

CUBA-RUSHFORD CENTRAL SCHOOL

*Superintendent of Schools, 585-968-2650 / Fax: 968-2651
Transportation Supervisor, 585-968-2446*

Cuba-Rushford Middle/High School

5476 Route 305N, Cuba, NY 14727

585-968-2650 / Fax: 968-1091

Cuba-Rushford Elementary School

15 Elm Street, Cuba, NY 14727

585-968-1760 / Fax: 968-3181

Dear Parents and Guardians of Cuba- Rushford Elementary Students:

Welcome to another exciting school year! My name is Mrs. Megan Retchless, and I am the new principal at Cuba- Rushford Elementary. This will be my first year as principal at Cuba-Rushford Elementary. I am so excited to begin the 2023-2024 school year with your child on Wednesday, September 6th! It is my goal to provide all students with a top-notch education. In order to do so, it is vital that we create a safe environment for children to learn. I ask that you help us by adhering to the information below so that we can alleviate any troublesome situations.

When visiting CRE, please always remain calm and cordial when you are on school property. All visitors must sign in at the main office when entering the building. A driver's license is required if you need to proceed into the building beyond the main office. Please know that we scan licenses for your child's safety. Our system checks for sex offenders and outstanding warrants to ensure the safety of our students. At times, the system takes a few minutes to retrieve the information. Please be patient and understanding during this process.

If you have something to drop off (snack, clothes, homework etc.), please leave the items in the main office with Mrs. Beck. We will make sure that it gets to the correct classroom.

When dropping off your child in the morning, all K-5 students who walk to school or get dropped off at school will enter through the front doors. The entrance will be staffed with school employees who will welcome your child. Please do not enter the building with your child. If you are walking with your child to school, you may walk them to the door, and if you are dropping them off in your car, please use the drop off zone on Elm St. You should always enter Elm St. From 446. There are drop off zone signs designated in this area on Elm St. The drop off zone is in effect from 7:45-8:05 A.M. Please do not drop your children off in the staff parking lot, on the tennis court side of Elm Street, or in the bus loop.

We ask that all children arrive at the building between 7:45 A.M- 8:00 A.M. Your child should not arrive at the school building before 7:45 A.M. Students who arrive before 8:00 A.M. will be directed to the auditorium or breakfast until 8:00 A.M. when the bell rings. Students who ride the bus to school will enter through the bus loop doors. Bus students who arrive before 8:00 A.M. will be directed to the auditorium or breakfast until 8:00 A.M. when the bell rings.

Our amazing cafeteria staff serves a hot breakfast every morning from 7:45 A.M- 8:00 A.M. If you would like your child to have breakfast at school, please make sure they arrive at 7:45 am. Breakfast is only served in the cafeteria and is no longer served in the classroom, so if you would like your child to eat breakfast at school, it is imperative that they arrive at 7:45 A.M.

In terms of end-of-day arrangements, we prefer that a written note be sent to the classroom teacher ahead of time if anything is happening outside of your child's normal dismissal routine. But we understand that occasionally emergencies do come up, so if you have a change to your plans after the

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school day starts, please call the main office as soon as possible to make an alternative plan for your child's dismissal.

- **Bus Transportation:** Students are not allowed to ride the bus to a friend's house. Our buses are full, and we cannot provide this accommodation. There is one location for pick-up and one location for drop-off. It is important to have a backup plan in case of an emergency. If there needs to be a permanent change in your pick-up or drop-off location, please contact Mike Sears at (585) 968- 2650, Ext: 4442.
- **Parent Pickup:** Parents are asked to remain outside the building throughout dismissal. Please arrange an outside meeting location. Kindergarten students will be picked up by the primary playground. Kindergarten parents may not remain with their vehicle, and they must pick up their child from the playground. First, fifth grade students will be picked up on the front lawn. If your child is in first through fifth grade, you can remain with your vehicle if a school employee can see you and is able to confirm who you are. This may require you to roll down the window or exit the vehicle so that you can be identified by a school employee.
- **Walkers:** Parents who would like their children to walk home from school must send in a note and indicate in writing that their child will walk or ride their bike home from school without a parent present (Walkers must be in 4th or 5th grade).
- **Early Dismissal:** The school day ends at 2:45 P.M. Please note that the end of the day is an extremely busy time in the main office and in the classroom, so if you need to pick your child up for an early dismissal, we ask that it be prior to 2:30 P.M. Please do not pick your child up early from school unless it is for a doctor/dentist appointment or an emergency. It is vital that your child experiences the entire school day.

Every year, enrollment forms go home on the first day of school. It is especially important to check all information for accuracy. Please note any changes to the form. Add any people that may pick up your child on the back of the enrollment form. If someone is not listed on the form, he/she will not be able to pick your child up from school.

If you have moved, please note the new address, and provide proof of residency to the main office. You will have 30 days from the start of school to update residency records. If at any time during the school year your contact information changes (especially phone numbers) please update your child's enrollment form. This should be done at the main office.

In terms of lunch forms, it is very important that all parents fill out the Community Eligibility Provision form to ensure continued funding for academic grants and free breakfast/ lunch for all CRCS students. The form is in the district newsletter and is being sent home on the first day of school. Please fill out both sides of the form.

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Lastly, if you are a Parent of an AM Pre-K Student, please drop your child off at the front entrance in the morning and pick your child up at the north (bus area) doors. If your child is late for drop-off, please enter through the front doors and sign in at the main office. If you are the parent of a PM Pre-K Student, please drop your child off at the north (bus area) doors and pick your child up in the same location. If your child is late for drop-off, please enter through the front doors and sign in at the main office.

Let's have another awesome year! I cannot wait to see our returning students and meet our new students.

Please contact me if you have any questions.

Warm regards,



Megan Retchless

Cuba- Rushford Elementary Principal