



W. G. Coleman Elementary School  
*Home of the Wildcats*  
4096 Zulla Road  
The Plains, VA. 20198  
Telephone (540) 422-7550  
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**Responsibility**  
**Organized**  
**Achieving**  
**Respect**



Joy Seward - Principal

Jennifer Early – Assistant Principal

July 2019

Dear Families,

We hope your summer has been and will continue to be an enjoyable time. To those of you returning to Coleman, we look forward to another “ROARING” great year and to our new families, welcome to W. G. Coleman. We are planning for your arrival and we are eagerly awaiting the start of our 2019 - 2020 school year.

Starting on Monday, August 5, 2019, between the hours of 9:00 AM and 3:00 PM, you may come to school, pay the consumable materials fee, find out your child’s teacher for the year, and pick up the daily planner. The consumable materials fee will cover the cost of any student magazines or newspapers, journals, student planners, and other consumable items used throughout the year. The fee is a set fee for grades K - 5 and is \$12.00 per student. If you do come in from August 5 – 10, 2019 to pay the fees, please **DO NOT** visit classrooms at this time. Getting ready for our students’ arrival is a very busy time for us and we need to dedicate this time for preparedness.

**Registration is on-line. Please do so as soon as possible. Your timely registration will allow us to view and approve the registration. We will also be able to see if the registration is complete. If you need help with the on-line registration, email [campushelp@fcps1.org](mailto:campushelp@fcps1.org). Your online registration also includes the emergency card, which is extremely important for us to have. Thank you for completing this process.**

We will hold our **Meet-the-Teacher evening on Monday, August 12, from 4:00 to 6:00 PM.** You may visit your child’s classroom, meet the teacher, and drop off supplies. Our Student-Parent handbook will now be on the school website. Please read over the rules and procedures. The cafeteria staff will also be available should you choose to put money in your child’s account.

Our 2019 - 2020 school year begins on Wednesday, August 14, 2019. **Our academic day begins at 8:35 AM.** If you are driving your child to school, please have him/her here by 8:20 AM. There is a drop-off point on the side of the building. **The earliest any student may come into the building is 8:10 AM. All doors will be locked until this time. We do not have staff available to supervise your child before this time.** All students will report directly to their homeroom. Teachers will be receiving students at 8:10. As always, a smooth start to a day will enhance the rest of the day, please help us to have optimum academic time by getting your child to school on time. On the same note, we will continue with academics until our 3:20 PM dismissal.

**We strongly discourage you from picking your child up early. It truly affects their education when you do so.** Pick-up in the afternoon will be from the middle door near the library and you are required to enter the building and sign out your child.

There is a change in the cafeteria prices for the upcoming year. Lunch for students is \$2.75 and it is \$3.60 for adults. The breakfast prices are \$1.60 for students. The online account is My School Bucks. Please look for information on how to create an account on the school division website.

During the year, if your son/daughter is absent, please call the clinic at **422-7555** to inform us of the absence. Please work as our partners in this area. **If there is to be a change in dismissal plans, you must send in a note with your child. We will not accept a student's verbal exchange. This policy is to ensure your child's safety. If someone other than their legal guardian is picking up your child, they will be asked to bring their identification.**

Every visitor to our school building will have their identification scanned into a database upon entering the school. Acceptable forms of identification are a driver's license, a state issued identification card, and a current government issued identification card with a photo or a passport card.

**Virginia's tax-free weekend for school supplies is August 2, 3, & 4. This is a great time to buy school supplies. Our school supply lists are posted on our school website.**

**Please welcome our new staff members: Carin Elliott – ESL, Annette Grimsley – Paraprofessional, Lisa Larkin – Reading teacher, Melissa Schmitt – Guidance, and Emma Ward – Art.**

In closing, we are busy getting ready to open our doors for another school year and we encourage you to become involved in any way possible. Our PTO meets monthly. All are welcome to attend. There will be sign-up sheets for volunteering on the PTO table on August 12, 2019; our school community needs you! As always, we welcome parent volunteers and are very fortunate to have so many dedicated parents and community members working with the staff at Coleman to ensure that our students receive the very best. We will see you in a few weeks!

Sincerely,

Joy Seward & Staff