door of the classroom on this day. Kindergarten parents will be dropping off at rooms 4 and 5.
August 8, 2024	<u>First Day for B Students (PK – 5th grade) Even Addresses:</u> K students who are B day will be with a readiness teacher. We ensure your child will be greeted warmly and will be taken care of! PreK and Kindergarten parents are welcome to bring their child to the door of the classroom on this day. Kindergarten parents will be dropping off at rooms 4 and 5.
August 9, 2024	<u>All Students in Attendance for grades 1 – 5</u> <u>PreK and K students who are A day attend.</u>

August 12, 2024	All Students in Attendance for grades 1 – 5 PreK and K students who are B day attend.
August 13, 2024	All students grades PK – 5 attend. Meet and Greet – K meet and greet is from 9:00 – 10:00 on August 13th.

I hope you all enjoyed a relaxing summer. Please know that the staff of Cpl. Michael Middlebrook feels so fortunate to be able to work with your children. It takes a great working relationship between the school and home to provide a child with a balanced and valuable education! The key to this relationship is communication. Please email or call the office with any questions. The office reopens on July 26, 2024. We are here to help!

*Our Spirit Store is up and ready for your order! Please go to our website to place your order. Shirts will be delivered to the school once printing is complete.

With Great Anticipation,
Courtney Breaux
Principal