

**DOSWELL E. BROOKS ELEMENTARY SCHOOL**

1301 Brooke Road

Capitol Heights, Maryland 20743

**Dr. Anita Stoddard, Principal Office: 301-817-0480**

August 2017

Welcome Back to Doswell E. Brooks Elementary School

I hope that you and your family had a relaxing, rejuvenating, fun, fun, fun, summer. The staff is eagerly anticipating your arrival on Wednesday, September 6, 2017. I am sure that each of you has been working on your Summer ***Reading*** assignments. When you return on Wednesday, September 6, 2017 please bring your summer work with you so that we may hit the “ground running.” The only way to become a better reader and writer is to read and write.

**During the first week of school many important forms will come home. Please complete, sign and return all forms promptly.**

**The first day of school** is Wednesday, September 6, 2017. School hours are 9:15 AM until 3:25 PM. On the first day of school, all students will report to the cafeteria. Students in grades 4-6 will be directed to their classrooms from the cafeteria. Signs and school maps will be provided to assist you. Students will be permitted to enter the building at 8:50 AM. Only those students registered in the Before and After Care Program will be permitted to enter the building between the hours of 7:00 AM and 8:49 AM. If you plan to register for the Before and Aftercare program please log into PGCPS.org and do so. Hit the Back to School tab and scroll down. If you have further questions please contact:

Central Office   
Owens Road Elementary School Administrative Facility  
1616 Owens Road   
Oxon Hill, MD 20745  
240-724-1675 (Office)  
301-316-2155 (Fax)  
Customer Service Email: [pgcps.baselp@pgcps.org](mailto:pgcps.baselp@pgcps.org)

Your child’s instructional day begins at 9:15 AM. Students arriving late will be marked tardy and will miss important directions given at the beginning of the day. The beginning of the day is a very critical time when directions are given, and policies and procedures are reviewed. Please plan to be on time everyday. **If a student is late more than 3 times in a quarter or more than 12 times during the school year, the student will not be considered for perfect attendance**. In the same respect students who leave school early each day are missing important instruction.

At the end of the day, car riders, van riders, and Before and After Care will be dismissed first. **No students will be dismissed to parents between the hours of 2:50 pm and 3:20 pm unless there is an emergency.** This is a very critical time of the day when students and teachers are preparing for dismissal.

**Transportation**

The school system’s **Department of** **Transportation** will send letters by the end of August designating students’ pick up and drop off times. For the system to work effectively, it is critical that we have the correct address information for home and daycare. **Please update your address if you have moved or changed daycare providers.** If you have a new daycare it will take 5-10 business days in order to get a bus stop. Several students’ report cards were returned to the school. If you did not receive your child’s report card via the mail please check with the school prior to the opening of school to make sure we have your correct address.

You can access information on specific bus stops and times at the Prince George’s County Public School web site ([www.pgcps.org](http://www.pgcps.org/)). Please be mindful that, during the first week of school, bus schedules may vary. Please allow 30 minutes leeway for pick up and drop off times.

**Medication**

If your child is to take **medication** during the school day, prescription or non-prescription, a Medication Authorization Form must be obtained from the school nurse. **Students are not to have medication from over the counter or a doctor on their person. This includes inhalers. Please do not put your child in danger.** It is also important that immunization information for all students is current for the 2017-2018 school year. Students **will be** **excluded** from school if this information is not current. **Again, please take care of immunization issues before the start of school or your child will be excluded.** **Parents get very angry when their children are excluded from school for not being immunized but remember this is the law.**

**Uniforms**

Please see the attached form. Please comply with the uniform policy. Please remember sweaters must be blue, shirts must be white, dark blue, or light blue, and bottoms or dresses must be blue. Please do not wear any multicolored socks or any large jewelry. No earrings should be bigger than a quarter. **Boys please remember your belts when school shopping this summer. Belts are to be worn at all times. No one will be allowed to walk around with their pants hanging below their bottom.**

**Please visit our Food and Nutrition Website**

**http://www1.pgcps.org/foodandnutrition/**

**Breakfast** will be served from 9:00 AM to 9:15 AM in the classroom. All students will be served breakfast. When you are putting money on your **child’s account**, please place cash in an envelope with the child’s name, teacher’s name, and Personal Identification Number (P.I.N.) number. Students who are new to the school will pay cash until a P.I.N. is established for them. [Pre-Pay For Meals On Line](https://www.schoolpaymentsolutions.com/) **If students do not have money in their account, unfortunately they will be served cheese sandwiches. I know this does not seem fair but many students who are loaned money for lunch rarely return the funds so that money can be loaned to other students.** Pre-Pay for Student Meals Online:  
PayPams is a quick and convenient way to ensure your student always has money on their lunch account. Please take the time to set-up an account today!

**Free lunch applications** will go home during the first week of school. **If a student participated in the free or reduced lunch program last year, they will continue to receive lunch until September 30, 2017. At the end of September, unless a new application is submitted and approved, participation in the program will be discontinued.**Remember it takes at least 2 weeks for lunch applications to be processed.

You may apply on line: [**APPLY FOR FREE AND REDUCED PRICE MEALS ONLINE**](http://www.applyforlunch.com/application)

Free or reduced lunch forms determine much of our school funding. Please fill out the form. We lost our funding for three years and we don’t want that to happen again. Please fill out the forms. This year we are able to buy an extra teacher with our Title I funds.

Meal Prices 2015-2016:   
~~Student Breakfast: $1.50~~ (**All Doswell students will be served breakfast for free**); Elementary Lunch: $2.75; Secondary Lunch: $3.00 (Grade 6); Milk: $0.55

**Pre-Kindergarten and Kindergarten** can be very upsetting for students. You can ease their fears by talking about the wonderful experiences you had when you first started school. Allow them to help you shop for their school supplies. Before the first day of school, drive to the school to let the child see our school. If your child is a bus rider, please allow him or her to ride the bus the first day of school. If you would like to share in your child’s first day at school, please meet the bus at school.

***Pre-K and new Kindergarten student orientation will be Thursday, August 31, 2017 at 9:30 am.***

**Class lists** will be posted in the window of the front entrance on Friday, September 1, 2017 after 6:00 pm. Careful consideration has been made to form classes based upon student data. Please keep in mind that some grades only have 1 teacher.

We look forward to a very successful and productive year. I miss you all and can’t wait to see you on Wednesday, September 6, 2017.

Sincerely,

Dr. Anita Stoddard, Principal

Back to School Night will be Tuesday, September 12, 2017 @6:30 pm.

Please make plans to attend.