



509 Mills Park Drive
Cary, NC 27519

<http://millsarkes.wcpss.net>
(919) 466-1466

August 9, 2019

Dear Mills Park Families,

Welcome to Mills Park Elementary for the 2019-2020 school year! I hope this letter finds you well rested and excited to start a new school year. We are so excited to get started! The purpose of this letter is to provide you with important information and dates that will help you start the year on a positive note.

Class Lists

This year, we decided to do things a little differently with class lists. Class lists have already been completed. Teachers will mail postcards to students on August 14th welcoming them to their class.

Meet the Teacher

We have also made a change to Meet-the-Teacher Day. This year, we will host one session for grades 1-5 on Thursday, August 22nd from 4:00 pm to 6:00 pm. This is a drop-in time, so please come anytime during these two hours.

Master Schedule

We've made a major change to our master schedule. Our school-wide Common Math Time has been moved to the last period of the day (2:35-3:35). Obviously, this is a critically important instructional block. Please understand that early checkouts will impact your child's participation in math instruction.

New Front Desk Receptionist

I'm excited to announce that Joan Burnet is our new front desk receptionist. Cindi Warren has moved into the data manager position. Being new to Mills Park, Mrs. Burnett will routinely engage with you through the speaker before buzzing you into the building. Additionally, she will regularly check IDs when checking your child out early. I appreciate your patience as Mrs. Burnet gets to know you better during the year.

Possible Changes After the 10th Day of School

Teacher allotments are based on the number of students who show up within the first ten days of school. It is important to know that after the tenth day of school; we may need to make changes to class assignments due to an increase or decrease in student enrollment.

Please see below for important dates and additional information. If you have any questions, please do not hesitate to call the school at (919)466-1466.



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Important Dates

1. **August 22, 2019:** Meet-the-Teacher Day for Grades 1-5 (4:00 pm – 6:00 pm).

During Meet-the-Teacher Day, the following information stations will be set up in the gym, cafeteria, media center, and main hallway:

- Transportation (bus info)
- PTA Membership
- Lunch Payments
- Carpool Tag Number
- Early Arrival Program
- YMCA After School Program
- School Spirit Wear

2. **August 26, 2019:** First Day of School for Grades 1-5
3. **August 26-29, 2019:** Kindergarten Staggered Entry
4. **August 30, 2019:** Kindergarten Meet-the-Teacher Day (10:00 AM – 11:00 AM)
5. **September 3, 2019:** First Day of School for all Kindergarten Students

Additional Information

- **School Hours:** 9:15 am – 3:45 pm. Students may be dropped off as early as 8:45 am (first bell). The second bell rings at 9:10 followed by the tardy bell at 9:15. The instructional day begins promptly at 9:15 am. After 9:15, parents must sign their child in at the office.
- **Carpool Morning Arrival:** During arrival time (8:45-9:10), please follow the carpool line to the designated unloading zones in front of the building. When you reach the unloading zone, a staff member or safety patrol will open your car door to welcome you and let your child out. For the safety of all students and parents, please do not park and walk your child to the building. Also, please refrain from using your cell phone while in the carpool line.
- **Carpool Afternoon Dismissal:** Carpool tags must be displayed on your rearview mirror for pick-up. You may pick up a carpool tag during “Meet-the-Teacher” Day or at the main office at other times. You may use last year’s carpool tags. To ensure a safe and smooth carpool dismissal, please adhere to the following carpool dismissal procedures:
 1. Hang carpool tag on rearview mirror.
 2. Follow the carpool line.
 3. Do not park and walk up to check your child out of carpool.
 4. Pull up to a designated loading zone.
 5. Students will be loaded by an adult or safety patrol.
 6. If you do not have a carpool tag, you will be asked to sign your child out at the main office.
 7. Refrain from using cell phones in the carpool line.



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We look forward to seeing you on August 22nd! Please feel free to contact us at (919)466-1466 if you have questions.

Sincerely,

Michael Regan
Principal