

**Concord**  
PUBLIC SCHOOLS

**Concord-Carlisle**  
REGIONAL SCHOOL DISTRICT

# Opening Information



## August 2022



Willard Elementary School  
Updated 8/25/22

Dear Willard Families,

I trust this message finds you all well as we are about to step through the threshold of a return to school. I hope you've found time to relax, unplug, and reconnect with your families and friends over the summer. We've been busy at Willard, preparing the building for the return of students, hiring new staff and engaging in wonderfully energizing professional development. We can't wait to open the doors wide for all our students and families.

Below please find a number of updates that will help you and your student to start the new year. What follows is information about our arrival and dismissal routines, how to change your child's dismissal plan as well as information about school lunches. I ask that you read the full document because there is a great deal to share. Please do not hesitate to reach out if you have any questions

Please also note important upcoming dates and links to updated information:

- **Open House:** Tuesday, August 30th from 2:30-3:15. Kindergarten meetings will be scheduled on August 30th by the kindergarten teachers. For those who want to volunteer at Willard, CORI forms will be available to complete and submit. There will be a table set up outside the main office during the Open House and Alison Corwin and Sherry Loiselle will be available to help you.
- **First Day of School:** August 31st
- **Back to School Night:** Monday, September 12th from 5:30-7:30pm. This event will be in person with more details, including specific times for each grade level, to come.
- **Early Release** will remain on Wednesdays for the upcoming year. This information and more can be found by following this [link](#) to the 2022-2023 CPS calendar.
- Up-to-date **bus route information** can be found [here](#). If you have questions please contact John Arena, Concord Public School's Director of Transportation, at 978-461-3981.
- **School supply lists** for all grades can be found [here](#). For those who pre ordered through the PTG, those supplies will be delivered to your child's classroom prior to the start of the school year.
- We are very fortunate to have the **PTG** as a partner to support the Willard community. [Here](#) is a welcome letter from the Co-Presidents, Robin Baughman and Kristen Lester, welcoming all to the new year and reminding families of upcoming events.

## Visitors

When visiting Willard, please ring the bell to the left of the front door and identify yourself and the reason for your visit. When buzzed in, please enter the Main Office to sign in and receive a visitor badge.

## Arrival

The academic day runs from 9:00 AM to 3:30 PM every day with the exception of Wednesdays when we dismiss at 12:25. Front doors will be opened to receive students at 8:50 AM. We encourage families to use the valet style drop off in the visitor parking loop. Cars dropping off will enter school grounds and proceed to the drop off loop where staff will greet your child. To keep traffic moving steadily, we ask that you help your child be ready to get out as soon as you pull up at the curb. Families are also welcome to park and walk their children across the parking lot if they would prefer. All students being dropped off will enter through the front door of the building. Because we do not begin supervising students before 8:50 AM, we ask that a parent or guardian remain with any student who arrives prior to this time.

## Dismissal Protocol

We begin our dismissal procedures at 3:30 PM. Parents, family members or guardians picking children up, can gather near the flagpole in front of the school. Those adults picking up must check in with the staff member who is accompanying the student before leaving with the child. Parents/guardians with multiple children will be checking in with more than one staff member. Once you have picked up your child(ren), we ask that you move away from the pick up area so that we can see who is remaining to be picked up.

We respectfully request that parents who bring their pets to school during arrival or dismissal keep them a safe distance from other students and clear from the flow of foot traffic.

## Food Service

We are happy to share that the state of Massachusetts has funded universal free public school lunch again this year. Other parameters of the food service program have changed - the waiver that permitted school districts to service "grab and go" lunches on early release Wednesdays has expired. State guidelines require that all lunches offered to students must be consumed onsite in each school building; as a result, "grab and go" lunches cannot be offered this school year.

This means that on early release Wednesdays at the elementary schools we are only able to offer lunch to students who will be staying at school beyond the early

release hours. In general, these would be students participating in the afterschool program at our elementary schools who are not heading home for the day until later in the afternoon.

The Wednesday Early Release Onsite Lunch tab in NutriSlice is designed for those families with students staying at school later than the early release hours on Wednesday, participating in the afterschool program, and needing a lunch.

Lunch orders can be placed on the Nutrislice [website](#). If you do not already have an account from last year, you will need to create one. You will need your child's lunch ID. If you do not know it, please email interim Food Services Director Jess Brown ([jebrown@concordps.org](mailto:jebrown@concordps.org)). Lunch orders need to be placed by 8am the day of attendance. Lunch orders can be placed up to five days in advance.

### Reporting an Absence

Please report all absences/illnesses to the school office before the start of the school day via our absence line (978-318-1340) or our online attendance form [posted](#) on our school website.

### Changes to Dismissal Plans

If you need to change your child's dismissal plan, we prefer that you email your child's teacher, Alison Corwin ([acorwin@concordps.org](mailto:acorwin@concordps.org)) and Sherry Loiselle ([sloiselle@concordps.org](mailto:sloiselle@concordps.org)) before the start of the school day. However, paper notes to the classroom teacher are also acceptable. Make sure to include your child's first and last name in the communication. Any last minute emergency changes (after 11:30am on half days and 2:30pm on full days) should be communicated to the main office by phone.

### Lost and Found

The lost and found is located outside of the school dining hall in the vestibule closest to the doors to the recess fields. If your child can't find something, parents/guardians are welcome to come into the school to check the lost and found before 11am and after 1:45pm. Please call the main office to schedule an appointment.

### COVID Protocol

For the most up to date district COVID protocol, please refer to this [document](#).

Again, please let me know if you have any questions.

We look forward to having the students back and making this a great year at Willard.

Best,

Matt Lucey  
Principal