



August 20, 2019

Dear Parents,

I hope you all enjoyed the beautiful weekend, which topped off a fabulous first week of school! It went very well, and the students' excitement about being back was contagious.

I would like to pass on a few safety reminders. When entering the building, please make sure you go directly to the office to sign in. If dropping off items for your child, please leave them in the office with Mrs. Perkins, so as not to interrupt any instructional time. Also, do not let strangers in the building. We ask that you be observant of those following you into the building who may not be permitted.

We also would like to remind you to update your family and student information in RenWeb. Go to Web Forms in ParentsWeb or the RenWeb Home app and open the CKS Family Demographics Form to make sure everything is complete. Please make sure we have your correct contact information and everyone's name and phone number who is permitted to pick up your child(ren). If you need additional carline stickers for dismissal, let Mrs. Perkins know so we can get those to you.

While you are in RenWeb, please read through and sign off on the Parent/Student Handbook applicable to you (K-8th and/or PreK). You can electronically sign off in Web Forms by choosing Parent/Student Handbook Signature 2019-20. The handbooks are on RenWeb under Resource Documents and on the Web Notes page of our web site (<https://ctkschool.net/cks/parents/webnotes>). In addition, if you wish for your child to be a walker, make sure you have turned in a Walker Permission Slip. A copy of the permission slip is also under Resource Documents and on the web site.

You can greatly help the office by making sure your children know where they are going at the end of the school day. We realize that you may need to call the office every now and then due to a change in your schedule, but please try not to make it an everyday occurrence. To protect instructional time, we try to avoid frequent calls to classrooms. If you drop anything off in the office for your child, please follow up with an email to the teacher. Remember, however, that teachers are attending to students and may not see the email, especially toward the end of the school day.

Thank you for all your diligence and support. We are all here to keep our students safe each and every day. It is our top priority. Thank you for your faith in us, and I hope you have a wonderful week!

Many Blessings,

Paula Smith, Ed.S.
Principal