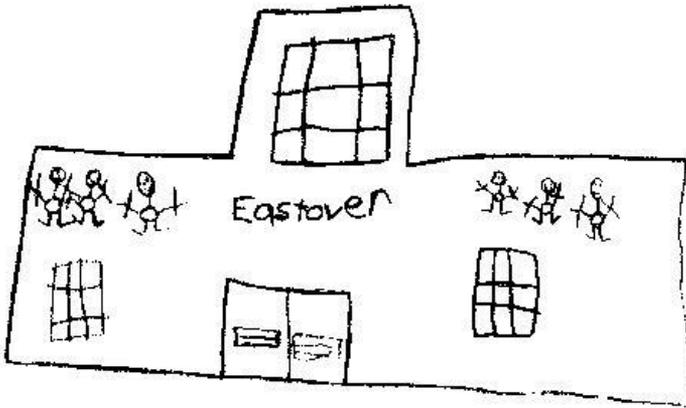


# Getting Started at Eastover Elementary

Written by Parents  
for Parents



The mission of Eastover Elementary School is to provide each student a differentiated and challenging education in a safe, supportive environment that promotes self-discipline, motivation and excellence in learning.

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# Getting Started

Welcome to Eastover Elementary!

As former kindergarten parents, we understand what an exciting yet overwhelming process this first year, and especially first week of school, can be. We wanted to assist in making the transition as smooth as possible by compiling information that might answer some of the more common questions that we had and that you may have as new Eastover parents.

You will, of course, continue to receive more detailed and updated information throughout the year regarding many of the topics contained herein, as well as others. We hope that you will feel as fortunate as we do to be part of this special and unique little school that continuously provides such a nurturing environment full of the most talented and caring staff.

We hope you will quickly realize that the continued success of our school is very dependent upon your involvement with the school and willingness to be an integral part of your child's educational experience. Fortunately, becoming involved at Eastover feels much less like a chore and much more like a reward. You will be so amazed and proud at the great strides your little ones will make this year. We are delighted to have you as part of the Eastover family. Relax and enjoy. Your children are in great hands!

Please note that all of the information contained in this handbook is based on our experiences during the previous school year, so it is subject to change.

## School Hours

The starting bell is at 8:15am and the closing bell is at 3:15. Children arriving after 8:15 will be tardy and will be sent to the front office.

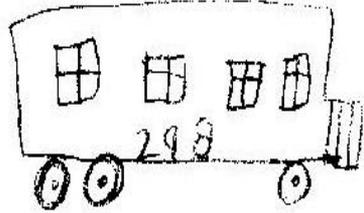
## Carpool & Bus

During the Open House prior to the start of school, parents sign their children up as bus riders or carpoolers (or both).

If you are unable to attend Open House, please complete the transportation form that

will be sent home, indicating how your child will go home in the afternoon: *either bus, carpool, walk or the after-school care program (ASEP)*. Send the form with your child to their teacher on the *first day* indicating what you would like them to do.

Expect bus delays the first two weeks of school as bus routes are sorted out by CMS and bus drivers.



Upon arrival at school, your child will be met at the bus or at the carpool line by a teacher or parent volunteer and directed to their classroom. Buses drop the children off in the morning in front of the school, along Cherokee Road. Carpoolers are also dropped off in front of the school for 25 minutes prior to the start of the school day. Parents are welcome to park and walk their children to the front door. Please allow plenty of extra time to do this on the first day of school since there are limited places to park and many other parents will be doing this as well.

NOTE: Parking is **not allowed** on the school side of Cherokee Road during drop off and pick up.

Upon dismissal, teachers escort the bus riders to their buses and ensure that your child safely boards his/her assigned bus with the number provided by the school office. Please help familiarize your child with his/her bus number, bus stop and remind them to get off the bus upon arrival at their stop. Some kindergartners would love to ride the bus for the whole route!

Our Assistant Principal is in charge of the buses and can be reached at the front office phone number, 980-343-5505. The number for the CMS Bus Transportation hotline is 980-343-6715 and the website address is <http://www.cms.k12.nc.us/cmsdepartments/transportation/Pages/default.aspx>

The afternoon carpool line will begin at 2:25 pm on Cherokee Road. Cars line up 5 minutes prior to dismissal time off Middleton or Cherokee. Teachers escort carpool riders to the auditorium (carpool area) where they wait until their car arrives. Parents are issued carpool numbers and one teacher assistant calls out the numbers as parents arrive. Other staff then helps each child into his/her car. To help carpool run smoothly, be sure to teach your child his/her carpool number.

## Parking

Parking is available along Cherokee Road, on the large playground side of the street, all day. Teachers also park here, so it can be crowded. Parking is only available on the school side of Cherokee Road, between 8:45 a.m. and 2:45 p.m. when there are no buses using this area. The parking in the rear of the school is for teachers only. Please be courteous of our Eastover neighbors when you park on the street near their homes. Avoid parking too close to their driveways.



## Cafeteria

Children may either purchase lunch from the cafeteria or bring lunch in a bag or lunch box. If bringing lunch, please make sure to clearly label it with your child's name. The monthly lunch and breakfast menus may be found online on the CMS website. Lunch is currently \$2.00 or .40 (reduced fee), breakfast is \$1.25 or .30 (reduced fee) and milk and additional desserts are \$.50 each. However, all of these prices are subject to change. Breakfast is free to all kindergartners.

There are two options to submit payment if you would like your child to purchase lunch, and/or milk to go along with their lunch from home. You may send in money or you may use the Pay PAMS system to set up a secure on-line account. This can be done at [www.paypams.com](http://www.paypams.com). If you choose to send money, please submit a check made payable to Eastover Cafeteria in your child's backpack. The teacher will make sure that the cafeteria receives the check and credits his/her account. You may send in money on a daily basis; however, it is easier to send in a lump sum sufficient to get them through longer periods of time such as several weeks or a month.

Each child is assigned an individual cafeteria number for their account. The children key their numbers into a number pad at the end of the cafeteria line. They are able to memorize their number quickly! When the balance is low, your child will be notified and/or you may receive a reminder call or note from the cafeteria staff or an email from Pay PAMS.

Lunch is also a great time to visit your child at school. Eastover has 25 minute lunch periods and parents are always welcome to come and eat with their child. When you come to lunch, please sign in at the office and either meet your child in the cafeteria or go to his classroom shortly before lunch.

# Kindergarten Schedule

Your child's kindergarten teacher will provide the exact schedule for your child's class.

Each day will include the following educational instruction and activities:

Morning Routines/Literacy Games

Math

Special Area Classes

Imagine It!

Workshop

Writer's Workshop

Lunch

Recess

Science or Social Studies

Read Aloud

Dismissal



**Special Area Classes:** Weekly classes children attend away from their regular teachers (Music, Physical Education, Art, Computer and Library)

**Imagine It!:** Phonemic-based literacy curriculum for K-5 students in CMS

**Workshop:** Time spent in various classroom centers (writing, art, blocks, etc.) where the teacher works individually and in small groups with children

## School Supplies

Prior to the beginning of school, you should receive a list of school supplies required for your child. We also provide the opportunity to preorder supplies through Educational Products Inc. (EPI). We will mail these forms to you and they will also be available in the office.

Please send in all of your child's school supplies on the first day of school or as soon as possible thereafter. Since some of the items are bulky, you may want to walk in and drop them off with your child. Please note that most of the items, except your child's backpack, will be shared with the rest of the class and should not be labeled individually with your child's name. Be sure to purchase a regular book bag; not one that rolls. This will help with school safety.

## Staggered Entry

All kindergartners begin the school year with staggered entry. This gives our teachers and assistants the opportunity to conduct informal assessments before your child is assigned to a permanent teacher. You will receive a letter from the school in the summer indicating your child's teacher and their staggered entry day. When your child arrives at school for their staggered entry day, he or she will report to their kindergarten classroom. There will be staff members and parents available to assist with getting children to the classroom. Permanent teacher assignments will be made during the first week of school.

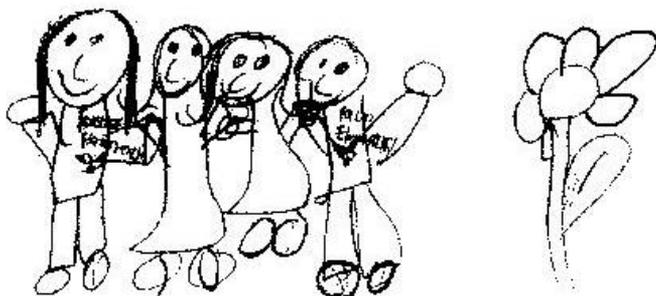
## Uniforms

Eastover is a uniform school. Uniforms strengthen school unity and foster a sense of pride among Eastover students. Students wear white Eastover shirts with blue shorts, pants or skirts. The Uniform Chart is available in the school resources section on our school website and describes appropriate uniform attire.

You can also order uniforms by sending the order form to school with your child or by mailing it to the address indicated on the form (additional uniform order forms are available in the front office). The ordered clothing will be placed in your child's backpack when he/she comes home from school.

You may also order uniforms from Lands' End on their website at [www.landsend.com](http://www.landsend.com) or by calling 1-800-963-4816. The Eastover school code that you need for Lands' End is 9000-2799-6. Locally, you can purchase uniforms at Educational Outfitters on Tyvola Road. Other good places to find navy pants and shorts include Target, Gap, and Old Navy.

Be sure to label everything that your child wears to school that may come off or get lost, such as jackets, sweaters, sweatshirts, backpacks, lunch boxes, etc.



## Contacting Your Teacher

There are several ways to contact your child's teacher.

- Send a note in your child's backpack
- Email your teacher (email addresses can be found on the Faculty & Staff page on the school website)
- Call the school office at 980-343-5505

Conferences or meetings with teachers should be arranged by appointment so as not to disrupt instructional time. Be sure to check with your child's teacher to establish his/her preferred method of communication.

## School Directory

A student directory with addresses and telephone numbers is published in the fall. Your consent will be required to have your child's information included in the directory; you will receive this directory within the first few months of school.

## Snack Day

Kindergartners have a snack at a time designated by the kindergarten teaching team. Rather than bringing an individual snack each day, the children take turns providing a snack for the entire class. Your child's teacher will send home a monthly snack schedule indicating who is assigned to bring snacks and drinks each day. The teacher will notify parents as to the number of children in the class. You may bring the snack with your child on his assigned day at the time that you drop him off for school or any other time that is convenient. You do not have to be present for snack time on your child's assigned day although you are always welcome. Please try to bring healthy, low-sugar snacks, and provide cups for water or small water bottles.

## Tuesday Communication Folder

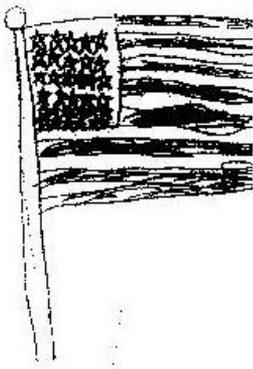
Every Tuesday a communication folder is sent home with information from the classroom teacher, school and/or the PTA. Please make sure that you review this information, sign the folder or work samples and return it in your child's backpack the following day.

## Visiting the School Campus

You are always welcome to visit Eastover. When visiting during school hours, you must first sign in at the office and obtain a visitor's badge. When you leave, please sign out. Remember that this system is in place to protect our children and the teachers.

## Honor Recognition

Each quarter, classroom celebrations will be held to recognize strong character and academic achievement for all grades. Select students are recognized for exemplifying character traits, academic excellence and perfect attendance.



### Eastover Learner's Creed

As an Eastover student,  
I promise to believe in myself,  
to do my best at all times  
to do the right thing,  
to make the right choices.  
I will use my senses and abilities.  
promise to make the most of this day.

# Other Information to know about certain Specials

## Library Books

Once a week your child will have the opportunity to check out a book from the media center (see the assigned day on your child's kindergarten schedule provided by your teacher). Once a book is brought home, it must be returned to school the following week on the assigned library day. Please make sure that it is in your child's backpack and the teacher will do the rest. Your child may also choose to keep the same book another week in which case he/she does not need to return it, but he/she will not be able to check out another book until it is returned.

## Physical Education (PE)

Once a week, your child will attend PE (see the assigned day on your child's kindergarten schedule provided by your teacher). Your child is not required to wear special clothing on that day. However, they may wear the "Eastover" t-shirt on their PE day. This shirt is the outfit that they would wear all day, and not something that they would change into or out of only for PE.



# After-School

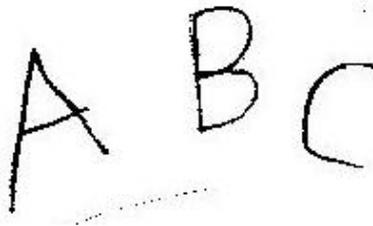
## Clubs and Activities

You will receive information during the first or second week of school (via the Tuesday folder) regarding special after-school activities for Eastover children, including Play Spanish, soccer, Mad Science, Girls on the Run, Chess Club and many others.

Please note that our principal has worked hard to have these wonderful programs, provided by third parties, available at Eastover, and many of them are not available at other elementary schools. All of the activities take place on campus, and the teachers do an excellent job of getting the children from their classrooms directly to the activities. Most programs have a fee of some kind and are available on a first-come, first-served basis. Please look out for this information, and feel free to ask some of the more seasoned parents about their past experiences with these excellent programs.

## After School Enrichment Program (ASEP)

Eastover has a tuition-based after school program for working parents. This is a program that is managed by the CMS ASEP department and located at Eastover. Only Eastover students can participate in this program. Since there are a limited number of students served, parents are urged to register early. Information about this program will be sent to you prior to the start of school. Eastover's ASEP director can be contacted at 980-343-5505.



# Volunteering

Eastover has a wonderful spirit of activism, participation and volunteerism. You will learn of many opportunities, both now and during the year, to assist both your child and Eastover. These opportunities range from very limited one-time commitments to much more extensive ongoing volunteer opportunities. The goal is to have some level of involvement by all parents and guardians, recognizing that we all have varying levels of other work and non-work related commitments. You will quickly discover that one of the distinguishing features of an excellent school like Eastover is that a significant number of parents are involved on some level with their child and the school. Below is a brief overview of some of the current volunteer opportunities.

## Classroom Grade Parent

Each classroom usually has two grade parents who assist the teacher with coordinating volunteers for classroom parties, field trips, etc. You can let your teacher know if you are interested in becoming a grade parent. There is also a grade parent liaison that works with all the grade parents to explain their duties to them and to assist with coordinating and completing those obligations throughout the year.



## Field Trip Chaperone/Assist with Class Party

Your classroom grade parents will call on all of the parents to assist, if possible, at some point and on some level with classroom parties, field trips, etc. These opportunities are another great way to volunteer in a fairly limited manner and your child will love having you participate. Your grade parents will probably send out a volunteer sign up sheet at the beginning of the year detailing the upcoming activities.

## Reading First Program

This program seeks adults to read with kindergarten, first, or second grade classes during story time. Wells Fargo donates hundreds of books annually to Eastover for this program. You will see more information regarding this program in the weekly Mini-News emails as well as the Tuesday Folders, or you can contact the secretaries at 980-343-5505.



## Volunteer Teacher Assistant (VTA)

A Volunteer Teacher Assistant simply refers to assisting your child's teacher with various classroom needs such as workshop, photocopying, stuffing Tuesday folders, etc. Being a VTA is also a great way to help while spending time with your child and observing his or her class in action! Look for information regarding this volunteer opportunity in the weekly Mini-News emails and the Tuesday Folders, or contact your teacher directly.

## Parent-Teacher Association (PTA)

Eastover is proud to have a large, active PTA of over 350 members. The general membership dues are \$5 per person per year. You will receive a form at the beginning of the school year to sign up for the PTA.



The PTA has regularly scheduled meetings throughout the year. You will be notified of the specific meeting dates in your child's Tuesday communication folder, weekly Mini-News emails, and/or through our website. All parents are welcome and encouraged to attend any PTA General Membership meeting.

There are many opportunities with which to get involved and we would love to have as many parents involved as possible. For a list of opportunities to serve on a PTA committee, please visit our PTA website. The link may be found on the general Eastover website.

There is also a PTA Executive Board that meets monthly. Its members are elected and hold positions as President, President Elect, Vice President, Treasurer, Vice Treasurer, Recording Secretary, Corresponding Secretary and Invest in Your Child Chairperson(s).

## Fundraising

Eastover's primary fundraiser is Invest in Your Child (Invest) and is conducted by the PTA. To join and participate in Invest, simply write a check (in an amount you feel comfortable with) to the Eastover PTA and **100% of your donation will go directly to the children**. Invest donations are used to provide much-needed items, not provided by CMS, such as additional classroom computers and technology (e.g. SmartBoards), software, library books, classroom supplies and teacher training. **If you are going to participate in only one fundraiser each year, we ask that this is the one that you choose.**

During the year, the PTA also hosts several other optional fundraisers to support the PTA's operating budget such as our very fun spring Parent Party/Silent Auction and book fairs.

A favorite fundraiser among students is our monthly non-uniform day. Children are allowed to wear an appropriate non-uniform outfit by bringing in an optional \$1 donation. All the money raised is sent to a charity that is chosen by the Eastover student council. Eastover children are always proud to help those in need and this is one of the many ways they learn to help others.

Each year, our fifth graders go on a spring overnight field trip. They host various fundraisers to provide scholarships for the 5<sup>th</sup> grade teachers and scholarship students to attend the trip. Eastover students NEVER sell anything door-to-door.

## Summer of Academic Readiness (SOAR)

Summer of Academic Readiness (SOAR) is a program developed to encourage your child to maintain their academic skills over the summer. Students set a goal for total time reading or practicing math skills over the summer. They get pledges from parents, grandparents, and special friends for each hour committed and earn raffle tickets for every 15 minutes they read/practice math. All of their hard work is celebrated on SOAR Day in the fall, where t-shirts for every participant and raffle prizes are awarded. The money raised provides funds for the PTA operating budget. Our goal is 100% student participation.

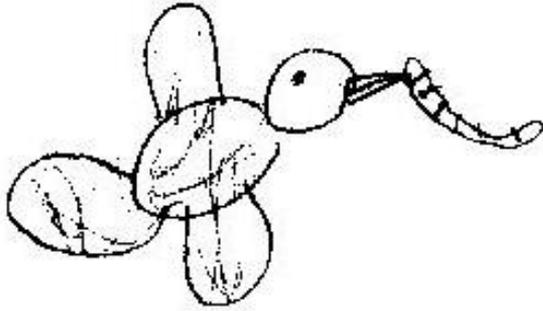
## School Leadership Team (SLT)

The SLT is comprised of 50% parents and 50% school staff. The primary goal of this team is to monitor Eastover's school improvement plan. This plan, mandated by CMS, is developed by the SLT and serves as a guideline for continuous school improvement. The team meets monthly to discuss the school's progress with the plan, make revisions and discuss school-wide issues. You will receive further information on the SLT when school begins.

We look forward to seeing you around school!



Eastover...  
Where great minds take flight!



Vanessa Ashford, Principal

School Bell Schedule: 8:15 am-3:15 pm

Eastover Elementary  
500 Cherokee Road  
Charlotte, NC 28207  
980-343-5505 phone  
980-343-5524 fax

<http://schools.cms.k12.nc.us/eastoverES/Pages/Default.aspx>