



2019-2020 Neil Cummins Back to School Checklist

MARK YOUR CALENDARS:

Click [here to view the LCM District Calendar](#) with vacation dates and holidays. Click [here for directions on how to customize your calendar](#) view to see LCMSD, Neil Cummins School Events, Neil Cummins PTO, and SPARK events. Here are some important dates for events coming up soon:

- **NC PTO Kindergarten Social:** Sunday, August 18th (3:00-4:30 pm, NC Blacktop). This is an annual event that brings together all incoming kindergartners and their families for an afternoon of play and connection at the Neil Cummins Blacktop/Playground. We hope to see all of our new kindergarten families at this special community building event on August 18th.
- **New Family Orientation:** Tuesday, August 13th (9:00-10:00am, NC library). If your family is new to Neil Cummins and you did not attend a tour or orientation last year, you are invited to attend a New Family Orientation on Tuesday, August 13th, from 9:00 to 10:00am in the Neil Cummins library. Children are welcome to attend. There will be a brief talking portion, introduction to Superintendent Dr. Brett Geithman, time for questions and a quick tour around the Neil Cummins School campus.
- **PTO First Day of School Welcome Coffee:** Wednesday, August 21st (8:10-10:00am, NC Gym). The Neil Cummins PTO hosts its annual Welcome Coffee. Please join us in the gym for coffee and refreshments. You will have the opportunity to learn about after school programs, hot lunch and volunteer opportunities with PTO and SPARK. Neil Cummins Spirit Wear will be available for sale! For questions about this event contact president@ncpto.org.
- **Back To School Night, Thursday, September 5th, 6:00-8:00pm** (See Schedule [HERE](#))
Join the Neil Cummins School parent community (adults-only event) and hear from our incredible teachers about the year ahead in the classrooms. We are staggering the schedule for the evening to accommodate families with children in multiple classrooms. **Parents of students in grades 3rd through 5th grade: the evening will start at 6:45 p.m. in the gym.** (See Schedule [HERE](#))
- **Neil Cummins Family Back to School Blast: Sunday, August 25, 10:00 to 11:30 a.m.** on the NC School Playground/Blacktop. The Neil Cummins PTO invites you to a family get-together to celebrate the start of school! Reconnect with returning families and meet some new ones! For questions about this event contact president@ncpto.org.
- **SPARK 6th Annual Fun Run:** Sunday, Sept. 15, 9:30-11am at the Village Corte Madera, rain or shine. [Register today!](#)

COMMUNICATION:

- **Neil Cummins Weekly:** Read the Neil Cummins Weekly on Sundays every week! It is our primary means of communication with the parent community. You will receive this Weekly Newsletter via email.



- **Information Update:** Please be sure that you responded to the email from BluPods by clicking the link in that message. This is critical information for the school to have before school starts. We rely on parents to provide annual updates of contact information for their students. In the event of an emergency, natural disaster or family crisis we will not release your child to anyone not on this list. **Your child will not receive their fall class assignment unless this process is completed.** If you have more than one child enrolled, you are required to submit an update for each of them. Completing the survey should take 5-10 minutes per child. Should you have any questions or issues, please reach out to support@blupods.com to guide you through the process.
- **Class Placement/Teacher Assignments:** We are currently working on final class placements from summer enrollment and other changes that have taken place since June. You will receive an email on Monday August 20th by 4pm with your child's class assignment and a welcome letter from your child's teacher. **PLEASE NOTE:** You will NOT get a teacher/class assignment if you have not completed student information update. You should be receiving a request for you to complete via BluPods <http://www.blupods.com/> email this week. As emails can sometimes be blocked by email providers, be sure to also check in your "spam" folder. **Your child will not receive his/her class assignment unless this process is completed. If you have more than one child enrolled, you are required to submit an update for each of them.** You need to do this for **each child** and you must click submit at the end to complete the process.

PREPARE YOUR CHILD FOR SCHOOL:

- **Attendance:** School begins promptly at 8:10am on Wednesday August 21, 2019. It is essential that your child is here every day and on time. Please do not take your children out of school for extended weekends or trips. We have designed our district calendar to allow for travel days around holidays so that students do not need to miss school. Our funding depends on our daily attendance; when a child is absent for any reason, the school loses money. If your child is late to school he/she must come check in at the office and receive a late slip. Classroom teachers cannot welcome a student into their classes without this slip. Of course, even with our attendance goal if your child is sick, please keep him/her home. Be sure to call the office prior to 9:00 AM. If we don't hear from you, our automated system will call inquiring about your child's whereabouts.
- **Immunizations:** If you have not supplied the required immunization records for your child, please attend to these immediately, as students may not enter their classrooms without the immunization records required by CA law.
- **Emergency Medications:** Submit all emergency medications with prescription labels and dispensing instructions ([this form needs to be completed](#), as well as signed form by the prescribing doctor) to the School Nurse the week of August 12-16 (the week before students start school). The Authorization to Administer Medication form is [available here](#).
- **School Supplies:** We buy school supplies so you don't have to -- yes, it's time to begin planning for next Fall! We believe that all students should come to school in August with a classroom that is stocked and ready to go. We are asking all families with incoming K through 5th grade students to donate money for next year's school supplies NOW. This will



NEIL CUMMINS
ELEMENTARY SCHOOL

pto



enable teachers to order supplies for all students in an eco-friendly, equitable, and cost effective manner (they get excellent teacher discounts). By contributing here, your child will get basic school supplies including: paper, pencils, glue, scissors, crayons, markers, notebooks, folders, etc with no trip to the store! The requested contribution is \$50 per student, but please give what you are able (please consider purchasing an extra set of supplies to support a child who may not be able to afford one). Please look for a BluPods message and make your contribution. Thank you!

- **Zero Waste at Neil Cummins:** We are a Zero Waste Marin School. Please be sure to [review this information to support our Zero Waste efforts](#).
- **Transportation:** Walk or roll- that's our goal! We encourage families to find a green route to school, click [HERE](#) for the Safe Routes to School map for walking and biking . The school parking lot is CLOSED for student drop-off and pickup. Please support the campus green initiative by carpooling, walking or biking to school. The school parking lot is CLOSED for student drop-off and pickup. Support the campus green initiative by sending your child to school with reusable lunch items & carpooling, walking or biking to school.
- **Hot Lunch ([Neil Cummins instructions.pdf](#)):** The Larkspur-Corte Madera School District is continuing our contract with The LunchMaster. If you child(ren) have an account from last year, there is no need to sign up again. The August menu should be available to view and order by early August. If your student does not have a LunchMaster account and would like to order lunch during the 2109-2020 school year, please see information on how to sign up. The Neil Cummins code to register is neilcummins. These are instructions [Neil Cummins instructions.pdf](#) for registering your student for a hot lunch account and also how to order lunches. There are two separate steps in this process. Registering your student will help TheLunchMaster customize your student's menu based on diet restrictions and allergies. Families that were on the National School Lunch Program (free/reduced lunches) in 2017-18 will need to complete an application to qualify for 2019-2020 school year. Please register online www.thelunchmaster.com and click the FRL button. Nichole Urrea at the district office will receive your request and contact you. If you were not on the program last year but feel you may qualify for free or reduced lunches, please complete an application and submit to Nichole Urrea at the District Office. If you have any questions about registering and ordering lunches, please feel free to contact TheLunchMaster customer service anytime at lunchmaster@nobhillcatering.com or (855) 565-8624 and select option 2.
- **Free and Reduced Lunch Program:** The Larkspur Corte Madera School District participates in the National School Lunch Program. Meals are served every school day at each school site. Eligible students may receive these lunches free or at a reduced price. If you think your child(ren) may be eligible for the free or reduced program, please click [HERE](#) to read about the program. For Free/Reduced application and information contact Nichole Urrea, nurrea@lcmschools.org or 415-927-6960 x1



- **[Before and After School Programs](#)** We have a variety of before and after school classes and child care options available at Neil Cummins and in the nearby community area. Please check our website or [click here](#) to learn more about [before and after school programs](#).

SCHOOL POLICIES:

- **Snack Policy:** Please send a healthy snack with your child each day. Our district has a wellness policy that gives very clear guidelines about nut-free snacks and lunches and treats for the classroom. The policy states that celebrations that involve food during the school are limited to one party per class per month. Each party can include no more than one sugary food or beverage. Please do not put your teacher or child in an awkward position by bringing sweet treats without arranging with your teacher ahead of time. You can find great ideas for Nutritious School Safe Nut-Free Snacks and Treats [HERE](#). Please be sure to look over our LCMSD Student Health and Wellness Board Policy to become familiar with our goals and guidelines [HERE](#).
- **Nut Restricted Classrooms:** Please be aware that **all Kindergarten classrooms are NUT RESTRICTED**. Please read the Food Allergy letter to parents [here](#). Some of the 1st -5th grade classrooms will also be nut free in order to protect children with life threatening nut allergies. You will be notified if your child is in a nut restricted classroom when you receive classroom assignments. **Please do not prepare foods with nuts or nut oils for classroom or school events.** Tree nuts include, but are not limited to, walnut, almond, hazelnut, cashew, pistachio, and Brazil nuts. Please find several nutritious school safe nut-free foods [here](#).
- **Dress Code:** Just a reminder to parents that appropriate dress is important for safety and consistency for our students. Modesty is encouraged as far as short skirts, shorts, midriff tops, etc. Students are not allowed to wear flip-flops or tops with spaghetti straps. Shoes worn to school must be safe for physical activity and action-packed days! Thank you for your support.
- **Banned Items:** Consistent with our district strategic priority to cultivate safe, healthy, caring and inclusive school environments as well as the CA Education Code, we want to remind our parents (and will be visiting classrooms to remind students) that there are certain items that should never be brought to school. These include any knife, or toy weapons, real weapons, drugs, alcohol, etc. Please reinforce these rules with your child.
- **Code of Conduct:** Our Student and Adult Codes of Conduct are available [here](#). This includes our school's discipline plan. In order to create an optimal environment for student learning, The Neil Cummins School requests all members of our community adhere to these guidelines.

SUPPORT OUR SCHOOL COMMUNITY:

- **Volunteer:** We look forward to having you volunteer throughout the year to support both the Parent Teacher Organization (PTO) and Larkspur-Corte Madera Schools Foundation (SPARK). We appreciate anything you can do to help, whether it be working in your child's



NEIL CUMMINS
ELEMENTARY SCHOOL

pto



classroom, helping at a school event, driving on a field trip, etc. We'll have volunteer sign-ups at the Neil Cummins Welcome Coffee on the first day of school, August 22, in the NC Gym after you drop off your child(ren) for their first day of school.

- **Join the NC PTO:** You should receive an invitation to join the Neil Cummins Parent Teacher Organization ("PTO") via BluPods within the next few weeks. PTO Membership (suggested amount is \$30.00 per family per year if you are able) provides innumerable benefits to our children, including funding for Teacher Development, Textbooks, Classroom Materials, School Events, Campus Improvements, Parent Education Programs and much more! You can contribute online via PayPal (Here is the link [NC PTO Membership](#)) or pay by check. Make all checks payable to Neil Cummins PTO. Drop it off in the Neil Cummins office or mail to: Neil Cummins PTO, 58 Mohawk Avenue, Corte Madera, CA 94925. If you do not receive an invitation please request one at information@ncpto.org.
- **Support SPARK:** SPARK raises the funds needed to bridge the gap between the limited funding the District receives from the State and local revenue sources and what it actually costs for each child in the District to experience the best education they deserve. Parent donations demonstrate a commitment to a robust and well-rounded education and we ask for every family to participate at a level that is meaningful to them. SPARK 2019-20 Annual Giving Donations can be made as a recurring automatic monthly payment or a one-time gift. All Annual Giving donations are 100% tax deductible and many companies offer matching grant programs for employees. [Visit the SPARK website](#) for more information.
- **Get Involved:** We are so grateful for our volunteers! Many of our classroom and school events would not be possible without you. Please check classroom newsletters, [Neil Cummins PTO website](#) and Neil Cummins Weekly communication (emailed to all parents each Sunday morning throughout the school year) for how you can contribute your time to making your child's experience truly extraordinary!

Be sure to visit [The Neil Cummins School Website](#) early and often! We look forward to seeing you soon! It is going to be a great year together, filled with work, play and learning!