

Francis Scott Key Elementary School PTA
5001 Dana Place, N.W.
Washington, D.C. 20016

June 13, 2011

Dear Key School Parents,

Summer break is almost here, but the PTA is busy organizing for the 2011-2012 school year! We are excited about working together as a community to support our students and our school. We have enclosed information to help new parents get started at Key and to ensure that veteran parents be as fully integrated into life at Key as time and interest permits. We hope this early registration packet, which includes the 2011-2012 PTA calendar, will help you prepare for the coming year.

Please note these early, but important dates:

Kindergarten Orientation is Friday, **August 19th, 2011** from 2-3 pm and will begin in the cafeteria. Your incoming kindergartner will have the chance to meet their new teacher and visit their classroom. Parents will stay in the cafeteria for an orientation.

The first day of school for K-5th grade begins Monday, August 22nd with line-up on the blacktop at 8:40 am. Please plan to accompany your child(ren) to school and sign in at one of the entrances to the school, or with one of the parents on the blacktop with clipboards. Our school is eligible to win a cash prize from the United Black Fund for being the D.C. public school with the highest percentage of parents to accompany their children to the first day of school. If you have an extra moment, please stop by for a chat and refreshments at a **Coffee Reception** in the cafeteria from **9:00-9:30 am** with Mr. Landeryou. We look forward to seeing you there!

Parents of **Pre-K students**: please be advised that **Pre-K Orientation** will be held on **Monday and/or Tuesday, August 22nd and 23rd**. You will be notified by telephone over the summer of your assigned orientation date/time. The **first day of school for Pre-K is Wed. August 24th**. Pre-K students will be dismissed from their classroom at 12:15 p.m. from **Aug. 24th-26th**. The following week Pre-K will be dismissed slightly later at 1:30 pm. The full day Pre-K schedule with a 3:15 p.m. dismissal begins **Tues. September 6th**.

We host two **New Parent Welcome Receptions** the first week of school in the hope that every new parent can attend at least one. The Morning Coffee Reception is **Thursday, August 25th** from 9-10:30 am at the home of Adriana and Bryan Elwood across the street from Key (5022 Eskridge Terrace) and the Evening Cocktail Reception will be that same evening from 7-8:30 pm at the home of Karen and Joe Kelliher (3070 Foxhall Road, NW). These receptions are a great opportunity to socialize and meet other parents – both new and old. Everyone is welcome.

Back-to-School Night is set for **Thursday, September 1st** at 7 pm. This event is designed to allow our teachers and staff to introduce parents to their educational plans for the year. (Please note that Back-To-School Night is a parents-only event.)

Mark your calendar for the annual **Back-to-School Family Picnic** on the school playground **Friday, September 23rd**, from 6:30-8:00 pm. This event is a favorite for adults and children and a good chance to see old friends and make new ones. Pizza by the slice and drinks will be available for sale. Families bring potluck dishes to share (last names A-M bring salad/side dish and N-Z bring dessert). It's a great event and you won't want to miss it!

We have scheduled our first of only three **General PTA Meetings** on **Wednesday, October 19th** from 6:30-8:00 pm in the cafeteria. Don't miss it! Come review our plans and budget for the coming year, learn about the fall Harvest Festival and discuss the efforts of some of our other committees. The meeting will also give you an opportunity to see how you can participate in PTA activities. Childcare will be available.

Now, onto communications information! Teachers send home information for you in your child's backpack. Please be sure to check your child's backpack daily to keep up to date on school activities and your child's homework. You will also receive *Keynotes*, the PTA's newsletter, and *The Thursday Report*, a monthly newsletter from Mr. Landeryou and Key School Staff. In an effort to minimize the amount of paper that's distributed to parents, the PTA will continue to send its weekly information out ONLY by e-mail to our listserv members and by regular postings on

the school's website. **You are strongly encouraged to update or join this important listserv NOW by visiting the Key School website at www.keyschooldc.org and clicking on "ONLINE Directory Form."** This information is also used to compile the school's Handbook and Directory. The sooner we receive this new or updated information the sooner you will receive important PTA notices and the sooner we can go to print for you! *If you do not use e-mail, copies of the weekly PTA distribution, Keynotes & Thursday Report will be available in the front office.*

For your reference, this packet contains the items listed below. **There are three Key School PTA forms (in *bold) with deadlines. These completed forms and payment can be mailed in the envelope provided or dropped off in the PTA drawer in the front office at your earliest convenience and no later than Friday, September 2.**

1. A welcome letter from our Principal, Mr. Landeryou
2. Key School PTA 2011-2012 Calendar
3. ***Combined PTA Dues, Bulk Supplies and Contribution Form** – As you know, a huge part of Key's success is the direct result of active and ongoing parent involvement through our PTA, and our goal is 100% parent participation. We have three General PTA meetings a year, and we hope you will join us! A perfect example of your PTA at work is our Bulk Supplies program. Working with all our teachers, our PTA Bulk Supplies Committee has already purchased the school supplies your child will use this coming school year. This saves us all precious money, time and gasoline and ensures that each teacher has the necessary and adequate supplies for our students on day one. ***Please be sure to enclose payment to cover the cost of the supplies for your child(ren).***
4. ***PTA Directory Form** – If you **have not** completed your form online at www.keyschooldc.org please complete and return this form. As a new parent you will be automatically added to our school listserv. This closed listserv – for Key parents and caregivers only - is our primary means of relaying important news and information to you quickly and efficiently, including weather cancellations and changes in after-school activities! Your contact information will also be included in The Directory and Handbook, which will become one of your most valuable resources.
5. ***Volunteer Opportunities at Key** - There are wonderful PTA-organized opportunities to match every interest and every schedule. Please take a minute to read over the list and commit to participating in one or more activities. Volunteering is fun and rewarding, and educational research has shown that students thrive when educators and parent volunteers form a partnership.
6. Key School Retail Rebate Programs Information Sheet - Please review and sign up for these fast and easy ways to support Key School. Help us shake the FREE money tree!
7. Key School Traffic Safety Plan and Map – As our student population continues to grow it is imperative that parents review and observe these rules and traffic plan to keep our children safe!

Thank you for your thoughtful attention to this packet. We are very excited about this coming school year—please do not hesitate to contact either of us at any time with your ideas and concerns! Have a FANTASTIC summer and "Go Penguins!"

Sincerely,

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