



## Back to School Newsletter August 2019

Dear Parents,

We welcome you to Collins Elementary for and an AMAZING 2019-2020 school year! As we enter this school year, please know our school's protocols as outlined below. **Please review the entire document as some procedures have been modified.** As always, if you have any questions or concerns regarding these procedures, please contact the main office or me for clarification.

- 🐾 **SCHOOL STARTS ON WEDNESDAY, AUGUST 14, 2019!!** Please make sure to mark your calendars. Our Meet and Greet Open House will be held on **Tuesday, August 13th at 10 a.m.** We will begin with a general assembly in the Cafeteria and then you may meet your child's teacher, drop off your child's supplies, and receive other pertinent information. The school supply list is located on the school website:  
<https://www.browardschools.com/collins>
- 🐾 **Collins Arrival and Dismissal Procedures- Please be advised that there is no supervision for students before 7:30 a.m.**
  - **Arrival – Students may arrive one of 3 ways:**
    - Parents may not drop off their child before this time. Students participating in our Universal Free Breakfast program may arrive beginning at **7:30 a.m.**
    - **School begins at 8:00 a.m. At that time all gates will be locked. A single point of entry will be created through the main office. Parents will have to use buzzer to notify the main office for entry into the building. Students who arrive to school after 8:00 a.m. must be escorted into school by a parent or an adult designated on their child's emergency contact form.**
    - **Car Rider** – Students are dropped off in the car line and enter the building through the west gate which is designated as the single point of entry during arrival.
    - **Biker/Walker** – Students will walk up to the school at the crosswalk from the east side in front of the school and enter through the West Gate.
    - **Bus Rider** – Students arrive to school on a bus through the West Gate and proceed to breakfast or their designated SMART Start room.
    - **Parents who wish to park east of the school at CW Thomas Park and walk their child to the West Gate of the school MUST arrive by 7:55 a.m. Please be advised that the parking lot is for faculty and staff only and will close by 8:05 a.m. daily.**
  - **Dismissal – Due to space availability, the parking lot is designated for faculty and staff only.**

- Per school board policy, all early dismissals must be done more than 30 minutes before Collin's dismissal time on a regular day and on the early release day.
  - **Walker/Biker** – Any student who walks off campus **MUST** be dismissed as a walker from the East Gate.
    - Students who live west of the school will exit off campus from the EAST Gate cross the street with the crossing guard and walk on the sidewalk to the second crossing guard to get home.
    - Students who live east of the school will exit off campus from the EAST Gate and either proceed on the sidewalk or cross the street with the crossing guard.
  - **K – 5 parents who wish to park east of the school at CW Thomas Park and pick up their child MUST wait for their child at the East Gate. Preschool parents will wait for their child in front of the school's main entrance.**
  - **For personal safety and continuity with traffic flow, no one is permitted to cross in front of the car line or the buses.**
  - **Car Rider-** Parents will enter the car loop from the east side of the school and leave the car line exiting west. This will enable us to maintain traffic flow for buses to exit on the side street.
  - **Bus Rider** – will be escorted by a designated Collins staff member at the East Gate to the bus area.
  - **After School Program students will be dismissed from their classrooms to the cafeteria to meet their counselors.**
- 🐾 During the first week of school you will be able to walk your child directly to class on **Wednesday, 8/14 through Friday, 8/16 from 7:30 a.m. to 8:15 a.m.** only. Any student arriving after 8:15 a.m. on 8/14/2018 will be escorted to class by a Collins staff member. **Monday, August 19, 2019, is designated as School Independence Day.** Students will independently enter the West gate for a wonderful school day.
- 🐾 Parents who have scheduled conferences or need to speak with a member of the support staff or administration may do so by going directly to the front office. Your driver's license is required when you enter, as all visitors must be scanned through the front office to ensure our students' safety at all times.

An important factor in our quest to “Start RIGHT and Finish RIGHT” is the joint efforts of our community stakeholders. We would love for you to BE INVOLVED AT COLLINS!!! If you are interested in becoming a PTA member, business partner, or volunteering, please do not hesitate to contact us. Thank you in advance for your support. I look forward to working with you for a successful school year!

Sincerely,  
 Tracy D. Jackson, Ed.D.  
 Proud Principal of Collins Elementary  
**Start RIGHT, Finish RIGHT!**