



**Richmond Public Schools**  
**Mary Munford**  
**Elementary School**  
211 Westmoreland Street  
Richmond, Va. 23226  
  
(804) 780-6267  
<https://www.rvaschools.net/MMES>



### **SCHOOL YEAR 2021-22**

Dear Parent or Guardian,

Welcome to new and returning families. Please read the information in this letter so you can get your child off to a good start. We have had to make many adjustments because of COVID, but we are all looking forward to having children back in person! If you have not read or watched the health and safety video, please do so before school starts.

<https://www.rvaschools.net/health-safety>

Teacher assignments will be posted on the bulletin board outside the main office on August 31<sup>st</sup>. If you sign up for PTboard, you can log in and find your child's teacher, or if you have an ASPEN Portal log in, you can see your child's teacher. Children and parents are always eager to see teachers and classrooms, but please curb your enthusiasm until the open house on Friday, September 3. For Friday, if your last name is A – M, your time is 2PM – 2:45. If your last name is M – Z, your time is 3:00PM – 3:45. Teachers are hard at work setting up classrooms and attending training sessions, so don't plan to visit classrooms until open house. If your child is assigned to Ms. Lisa Marshall, we will be starting the year out with Lisa Callis as the teacher. Ms. Callis is an outstanding teacher and was a K teacher at Munford for many years until her retirement. She was willing to come out of retirement to help us get the year off to a great start! **All visitors, students and staff are required to be masked in the building and students and staff will be masked outside as well. We have masks and symptom checking charts at our main entrance.**

**There is no need for school supply shopping!** We charge a one-time school supply fee of \$30.00 in all grade levels. This covers all school supplies your child will need at school. The only other supplies you will need to purchase are those for home. Students may need a backpack or book bag. Please no wheeled backpacks! Fees cover classroom enrichment programs, school supplies, and class activities. Please pay the fees during open house on September 3 or by the end of the first week of school. In addition to the supply fee there are other fees we collect and a description of these is at the end of this letter. The PTA handles all the fees and there will be an option to pay these online (coming soon). We will be providing every child a packet of PPE materials including a cloth mask, Thermometer for you to use at home, a water bottle to use at school and a magnet with COVID symptoms.






Please get a 3 X 5 index card and write your child's name, teacher Name and how your child will be dismissed each day (Carpool, Walker, School Bus – Bus Number, Day Care Van – which one). Include your phone number on the card. Pin this to your grade K – 2 child and give it to your 3 – 5 children or bring it to the open house.

I encourage you to be involved in your child's education and support the school Parent Teacher Association. Plan to join and volunteer for our awesome PTA. This is an outstanding organization that provides a wide array of enrichment and support for students, teachers and parents.





Sincerely,

Greg Muzik, Principal

## Important Upcoming Dates and Events

-  **Preview/Open House/** Friday, September 3. Last Names A – M at 2:00 and Last names M – Z at 3. This is an opportunity for students and parents in all grades to visit classrooms and meet the teacher and other parents. You can join the PTA and sign up to volunteer for the many activities planned during the year.
-  **First Day of School for Students:** Thursday, September 8
-  **Boo Hoo Breakfast:** Thursday September 8 at 7:45 in the pavilion – Sponsored by the PTA. Drop your child off at school and join other parents for a light breakfast and a shoulder to cry on (or to celebrate).
-  **Back To School Concert and Picnic:** Dues to current COVID concerns, we are postponing this event and hope to be able to have it later in the fall.
-  **PTA meeting and Back to School Night: Tuesday,** September 28 at 6:30 PM - This event will include a PTA meeting, introduction of school staff, and classroom and curriculum orientation. This is a parent only event, and all just be masked.

## School Schedule

-  7:35 – 7:45 Students supervised in the auditorium and cafeteria (K – 2 In cafeteria and 3 – 5 in auditorium)
-  **7:45 First Bell** - students report to classrooms
-  **8:00 Tardy bell** – Students MUST report to the office if they arrive after 8:00
-  2:35 – 2:55 Dismissal Period  
Please plan to pick your child up by 2:45 on all regular dismissal days unless he/she is in one of the after-school programs.




## Intake and Dismissal Procedures

**Thank you for your attention to and compliance with all our intake and dismissal procedures. The streets around the school are very busy during our intake and dismissal periods. Children should NEVER cross any of the streets around the school except at designated cross walks.**

### MORNING INTAKE

For the first week of school students will go directly to classroom when our doors open at 7:35. Parents are not allowed to bring children into the building, so please plan to drop your child off at the door if you walk him or her to school or at our carpool drop off area next to the pavilion if you drive your child to school. We will have staff in the area to make sure children get to their assigned classroom.

**Important safety reminder!!! There is no supervision before 8:45 AM. Do not drop your child off before this time. If you arrive early, please keep your child with you until the 8:45 bell.**

-  **If you Drive your child to school:** Pull into the unloading zone in the back of the school next to the pavilion. Pull all the way up to the pavilion drop off area. Please don't stop in the traffic circle. Wait behind the circle if cars get backed up in the drop off line. Please approach heading east on Grove Avenue. We will have staff at the drop off location each day.
-  **Walkers (Students walking with or without parents):** Students enter through the side lobby doors next to the cafeteria.
-  **Bike Riders:** The bike racks are located behind the school near the playground. Children who ride bikes to school should enter through the lobby side door next to the cafeteria.

## DISMISSAL PROCEDURES

Please try to use the same procedure every day. Once you have set up the procedure, if there are changes, you must notify the teacher at least a day in advance. If you need to make a change to dismissal, and can't notify the teacher in advance, please call the school office...do not use email for this as this may only be checked once a day!

**Carpool:** Parents should arrive between 2:25 – 2:45. Please approach heading east on Grove. You should **NOT be trying to make a left turn into the carpool line.** Pull all the way to the end of the playground. Remain in your vehicle! Place a large sign with names of children you are picking up where staff can see it. Students will be dismissed to the carpool area at 2:35. During inclement weather, we will move carpool pick up to the area in front of the covered pavilion. If there is a deluge, be prepared for some wet kids as they have to walk through an uncovered area to get to the pavilion. There are now traffic circles on Commonwealth. Pull up to the circle entrance and wait until cars have moved so you can pull completely through the circle and not block the service drive or circle. The first few days, the line will move slowly, but once we know the kids and cars, we can get children loaded and everyone gone in about 10 minutes.

**School Bus Riders:** Children are dismissed at 2:45 to walk to their bus. Our school buses have a very good on time record, but during the first few days of school, schedules can be off as drivers make adjustments to the runs. When there is a substitute driver, the bus may be late in the afternoon because the driver will not be familiar with the route. Bus routes should be available by September 2.

**Walkers (including bike riders):** Students who are independently walking or biking home from school are dismissed at 2:35 and exit via the lobby doors to the playground deck area. Parents who walk children to and from school should meet children in the area, and we will have a staff member there. Children may NOT wait outside or remain on school grounds unless they are with a parent or guardian. We will have a crossing guard at Westmoreland and Grove and Commonwealth and Grove in the morning and afternoon periods.

**After Care (BAS) and Rec and Parks:** Students are dismissed to these programs at 2:45.

**The following information should be on a 3 X 5 index card so we can make sure your child gets to the right dismissal location. Safety pin the card to grade K – 2 students please.**

- Student Name
- Teacher Name and Room
- Home Phone
- Home Address
- Dismissal Procedure (choose one): School Bus and Number, Car Pool, Auditorium, Walk/Bike, Day Care Van (which one), BAS Program.

## Early Dismissal and Late Arrival

Anyone picking a child up early from school must come to the office to request dismissal. The student must report to the office before being released. Anyone picking up a child early **MUST** have a photo ID and be listed on the emergency card. Parents must send a note to the teacher if a child is going to be picked up early that includes the reason for the request. **The end of the school day is a busy time as teachers prepare students to go home. We do not permit early dismissal of students after 2:15 PM and ask that parents use our normal dismissal procedures after this time.**

Students who are not in the classroom by 8AM, are tardy and **MUST** report to the office to sign in. After 8AM, students will need to enter through the main front doors as these are the only doors that will be open.

## Student Attendance

Students should be in school on time every day. Attendance is taken between 7:55- 8:05 and instruction will begin at 8:05. We must receive notification of any student absence by 8AM the day of the absence and must be done for EACH DAY OF THE ABSENCE. If you don't report the absence, you will get a call from the Truancy department. Parents must report student absences using our absence email at [munfordabsent@gmail.com](mailto:munfordabsent@gmail.com) (preferred) or calling our absence voice mail system (780-8799). In addition to calling the school, we must have a written note from parents for each absence, and this must be delivered to the school office no more that 5 days after an absence. If you email the absence information, this suffices for a written note! Excused absences include personal illness, illness or death in the family, or religious holidays. Requests for pre-approved excused absences for any other reason (travel or vacations) should be made in writing by the parent or legal guardian and should state the reasons for absence and the dates of absence. The principal must approve requests in advance. Students are in school 180 days a year so please try to use the other 185 for vacations and travel! Students who are absent more than 18 days during the school year will be retained in the grade unless a waiver is granted. Waivers are granted for medical or special circumstances.

## HOME SCHOOL COMMUNICATION

- 📧 The official Munford website: <https://www.rvaschools.net/MMES>
- 📧 The PTA website: <http://www.ptamarymunfordelementaryschool.com/>
- 📧 PTBoard – Parents can log in at <https://marymunford.ptboard.com/home>. Many of the communications from the school and PTA will go through this website.
- 📧 Facebook- Friend us at **Parents of Mary Munford Elementary School and Mary Munford School**
- 📧 Monarch Message- Online newsletter put out by the PTA that contains valuable information about upcoming events, volunteer opportunities, legislative initiatives, and more.
- 📧 Munford Messages from REMIND– Mr. Muzik has your phone number and isn't afraid to use it! These automated telephone and text messages are wonderful ways for the school to let you know about time-sensitive issues and action items.
- 📧 School Directory- The directory is now housed on PTBoard and parents must sign up for this.
- 📧 Email: All staff members have an RPS email address. Email is checked at least once daily. You can find email addresses on the school website.
- 📧 Classroom News: All teachers or grade levels create newsletters, email blasts or maintain websites that provided information to parents each week.

## Visiting and Volunteering

**ALL VISITORS AND VOLUNTEERS MUST COME TO THE OFFICE AND SIGN IN BEFORE GOING TO CLASSROOMS** using our computer visitor system. You must bring a photo ID and have this scanned into the system before you can visit classrooms or do volunteer activities in the school. (The first time only.) This system will print a name badge for visitors and volunteers. Parents are not permitted to visit classrooms or enter the instructional hall areas where classrooms are housed during the instructional day (9:00 – 3:45) unless this has been scheduled with the teacher in advance. Parents who wish to drop off items (lunches, books, homework, etc.) must come to the office. Classroom observations must be arranged in advance through the school principal. For any parent, our computer system now has a symptom cheek system for COVID and parents must complete this before going to any location in the building. The first time a parents visits or volunteers, we must scan your drives license or ID. For now, parents cannot have lunch with children at school.

## Lunch and Breakfast and General Food Polices

Lunch and breakfast are free for all students. This year, we are using a grab and go lunch and breakfast system and most students will be eating in classrooms. These are bagged lunches, so no hot lunches this year. Below is a sample of one of the lunches:

CHICKEN SALAD ON A BUN, Fresh Broccoli, Ranch Dressing, Sun Splash Veggie Juice Fresh Fruit Pear Cup, Cookie, Milk. (The lunch menus will be available on line!)

**We ask that parents NOT bring food (birthday treats or other items) to distribute to the class during lunch or in the classroom. There are many issues that have come up related to this, including concerns about food allergies, diet restrictions and parent preferences.**

### School Fee Information

The following is a list of one-time fees that will be collected for each student for the 2021-2022 school year.

**NEW this year -- pay your supply and activity fees online! Online payment will be available AFTER classes are assigned the week of Aug. 30. You may also pay by check at the Open House on Sept. 3.**

#### **School Supply Fee**

\$30.00 -- all grades

*\*optional, but highly recommended*

This fee covers the cost of school supplies for your student(s) for the entire year. This ensures that all children have the same materials and that there is consistency in the quality of the school supplies. Teachers will purchase supplies (in bulk) and all supplies needed for class will be on your student's desk on the first day of school. Teachers will replace items as needed.

#### **Activity Fee**

\$25.00 -- *required for all grades*

This fee covers the cost of classroom enrichment activities -- including classroom rewards, pizza parties, cooking activities, etc. This fee also covers the cost of classroom magazines like *Time for Kids*, *National Geographic for Kids* and *Story Works*.

#### **PLUS:**

**3rd Grade Only** -- Stages Theater Program Fee

\$30.00 -- *required for all 3rd graders*

**4th Grade Only** -- Minds in Motion Fee (a program of the Richmond Ballet)

\$30.00 -- *required for all 4th graders*

**5th Grade Only** -- Dancing Classrooms (Ballroom Dancing)

\$30.00 -- *required for all 5th graders*

#### **Total Fees by Grade:**

Kindergarten	\$55.00
1st Grade	\$55.00
2nd Grade	\$55.00
3rd Grade	\$85.00
4th Grade	\$85.00
5th Grade	\$85.00

