

August 11, 2017

Dear John Trumbull Families,

It is with great excitement and enthusiasm that I write to welcome you to the 2017-2018 school year. The staff is busy setting up classrooms for students, and I can assure you that all students will be greeted with warm smiles and the most inviting environment on the first day of school, Thursday, August 31, 2017.

Please know that the safety of all children is our top priority, so I ask that you read the information in this letter very carefully. Your child needs to wear the enclosed nametag around his/her neck for the first month of school. The nametag displays your child's name, teacher's name and your child's dismissal procedure. It has your child's going home bus letter or "PT" for Parent Transport if you will be picking your child up every day. If your child will be attending the YMCA after school program, please write it on the nametag along with the day(s) of the week. Also, send a note to your child's teacher on the first day so that the office will be notified. The color denotes the section (pod) of school. If you have any questions about the dismissal procedure, please call the office before school starts.

Please verify the bus information that is listed on the nametag. The 2017-2018 Bus Routes will be published in the Town Times on Thursday, August 17, 2017. **At JTPS we use letters to identify our busses. Kindly note the letter correlation. Bus 15-A; Bus 2-B; Bus 3-C; Bus 5-L; Bus 8-D; Bus 9-E; Bus 11-K; Bus 12-G; Bus 13-H; Bus 14-I; Bus 16-J; Bus 17-F.** They will also be posted on the district website at [www.watertownps.org](http://www.watertownps.org); click on the "Transportation" link for school routes. If you have any busing questions, contact Eva Jacquette in the Business Office at (860)-945-4805. If the information appears to be incorrect call the school at 860-945-2776. Please do not change the information without calling the school first to be sure that our database has the same information for your child on the first day.

Arrival: Parents who transport their children to school will park in the designated area and cross by the crossing guard with their children. Parents must hold their child's hand as they walk him/her to the building as the parking lot is a very busy place in the morning. Encourage your child to say goodbye to you in the lobby. Parents will not be permitted to walk down to classrooms on the first day. All staff members will be on duty to assist. If your child is experiencing difficulties with separation please notify the teacher or the office.

Although we feel that the safest way to bring your child to school is to walk him/her to the lobby, we have created a drop-off area to be used in the morning (8:30-8:45AM) ONLY. Parents who wish to drop off their children may continue down the driveway and turn into the drive closest to the school. No parent /visitor cars are allowed in the back of the building. Drop-off parents are asked to proceed to the crossing guard until they are signaled forward. The drop off area is labelled by signs that state "Student Drop Off Area." **Please pull up all the way around the corner, almost to the stop sign. Children must exit from the passenger side of your vehicle, the side of the car closest to the school. Drivers should not exit their vehicle to open doors for children.** Please consider your child's maturity level if you choose to use this option instead of walking your child into the lobby. We recommend that this option be used for first and second grade students only.

**Parents must follow all established procedures for parking/dropping off during arrival and dismissal! The safety of all of our students is everyone's responsibility! The first two lanes of our parking lot are ONE WAY for exiting. The LAST TWO LANES are for entering. (See map on the back of the Popsicles on the Playground letter, and follow directions listed).**

Students should not arrive before 8:30AM. Students arriving after 8:45 AM must be walked into the office by their parent to obtain a late slip because the main doors are locked at this time. Children cannot be expected to enter the building tardy and unattended after the doors are locked. A child is considered tardy if he/she arrives after the 8:45AM bell.

Children who ride the bus enter the school at the back lobby. We cannot allow parents in the back lobby because of very crowded conditions. All staff members will be on duty to assist the students during the 1<sup>st</sup> week of school. For the first two weeks, additional PTO volunteers will be available to assist the children as well.

Dismissal: If you will be picking up your child every day, please send in a note stating that your child will be picked up each day and indicate the names of the responsible adults who are allowed to do the transportation. Remember that all **adults must show a picture ID each day** to pick up children. Also please remember that only those adults listed will be allowed to pick up your child unless we receive a note/phone call from the parent or guardian giving permission for someone else to pick up. If you decide on a single day that you will pick up your child, please send a note that day. If you forget your note, you must call early enough in the day so that your child is not put in a bus line. Please call ahead if you need to pick up your child early. Dismissal between 3:00PM and 3:10PM will be limited to emergencies.

K-2 parents who are picking up their children should park their cars in the parking lot and enter the gym through the green doors to the right of the main entrance. All parents need to sign out their children. Please cross with the crossing guard.

The Watertown Public Schools will continue to use PowerSchool as our student information system. One of the many features of PowerSchool is a robust parent portal that can be accessed from any device, including a smartphone, tablet or computer. PowerSchool can be accessed by going to [watertownps.powerschool.com/public](http://watertownps.powerschool.com/public). If you are using a mobile device, the district code is BDQX. If you created an account in Watertown last year, your username and password will carry over into this year. If you have forgotten your username or password, simply click on "Forgot Username or Password?" and follow the prompts. If you are new to Watertown Public Schools, you will find a letter attached with directions for how to create your account. If you have difficulty accessing PowerSchool, please call the school for technical support. Once you log on to PowerSchool, click on "Bell Schedule View," and your child's homeroom teacher will be revealed. Please know that all classroom placement requests were taken into consideration and students were wisely placed after many hours of thought and preparation to ensure the highest degree of student success.

Please be patient with the bus times for the first few days. It would be helpful if you say your goodbyes as the bus approaches so that there will not be a delay in the routes. Remember that you must meet your child/ren at the bus stop every day. If no one is at the bus stop to meet your child, he/she will be returned to school.

I hope that you enjoy the final days of summer and I am looking forward to working with you and your child to make this the best school year!

Sincerely,

Laura A. Meka  
Principal