

## Westfield Community School

Community Unit School District 300  
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Dear WCS Families,

I trust this letter finds you and your family doing well. Even though we have several weeks of school remaining prior to summer recess, we are already starting the planning process for the 2016-2017 school year. Please take note of the following and enter important dates in your calendar.

- **Online Registration** – All District 300 families must register their students for the upcoming 2016-2017 academic year through our online registration application. At least one parent must have an Infinite Campus Parent Portal account to complete the registration process. Online registration must be completed no later than June 30th. The payment of fees is not required for your family to submit the completed online registration packet. Fees are due by the first day of school.
- **Notes from the Nurses** - ALL INCOMING PRESCHOOL, KINDERGARTEN AND SIXTH GRADE STUDENTS NEED TO HAVE A CURRENT PHYSICAL/IMMUNIZATION RECORD ON FILE BY AUGUST 1, 2016. The physical must be dated within one year of the first day of school, August 16, 2016. **Children who do not meet this requirement WILL be excluded from school until they have the required exam and/or immunizations or a scheduled appointment with the doctor. THE TOP BACK SIDE OF THE PHYSICAL FORM NEEDS TO BE FILLED OUT AND SIGNED BY THE PARENT.**
  - All students entering K, 1, 2, 6, 7, 8, 9, 10 and 11 must show proof of receiving 2 doses of Varicella Vaccine (chicken pox).
  - All students entering 6<sup>th</sup> – 12<sup>th</sup> grade must show proof of receiving one dose of Tdap Vaccine.
  - All students entering 6<sup>th</sup> and 7th grade must show proof of receiving 1 dose of Meningococcal Vaccine for Meningitis.
  - All incoming K, 2 and 6th grade students are **REQUIRED** to have a dental examination on file with the nurse.
  - All incoming kindergarten students are required to have a vision exam on file at school (by a licensed optometrist) by October 15, 2016.

Immunization dates can be viewed through the Infinite Campus Parent Portal. Physical examination forms are available in ALL nurses' offices and on the D300 Health Services website. Information on these requirements is also on the district website under "Parents – and then Health Services." If you have any questions, please contact Deb Peterson, RN at [debra.peterson@d300.org](mailto:debra.peterson@d300.org) or Julie Yelton, RN at [julie.yelton@d300.org](mailto:julie.yelton@d300.org).

- **First day of school** – The first day of school for students in grades K-8 is Tuesday, August 16<sup>th</sup>. The school day for elementary students is 8:00 a.m. – 2:15 p.m. The school day for middle school students is 8:45 a.m. – 3:30 p.m. The first day of preschool is Wednesday, August 17<sup>th</sup>. The preschool teacher will be in contact with preschool families regarding open house information and school supplies. The complete 2016-2017 school district calendar is available online on the district website at [www.d300.org/parents](http://www.d300.org/parents).

- **New to District #300 Orientation** – If you are a new family to Community Unit School District #300 (**not incoming 6<sup>th</sup> grade, kindergarten or preschool students**), we will have a “new family orientation” on Wednesday, August 3<sup>rd</sup> at 9:00 a.m. The orientation should last no longer than one hour. Families who attend will be given a tour of the building and will learn about program activities for students. The meeting will be held in the Westfield gymnasium.
- **Incoming Sixth Grade Students – Orientation** – Sixth Grade Student Orientation will be held on Wednesday, August 3<sup>rd</sup> from 12:00 p.m. – 3:00 p.m. – The meeting is for students. The meeting will take place in the Westfield gymnasium. Please enter through Door 5 (Sports Entrance) in the north lot. The orientation will include a building tour, textbook distribution, walk through of student’s schedule and practicing opening lockers.
- **Parent Orientation for 6<sup>th</sup> Grade Families (Parents ONLY)** – We will be having an orientation for 6<sup>th</sup> Grade parents on Thursday, May 19<sup>th</sup> from 6:30 p.m. – 7:00 p.m. The meeting will take place in the Westfield gymnasium. Please enter through Door 5 (Sports Entrance) in the north lot.
- Elementary teacher assignments will be available no later than Monday, August 8<sup>th</sup>.
- Middle school students will receive their team assignment and class schedule online in early August, 2016.
- School supply lists will be posted on the WCS website at <http://wcs.d300.org/parents> prior to the end of the 2015-2016 school year. We will also include the supply lists in the virtual backpack as we approach the end of the school year. The PTO will be sending information later this spring for families who would like to order a middle school or elementary School Supply Tool Box Kit. The PTO is arranging to have the supply kits delivered directly to homes of the families taking advantage of this service.
- **Elementary Families** – We will have a “meet and greet” your teacher for elementary students on Monday, August 15<sup>th</sup> from 11:00 a.m. – 12:00 p.m. This will be an informal opportunity for our elementary students to visit their classrooms, meet their teachers and drop off their supplies.
- **Back to School Parent Night (Parents ONLY)** schedule has been set. Please note the following: 1) parents of students in elementary school will be Tuesday, August 23<sup>rd</sup> (K – grade 2 @ 6:00 p.m. & grades 3-5 @ 7:00 p.m.) 2) parents of students in grade 6 will be on Wednesday, August 24<sup>th</sup> @ 6:00 p.m. 3) parents of students in grades 7 & 8 will be on Thursday, August 25<sup>th</sup> @ 6:00 p.m. All meetings will last about one hour.
- Middle school students are required to wear gym uniforms. If your child has a gym uniform from last year that still fits, he or she can still use that uniform. Sixth grade students and students new to WCS will receive their uniforms during gym class during the first week of school. Students in 7<sup>th</sup> and 8<sup>th</sup> grades who have outgrown or lost their uniforms may purchase them during the first week of school. We will not be distributing any gym uniforms during the summer months. At this time, the cost of a gym uniform is \$15.00; \$5.00 PE shirt and \$10.00 PE shorts.

I realize it may appear early to send you some of the information listed in this letter. Since these dates have already been set in the school calendar, I thought I would forward them to you for your convenience. I will be sending this same information to you via e-mail in the month of July. I will also be communicating with you via e-mail throughout the summer.

We still have a lot of learning for the students for the remainder of this school year. Thank you for the opportunity to work with your child(ren). Again, please remember that the deadline for completing online registration is June 30, 2016.

Principal Ami Engel ([ami.engel@d300.org](mailto:ami.engel@d300.org))