



August 12, 2024

Dear Cottonwood Families,

Welcome to your first week of the 2024-2025 school year. It has been wonderful having grades 3, 4, and 5 back in the building today.

**1st and 2nd Grades** will join us on Tuesday, August 13th.

**Kindergarten and all grades PK - 5** will attend on Wednesday, August 14th.

**Don't forget! Every Wednesday they will have early dismissal at 1:45pm.**

We have sent this information in a previous communication in early August, but we have had several new families who have registered recently. [24-25 Cottonwood Creek Basics](#) will give you information on the most common questions we receive in the office. This link is worth reading as it answers every basic question most families will have during the year.

**Family Connection Meetings:**

If you have not been able to connect with your child's teacher yet, we strongly encourage you to set up this important meeting that is a starting point to a relationship with your family and our teachers. You would have received an email to sign-up for a date and time.

**Student drop off/pick up :**

As a reminder, students cannot enter the school building until 7:50 AM, unless they are going to breakfast which begins at 7:45 AM. Please note that there is no staff supervision prior to 7:50 AM. Students who are on campus prior to 7:50 AM must be accompanied by a parent/guardian.

Additionally, if you are dropping off or picking up from the front drop-off lane, please **pull your vehicle all the way forward**. This allows better traffic flow on Orchard for our community. At no time should you park your vehicle in this lane because it is a fire lane. If you need to get out of your vehicle, please park either in the school parking lot or on Orchard Rd or one of the side neighborhood streets. Thank you for understanding.



### **Lunch Accounts:**

We have been getting calls from parents wanting to add money to their student's lunch account for snacks. Parents are welcome to add money, cash or check, directly through Cottonwood's kitchen staff. Additionally, you can also add money through our online system. Food and Nutrition Services implemented a new online system, [Linq Connect](#), this year that replaces the old Titan system. If you had an account through Titan, you can log into the Linq Connect with your old credentials. However, if you never had a Titan account you will need to register with the new system.

### **Our new certified staff that we will introduce today:**

- Taryn Wilson (Instructional Coach)
- Christina Vatansever (Multilingual Learner)
- Maria Devlin (Occupational Therapy)

### **Leadership:**

- Mrs. Most and I will prioritize being in classrooms and being present for entry and dismissal. On many days our response to email may not happen during the school day.
- Melissa Adler and Alison Button will exclusively manage our calendars.
- Please understand that if you call with concerns about your student's experience at school, the first response from the office will be, "Have you shared this concern with your child's teacher?"

### **PTO:**

Don't forget to update your personal information, including your teacher assignment, in the Membership Toolkit. YOU MUST UPDATE YOUR PERSONAL INFORMATION EVERY YEAR! It's the only way to access our online community directory, The Cottonwood Caller. It's the only way to see calendar and event updates. And- It's the only way to sign-up for weekly PTO newsletters. Go to [Cottonwood Creek Elementary PTO - Home Page \(membershiptoolkit.com\)](http://membershiptoolkit.com) or download the Membership Toolkit app to begin the process today.

### **Communication:**

In the future, once we know all parents are signed up in the correct areas, we will NOT repeat information from the COT office, classroom, and PTO communication. Therefore, I highly recommend that each parent completes the following:



1. Ensure that all your information is accurate in Powerschool Parent. You can do this by logging into your MyCherryCreek account and clicking on the Guardian Update tile. Double check the names, emails, and phone numbers for the contacts listed on your student's account.
2. Sign up for all communication found here on the [PTO website](#). If you have not already done so, create an account and enter all the information for yourself and your student(s). The system will prompt you to select which communications you want to receive. If you signed up in previous years, be sure to update your information as described above.
3. Make sure your child's teacher has your correct contact information.

These three steps will assure you are connected to our office, PTO, and your classroom teacher. If you have questions, please contact the COT Office.

Sincerely,

Drew Francis - Principal Cottonwood Creek Elementary School

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