



Welcome back Mitchell School!

Greetings Mitchell School Parents and Guardians,

We are very excited for the start of the school year!! The school is looking incredible thanks to our hardworking custodian staff. As you know we have had some changes in staffing over the summer. I would like to welcome Cathy Winters as our new secretary. Alicia Schiavo will be our new math coach. Mr. Tim Zeno will be our new 2nd grade teacher and Laurie Judge as our new special education teacher. We also welcome Kristina Caceci as our new social worker. Unfortunately, we need to say goodbye to Mrs. Taylor, Mrs. Contardo, Mrs. Geraci, Mrs. Culver and Mrs. Walent and wish them well in their new endeavors! The staff at Mitchell is preparing for our students' arrival and we are all looking forward to it! The first day will be here before you know it! Before that however, we wanted to review some important information with you.

School Schedule – Upcoming dates

- School hours are 8:25 – 3:15 (M, T, Th, F) Wednesday will be at 2:35
- Prek hours are 9:00 – 3:00 (M, T, Th, F) and 12:30 Wednesdays
- September 1 is the first day and it is a full day of school
- PTO ice cream social is September 7 at 4:00
- Open house is October 13, 2022

Attendance, Arrival and Dismissal

- **Attendance form to fill out** – to save time and paper, you can now complete your child's absent note through a google form. Follow the link included here and it will be posted on the website as well to complete.

[Attendance form for absences](#)

- Students will be allowed into the building at 8:15 and classes begin at 8:25. **We ask that children not be dropped off prior to 8:15 a.m.** Dismissal will be at 3:15. Our goal is to facilitate an orderly and safe arrival and dismissal. Pre-K student hours are 9:00-3:00. All Pre-k students will arrive and be dismissed out of the rear café.
- Upon arrival buses will disembark at the café and main doors and students will go to their classrooms.
- For students who are getting dropped off for arrival, please enter the back parking lot and drop students off so that they walk on the outside of the car line to the sidewalk and enter door number 6 (gym lobby). Students will go straight to their classroom. After

8:25 a.m. students should use the main entrance front door as staff will not be outdoors to assist them. Please make every effort to have your child here on time.

- Parent pickups at dismissal will take place in the back parking lot. Please try to back into the parking spaces as it is safer to see others walking in the lot. Parents will line up in back of the orange cones in one line, generally 4th and 5th will be dismissed first followed by 3,2,1. (Kindergarten students will be dismissed last as it will take staff some time to learn faces of who is picking up). Please have a photo I.D. available should we need to ask. Thanks for all of your patience and cooperation with this procedure as it will take a few weeks for us to get it running smoothly!
- Students going home on the bus will wait in the hallway lined up by bus number and proceed to either the main door (number 21) or the middle door (number 24) to board their busses. Staff will assist the bus lines in going to the correct door.
- Any changes in dismissal must be received in writing or email by 11:00 am. Any such requests should be emailed no later than 11:00 a.m. to Cwinter@ctreg14.org and your child's teacher with the subject line "**Change in dismissal for students on**". Please make sure to clearly note the date.
- Early dismissal from the office ends at 2:50 p.m. on Monday, Tuesday, Thursday and Fridays, and 2:20 p.m. on Wednesdays. This is for the safety of all students as we are preparing for dismissal after that time.

School Supplies and Belongings

- All students should wear **sneakers or closed toe shoes** to school daily, as we will be outdoors a great deal.
- As students will be outdoors, you may want to apply sunscreen to them before they come to school.
- Students may have a water bottle at their desk. Please send one in with them and we recommend writing their name on it with a Sharpie, if possible.
- Student supply lists are located on the Mitchell school page or click the following link: [Supply lists](#)
- Students that returned their Chromebooks and chargers in June will receive their Chromebook and charger during the first week of the school year. Students who did not return Chromebooks should bring them with their chargers on the first day. New students and K students will be assigned them during the first week of school.

Lunch, Recess and Snacks

- In addition to lunch and recess, students will also have a snack break during the day. Please send in a healthy snack with your child.

School Lunch/Breakfast

- Please visit the Food Services Link below to the Region 14 website for more information.

<https://www.ctreg14.org/studentsparents/food-services>

- Breakfast will be served at school at 8:15 for those that wish to purchase it.
- Applications for free and reduced breakfast and lunch are found on the website here:

[Application](#)

- The classroom celebration form is linked here as well as attached to email blast
[Classroom celebration form](#)

Bus Routes

- Routes will be posted on the district website, please see below:

<https://www.ctreg14.org/studentsparents/bus-routes>

Most importantly, please rest assured we will go slowly and be flexible to support the needs of every child and treat everyone with respect. Our staff at Mitchell Elementary looks forward to getting back to school and engaging with students! It is our goal to maintain a positive, safe, fun and supportive community. Together with you, our parents, we can have a great year!!

See you soon!!

Kelly Pinho

Principal

Mitchell Elementary