



Conrad Elvehjem Primary School

Grades EC, 4K-2

Principal: Greg Nelson

Associate Principal: Brooke Hauser

Dear Families,

Welcome to the 2023-2024 school year at Conrad Elvehjem Primary School (CEPS)! We hope you were able to enjoy your summer...whether it involved relaxing, enjoying the warm sunshine, traveling, or simply spending time with loved ones. We look forward to seeing our returning Spartan Star students, reconnecting with the families and community members, and of course getting to know all the students and families new to Early Childhood, 4K, Kindergarten, and First and Second Grade!

Below, you will find important information and dates to keep in mind to help stay on top of things as we start the school year. Additionally, as part of the registration process, you will also receive information about important items like our Family Handbook, Nelson's Bus Service, student meal accounts, etc. We know there is a lot of information coming your way all at once, but careful time spent familiarizing yourself now will likely help avoid some headaches later on. We appreciate your attention to this!

First Day of School:

- Tuesday, September 5, 2023: K-2 students
- Wednesday, September 6, 2023: 4K students
- Tuesday, September 12, 2023: EC students

School Hours:

- Monday-Friday, 7:30AM-4:00PM: CEPS office is open on scheduled school days for calls/visits/appointments.
- 7:45 AM-2:42 PM: School day hours for K-2 students; if your child is in EC/4K, you will hear from those programs.
- 7:20-7:45 AM: Before school supervision for drop-off.
- 7:20-7:40 AM: Optional breakfast served in cafeteria/

K-2 Teacher Assignments: You will receive an email with your child's teacher name on Tuesday, August 15th. Please note that a lot of time and effort goes into the placement process, and after giving the opportunity to provide input in your child's placement each spring, we cannot honor requests to change classrooms once assignments come out.

Student Picture Day: Empire Photography is hosting picture days for ALL district students on Wednesday, August 30th and Thursday, August 31st from 10:00 AM-7:00 PM, at the high school. Order forms and payment details are provided in the online registration documents, and will also be available on picture days. The 4K and CEPS picture retake day will be held at CEPS on Tuesday, September 26, 2023, during the school day.

Welcome Back Night: All CEPS families are invited to our "Welcome Back" night on Thursday, August 31st. On this evening, you and your child will get a chance to drop off school supplies and meet your new teacher! The formal plan and location (inside and/or outside) will be shared closer to that date. We are asking that if families are able, to please follow the schedule below for visiting CEPS to help with parking and allowing for all families to meet the teachers:

- Last names A-K: 5:30-6:20 PM
- Last names L-Z: 6:40-7:30 PM

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School Supplies: Supply lists are updated on the [school website](#). You may also choose to order a supply kit through our PTO by [clicking here](#). Please plan to bring these items to our “Welcome Back” night!

Daily Snacks: Snack time is scheduled daily for K-2 students. If you would like your child to have a snack, please send them with one each day in either a prepackaged or resealable container. We encourage you to send healthy snacks that are quick to eat and make minimal mess, like veggie sticks, whole-grain crackers, fruit slices, etc. All snacks must be peanut and tree nut-free as they are eaten in our classrooms. In addition, we encourage each child to bring a reusable water bottle to drink from throughout the day.

Allergy Information: All McFarland schools are latex-free, and only Mylar or similar latex-free materials are allowed in the buildings. In addition, all classrooms and office spaces are peanut and tree nut-free; the cafeteria is the only location where peanuts/tree nuts are permitted. Alternative tablespaces are provided as an option upon parent/guardian request in the cafeteria for students with peanut and tree nut allergies. Please contact our CEPS Health Assistant Heather Patrinos at patrinh@mcfdsd.org if you would like to request this accommodation for your child.

Visitor Information: At CEPS, we encourage opportunities for family involvement in ways such as classroom visits/volunteers, field trip chaperones, etc. With safety being our top priority, the following guidelines are in place for visitors to CEPS.

- We use Lobby Guard Visitor Management System for any non-staff visitor that enters our building beyond the main office area, and it runs a quick background check and provides a name badge to wear for the duration of the visit.
- Each student will have a week where they are “Special Person” in their class. During that week, we allow any “special adults” (e.g., parents, guardians, grandparents, etc.) to join them for lunch in the cafeteria (note this is a change from last year based on family feedback, where only one adult was permitted to join one time). Due to space and supervision restrictions, we cannot accommodate lunch visitors more often than this, nor can we accommodate non-CEPS siblings to join. Classroom teachers will let you know well in advance when it is your child’s turn to be Special Person so that you can plan accordingly. If you plan to eat the school lunch, please call our main office that morning.
- Parents and guardians may pick students up early for appointments, etc. Please notify the main office and classroom teacher by phone or email prior to 7:30 AM on the morning of the early pick-up.
- Other non-parent/guardian adults may only pick students up during the day with prior parent/guardian permission. The parent/guardian must call or email the main office on the morning of the early pick-up. The parent/guardian is also responsible for making sure the visitor knows that a photo ID will be required.
- If a visitor arrives without prior parent/guardian permission, they will be directed by our office staff to contact the parent/guardian who must then call the office before being allowed to visit for lunch or pick-up the child.
- If at any time during the year you think you would like to help in a classroom or on a field trip, you must have the Volunteer Disclosure form completed (will be available during registration). If you have any non-traffic convictions, you must disclose them, and it won’t necessarily automatically exclude you from volunteering; unfortunately, we have had to turn people away in previous years for not filling out the form honestly.

Our Mission & Vision: At the McFarland School District, our mission is *Meeting the needs of every learner, every day*. This is the reason why our teachers and staff show up every day doing what they love to do. It is our “WHY!” Our vision is to become *An equitable and inclusive community committed to student belonging, achievement, and growth*. This vision statement is our eye on the prize; it is “WHO we are working to BECOME” to best serve our students in partnership with you.

Thank you for taking the time to read the information in this letter, along with the other registration documents. Take care!

Sincerely,

Greg Nelson, CEPS Principal
Brooke Hauser, CEPS Associate Principal