

Rock Creek Forest Elementary School

Happy New Year!

2019-2020

School Hours

9:25 a.m.- 3:50 p.m. Doors Open at 9:10 a.m. for Pre-Kindergarten-Grade 5 students

1:20 p.m.- 3:50 p.m. for students in PEP Classic

9:25 a.m.- 2:25 p.m. for students in PEP 5 Hour

Key Dates

Monday	19-Aug-19	Popsicles on the RCF Playground (4:00-5:30 p.m.)
Thursday	29-Aug-19	<p>Open House - <i>You will receive your teacher's welcome letter at Open House on Thursday, August 29, 2019.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Pre-K-Kindergarten and Families new to RCF: 9:30-10:30 a.m. <input type="checkbox"/> Grades 1-2: 10:00-11:00 a.m. <input type="checkbox"/> Grades 3-5: 10:30-11:30 a.m. <p>Back to School Night for Kindergarten Families</p> <ul style="list-style-type: none"> <input type="checkbox"/> 7:00 p.m.
Monday	2-Sep-19	Labor Day - Offices and school closed
Tuesday	3-Sep-19	First Day of School for students in Kindergarten-Grade 5
Thursday	5-Sep-19	<p>PTA Meet and Greet (6:30 p.m.)</p> <p>Back to School Night for Grades 3-5 (7:00 p.m.)</p>
Friday	6-Sep-19	Cafecito
Monday	9-Sep-19	First Day for students in Pre-K and PEP
Wednesday	11-Sep-19	<p>PTA Meet and Greet (6:30 p.m.)</p> <p>Back to School Night for Grades 1-2 (7:00 p.m.)</p>
Thursday	26-Sep-19	Multicultural Picnic (5:30-7:30 p.m.)
Monday	30-Sep-19	No School for Students and Teachers

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Welcome our talented and enthusiastic new staff members who join the outstanding Rock Creek Forest ES Team!

Ms. Nicole Abbatiello- Art Teacher

Ms. Niloufar Kazemzadeh- Art Teacher

Ms. Jessica Doran- Pre-K/PEP

Sra. Daniela Bilbao- Kindergarten

Ms. Leona Carretero- Primary Teacher

Ms. Mahdiah Daneshian/ Ms. Jessica De La Fuente- Grade 1

Sra. Daniela Nunez-Ponte- Grade 1

Ms. Melissa Lambert- Grade 2

Ms. Lauren Gottfried- Grade 4

Sra. Elizabeth Navedo- Grade 4

Ms. Christina Crawford- Intermediate Teacher

Ms. Rose Kudrick- Grade 5

Sra. Silvia Puchales- Grade 5

Ms. Rhonda Jackson- Home School Model Teacher/PEP Parent Educator

Ms. Zeynep Tokbay- ESOL

Best Wishes

We wish the very best to our colleagues moving onto new adventures. Special thanks to Ms. Mary Crilley for her many years of dedicated service to the Rock Creek Forest Elementary School community.

First Week Procedures

As always, the safety and security of your child is our highest priority. We ask for your support in helping us establish routines for your child from the first day of school. Staff members will meet students and escort students to their classroom teachers while the students learn the new routines. **You will receive your teacher's welcome letter at Open House on Thursday, August 29, 2019**, and a sticker for your child to wear **on the first day of school, Tuesday, September 3.**

- **Pre-Kindergarten and Kindergarten** students will be escorted to their classrooms.
- For the first 2 days, **Grades 1 and 2** students will meet their teachers in the All-Purpose Room. Teachers will escort their students to their new classrooms.
- For the first 2 days, **Grades 3, 4, and 5** students will meet their teachers in the Gym. Teachers will escort their students to their new classrooms.
- On day 1, all children will tour the building with their teachers and learn the expectations for:
 - ❖ Walking in the halls
 - ❖ Using the stairs
 - ❖ Dining in the cafeteria
 - ❖ Enjoying the playgrounds
- Beginning on day 3, all students will enter through the main entrance and with faculty and patrol support, proceed to their classrooms.
- During the first week, children will practice a fire evacuation drill.

Arrival Procedures

All students will enter through the Main Entrance. **Doors open at 9:10 a.m. There is no supervision before 9:10 a.m. Anyone arriving after 9:25 a.m. is tardy and should report to the office.**



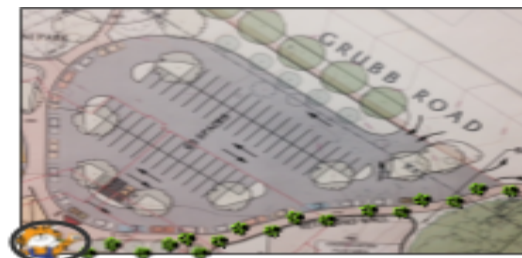
Arrival- Walkers

There will not be crossing guards at the intersection of East-West Highway and Grubb Road.

Children walking East on Colston Drive remain on the Colston Drive sidewalk and then, turn right onto the Rock Creek Forest sidewalk before the bus entrance.



Children walking to school North on Grubb Road, use the Grubb Road sidewalk and then, turn left onto the Rock Creek Forest sidewalk before the car rider loop.



Arrival- Buses

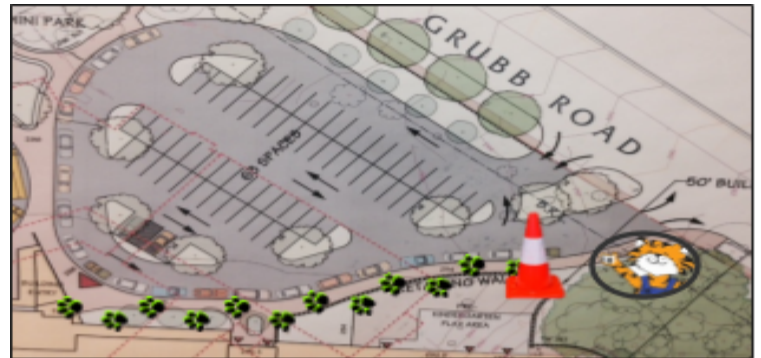
Bus routes were added to serve all of the students living on the North side of East-West Highway.

All bus riders will enter through the Main Entrance.

Please help keep our students safe by reviewing proper safety procedures with your child. Students must remain seated on the bus and keep their hands and feet to themselves and out of the aisles. Students are expected to *Ride by the Rules* (<http://www.montgomeryschoolsmd.org/departments/transportation/rules/>). Students who do not follow the bus rules may lose the privilege of riding the MCPS school bus.

Arrival- Car Riders

- Enter the drop off circle on Grubb Road and drive around the loop to the orange cone.
- There is no drop off on Colston Drive as it is not safe.
- Please ensure that backpacks are in the car and not the trunk so that the children can safely and quickly enter the school.
- An adult will help your child out of the car.
- Children exit the car on the curbside of the car.
- Please do not park in the drop off loop or get out of the car.



Dismissal Procedures

Please ensure that you complete the dismissal information form prior to the first day of school. It is important that your child's dismissal plans are consistent. If there is any change in your child's dismissal plans, please contact the front office before 1:00 p.m.

Dismissal- Walkers

- Teachers will escort walkers out the main door and will meet families under the Rock Creek Forest Canopy.
- We highly encourage that children under the age of 8 walk home with an adult or older student. Please let us know if this presents a challenge for your family.

Dismissal- Bus Riders

Please closely review the updated bus routes.

- Kindergarten and Grade 1 bus riders will be dismissed from class to the All Purpose Room. Grades 2-5 will be dismissed directly to the bus.
- Children will line up by bus.
- Faculty and patrols will escort children through the "Bus Loop Door" to the appropriate bus.

Dismissal- Car Riders

Families picking up their students from school will:

- Complete the "Car Rider Contract."
- Enter the drop off circle on Grubb Road and drive around the loop to the orange cone. There is no pick up on Colston Drive as it is not safe with all of the buses entering here.
- Refrain from cell phone use.
- Remain in your vehicle while your child enters into or exits from your vehicle. Please pull into a parking space if you need to get out of your vehicle for any reason.
- Car riders will exit the building at the "Yellow Stair Door" and line up and wait for an adult to escort them to their families' car.
- Children will enter the car from the curbside.

Early Pick Up Procedure

If a student needs to be released early for appointments, family trips, or any other reason, parents/guardians are asked to notify the school ahead of time. If someone other than the parent/guardian will be picking up a student, make sure that person is listed in the Student Emergency Information form or the school was notified with the person's name.

Students will only be called to the office once the parents/guardians or authorized person is physically in the school's main office.

Student Early Pick Up must be done prior to 3:30 p.m. This procedure is in place to help limit disruptions in the classroom and maximize instructional time.

Staff Assistants and Patrols

Sponsors will train the students during the first weeks of school.

Breakfast, Lunch, and Recess

School Meals

Breakfast is served in the cafeteria at 9:10 a.m. School meal prices for the 2019-2020 school year include regular breakfast at \$1.30 and regular lunch at \$2.55; reduced breakfast is free and reduced-price lunch is \$0.30. Applications for free and reduced meals will be sent home on the first day of school. For faster processing, and for translations, households may apply online at www.MySchoolApps.com.

To remain eligible and avoid any interruption in your child's participation in the meals program, complete and return the new application for each child as soon as possible, no later than September 30, 2019. All schools in Montgomery County use an automated system for purchasing meals and beverages called School Nutrition Accountability Program (SNAP). Please see the attached information regarding school lunch payment and the first week of school menu. Please note that families can contact the cafeteria manager to select specific a la carte items for their children.

2019 – 2020 Lunch and Recess Schedule		
Grade	Lunch	Recess
Pre-K	12:25-1:00	11:50-12:25
Kindergarten	12:40-1:15	1:15-1:50
1 st	12:05-12:35	12:35-1:15
2 nd	11:20 – 11:50	11:50 – 12:30
3 rd	1:10-1:40	1:40-2:20
4 th	11:55-12:30	12:30-1:05
5 th	12:50-1:20	1:20-2:00

There are 3 play areas behind the school, 2 basketball courts, and a wonderful soccer field. As the children learn the space, they will play in various parts of this perfect park.

We welcome parent volunteers during lunch and recess. There will be a volunteer training Wednesday, September 11, 2019 at 10:30 a.m. and 5:30 p.m.

Open House

Open House is August 29th. It is a time for you and your child to meet your teacher, see the classroom, and pick up BOSS kits. You will have the opportunity at a later date to share information specific to your child if you would like. Additionally, parent teacher conferences will be held in November. During the Open House, signs and maps will be available.

Individual Student Organizational Tools and Personal Supplies

A suggested list of “school supplies” can be found on our school website. With the support of our PTA, families who participated in the Bulk Order School Supplies (BOSS) Program will find your child’s BOSS kit at Open House in the APR (cafeteria). After Open House, all remaining BOSS kits will be delivered to classrooms. Each kit is labeled with the child’s grade and teacher.

Calendars

Events for Rock Creek Forest is attached and on our school website

<http://www.montgomeryschoolsmd.org/schools/rcforestes/>

For the MCPS Calendar, go to <http://www.montgomeryschoolsmd.org/info/calendars/>

Home/School Communication

Please be sure your contact information is current. We communicate regularly in multiple languages using the following:

Rock Creek Forest Website:

The Rock Creek Forest Website Communication, <https://www.montgomeryschoolsmd.org/schools/rcforestes/>, is being upgraded and will now connect you to the Parent Portal.

Parent Portal:

The Parent Portal, <https://portal.mcpsmd.org/public/>, is a tool for home-to-school communication vehicle for schools to share information regarding grades, attendance, scheduling, standardized testing results, and special school and grade level announcements. The school will provide you with your individual login information.

Connect Ed Email and Phone Call System:

On Sunday Evening at 7:30 p.m.: You will receive a preview of the week ahead and important RCF and MCPS announcements and event dates.

Yellow Folder Communication:

- Please use the yellow folder to send any notes and forms to your child’s teacher.
- The yellow folder will also contain your child’s homework.
- On Thursdays, the yellow folder will be sent home with school and community information.

Folders with Student Work:

Folders will be sent home with student work and feedback.

RCF is now on Instagram! Follow us @RCFESTigers

Volunteers

Rock Creek Forest values the volunteers who work to enrich our students' experiences. As a community, we are mindful of our shared responsibility to create safe, nurturing environments for our students. All volunteers who regularly support schools and students and those who attend field trips must complete the Child Abuse and Neglect volunteer training. This training requirement also applies to volunteers who regularly support school-sponsored activities. The training is available online on the Child Abuse and Neglect webpage www.montgomeryschoolsmd.org/childabuseandneglect. There will be a volunteer training Wednesday, September 11, 2019 at 10:30 a.m. and 5:30 p.m. Rock Creek Forest ES is grateful for your partnership.

Transportation

Please see the attached bus schedule from the Transportation Office with **current arrival bus routes** and **dismissal bus routes**. For your reference, the contact number for the Division of Transportation is 301-840-8130.

Bar-T

REGISTRATION-Registration for the 2019-20 School Year is open and ready for you to sign your child or children up for before and/or after care. Families can register online at <http://registration.bar-t.com> for a plan that meets your individual needs.

CONTACT US- If you have any questions for us, please don't hesitate to ask. The Director for Rock Creek Forest Elementary School, Vince Narh will be the primary point of contact, and he can be reached at rockcreekforest@bar-t.com or on his cell at [240-805-4568](tel:240-805-4568). You can also contact Joe Richardson at any time at this email address, jrichardson@bar-t.com, or on his cell at [301-674-7608](tel:301-674-7608).

For more information about Bar-T Kids Club, please check out our website at <http://www.Bar-T.com>, give our Main Office a call at [301-948-3172](tel:301-948-3172), or email us at RockCreekForest@Bar-T.com.

Middle School Bus Riders

- In the morning, the middle school bus will pick up Westland students in the Rock Creek Forest ES Bus Loop.
- Families may use the Car Loop, right next to the Bus Loop, to drop off students. There is no drop off on Colston Drive as it is not safe with all of the buses entering here.
- In the afternoon, one of the middle school buses will stop in the Bus Loop. The other bus will stop on Grubb Road in front of the school. There will be about 20 minutes between the arrival of the Westland bus and the departure of the Rock Creek Forest buses. Please remind your middle school student to be safe while waiting for their next bus. Please know that there is no supervision of the middle school students during this period and it is their responsibility to report to their bus home on time.