



Welcome to the 2023-2024 School Year!

School Phone Number: 240-740-4390 [Cold Spring Elementary Website](#)

At Cold Spring Elementary School, we cultivate a positive inclusive community that inspires academic success, creative thinking, and social responsibility for all students today, tomorrow and beyond.

Welcome to Cold Spring Elementary School and welcome to the 2023-2024 school year! This summer mailer is intended to provide you with detailed information for a smooth and safe start to our school year. Our amazing building services team has been working diligently to prepare classroom and office spaces and our building has never looked better. We cannot wait to fill it with our amazing students and families!

Teachers and staff have been engaging in math, literacy, and well-being training all summer so we can best support every student at Cold Spring. We are eager to share programming upgrades with the continued shift to Structured Literacy in the primary grades and the Enriched Literacy Curriculum for our third, fourth, and fifth grade students. We will also be implementing small group instruction in Eureka Mathematics with more opportunity for unique instruction tailored to your child/children. Furthermore, our instructional leadership team has been studying our Antiracist Audit Survey results and planning intentional professional development for our staff. We plan to share more specifics regarding this and our curriculum in the monthly publication of *The Cougar Connection* and PTA meetings this school year. There is no doubt that our Cougars will continue to demonstrate excellence in the classroom and beyond this school year!

As we continue to prepare for the upcoming school year, please don't hesitate to reach out or call with any questions you may have. Our school website will also serve as a wealth of information along with the details below. We are looking forward to a great year together!

With excitement & pride,

Principal Hambrecht + Assistant Principal Legarreta

A message from our PTA President, Ms. Erika Schor:



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Dear Cold Spring Families,

I hope that everyone is enjoying a relaxing and fulfilling summer. It's hard to believe that it is already time to begin thinking about the new school year, so I wanted to take this opportunity to introduce myself as the new PTA President for the 2023-2024 school year. It is with great enthusiasm that I take on this role, and I am excited about the opportunities that lie ahead for our school community.

The Cold Spring PTA strives to foster a strong sense of community among parents, teachers, the school administration and students. By organizing social events, we provide opportunities for families to connect, share experiences, and build lasting relationships.

The planning is already underway for our popular fall events including the Back to School Social, Bingo Night and the Staff Raffle. To make events like these a success, we need your support and involvement. When the school year starts, please join the PTA and contribute your volunteer efforts; whether you have ideas for new initiatives, a talent to share, or simply a desire to collaborate, we welcome you to join us as we continue building our vibrant and inclusive community.

I look forward to meeting and working alongside each of you. Let's make this year a memorable one.

Sincerely,
Erika Schor

The Cold Spring [Family Handbook](#)

Please take time to familiarize yourself with our Cold Spring Elementary School Family Handbook. We have developed this thorough resource for our school community. Each section reviews the MCPS Policy and Cold Spring Elementary School rules and/or procedures. All students will receive a copy of the Student Code of Conduct to take home the first week of school and a paper copy of the entire handbook can be provided from the front office upon request. The electronic version linked above will be housed on our school website under the Quick Links section.

Our Cougar Staff ❤️



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Our amazing Cougar staff has been gearing up for a great year ahead after some much needed and well deserved rest. Below you will find our Cold Spring Staff Roster which outlines staff members, their 2023-2024 positions, and their emails.

This school year we are welcoming Ms. Amber Dickens to fifth grade. Ms. Dickens is returning to teaching after her time at home while her children were young. We are eager to welcome her to our Cold Spring family! We also welcome Ms. Kate Fullenkamp who will be our Reading Initiative teacher. Ms. Fullenkamp joins us from Sargent Shriver Elementary School. Her role will be utilized to support primary students with literacy development. Furthermore, Ms. Alison Chase joins us from Cabin John and will serve as our Speech and Language Pathologist. Finally, we extend a heartfelt welcome to Ms. Lily Hammond who will be our part time special education teacher.

We do have some exciting in-house moves to announce as well! Ms. Kira Mikkelsen will be moving from kindergarten to second grade. Ms. Kaili Gilliland will be moving from second grade to third grade. Ms. Nichole Sugar will be moving from fifth grade to fourth grade. We are also thrilled to announce Ms. Cindy Galusha will transition to Staff Development Teacher and Mr. Benjamin Legarreta will move into the role of Assistant Principal.

[Cold Spring Staff Roster](#)

School Hours

The first day of school is August 28, 2023.

School Operational Hours

8:00 am - Office Opens

8:53 am - Students Enter School Building

9:00 am - Instruction Begins

3:25 pm - Dismissal

4:30 pm - Office Closes

Student Absences



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School Phone Number: 240-740-4390 [Cold Spring Elementary Website](#)

Parents are asked to telephone the school prior to 9:00 a.m. when a child is absent for any reason. We have an answering machine, so you can leave your child's name, teacher, and the reason for the absence. You can also send an email to CSESabsence@mcpsmd.org. The child must bring a note from home upon his/her return. Parents should keep children at home when illness is suspected, a communicable disease has been diagnosed or lice nits have been found. After five consecutive days of absences, a physician's note is required.

Absence Policy

- AM absent, if they arrive more than 2 hours late
- PM absent, if they leave more than 2 hours early
- If they are absent for more than any 2 hours during the school day, it's considered a ½ day absence
- If they are present for less than 2 hours of the entire school day, it's considered a full day absence

Late arrivals - Please make sure to escort your child/children into the building and sign them in if you are late to school for any reason. Our attendance secretary Ms. Okoroha, will be happy to help you as you sign in with anything you may need.

Grade Level School Supplies

Grade level school supplies are linked below. You can also find them on our school website and through The School Toolbox online platform. Students are expected to bring individual organizational tools and personal supplies from home. Parent donations of items that enhance the classroom experience are still welcomed, either as donations from individual parents or organized by class parents or by the PTA. You may see donation items on the online platform mentioned above so if the list on our website looks different, this is why. Some donation items include ziploc bags, clorox wipes, hand sanitizer, soap, tissues, and expo makers. They are not required donations and no student will be expected to provide these items, but if you care to contribute, it will be appreciated.

[Cold Spring Elementary School Supply List](#)



Welcome to the 2023-2024 School Year!

School Phone Number: 240-740-4390 [Cold Spring Elementary Website](#)

Communication

Please make sure you have activated your MCPS ParentVUE account. This platform will be utilized as the primary home-to-school communication vehicle for Cold Spring to share information regarding grades, attendance, scheduling, myMCPS classroom information, and more.

ParentVUE Resources:

[MCPS Webpage](#)

[YouTube Webinar Series](#)

School communication will also be sent by administration weekly via ConnectED. You will receive ConnectEd communication directly to the email you submitted when you enrolled with us. School updates and information will be sent out each Sunday at 6:00pm. The Cold Spring PTA also publishes an electronic newsletter. This is just another form of wrap around information to make sure you are in the loop and abreast of all school related information. To be sure you are on the distribution list, please see the PTA tab on the Cold Spring website or contact our PTA President, Erika Schor at erika.schor@gmail.com.

Visitors and Volunteers

Parent and community volunteers may return to Cold Spring Elementary School to support in-person instruction, activities, and special events as the schools deem appropriate or necessary. We appreciate the time and efforts that parents, families, and community members spend to engage in volunteer activities in our school, from kindergarten to fifth grade, and welcome this partnership with teaching and learning.

Volunteer activities vary and volunteers can help with a wide variety of activities at Cold Spring Elementary.

- In-person volunteers should complete the [MCPS Parent/Guardian and Community Volunteer Form](#).

The above form outlines the applicable compliance measures that are required to volunteer dependent on the type of support being provided (recognizing child abuse and neglect training and/or fingerprinting, as appropriate). These compliance



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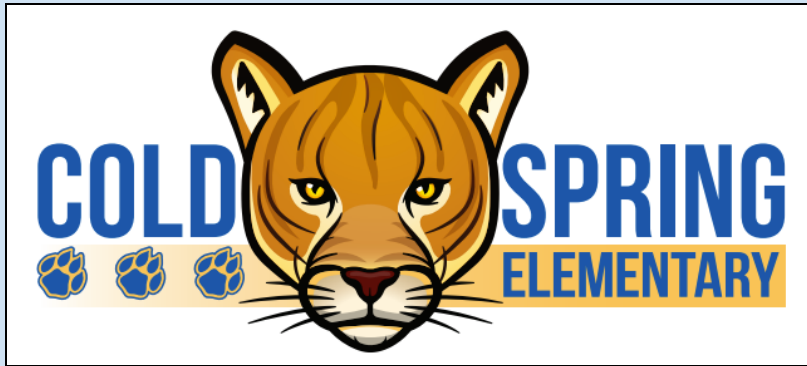
School Phone Number: 240-740-4390 [Cold Spring Elementary Website](#)

measures and expectations for each category of service are in place to ensure the safety and security of all students, staff, and volunteers. Please review all [Volunteer Info](#) here.

Arrival and Dismissal Procedures

Students are welcome to play on the blacktop from 8:40 - 8:53 am. There will be a staff member and student patrols supervising during this time. Students will line up by class and then enter the building at 8:55am. See map pictured below for entrance locations. All locations will be clearly labeled for students and families.

- **Kindergarten Students:** Kindergarten students will enter at the kindergarten entrance and go directly to their classroom.
- **1st, 2nd, & 3rd Grade Students:** Students will enter at the GYM entrance and go directly to their classroom.
- **4th & 5th Grade Students:** Students will enter the main entrance and go directly to their classroom.
- **Bus Riders:** Students will enter the main entrance and go directly to their classroom.
- **Car Riders:** Please utilize the car rider loop and drive all the way to the end. A staff member will be there to greet your child as they enter the building. View our Cold Spring "[Rules of the Road](#)."
 - Please pull up as far as you can and always move forward to close any gaps.
 - While waiting on the carpool line, please do not block the crosswalk.
 - **Please remain with your vehicle!**
 - Once you have dropped-off or picked-up your child safely, please pull out of the lane promptly so that other cars can move forward.



Welcome to the 2023-2024 School Year!

School Phone Number: 240-740-4390 [Cold Spring Elementary Website](#)



Dismissal will begin at 3:25pm. If dismissal plans have changed for your child/children, (play date, child care changes), all changes **must** be made in writing/email to the main office attention Ms. Okoroha [Cyrina I Okoroha@mcpsmd.org](mailto:Cyrina_I_Okoroha@mcpsmd.org) by 3:00pm. Please state your child's name, the name of the individual they should be dismissed with, and your signature. We appreciate when you send this to your child/children's teacher as well, however, to ensure dismissal plans are noted, please send directly to Ms. Okoroha. In the event of last minute changes to a student's dismissal plans, please call the main office. Any adult who comes to school to pick up a child will be asked to show documentation to verify identification and ensure student safety.



Welcome to the 2023-2024 School Year!

School Phone Number: 240-740-4390 [Cold Spring Elementary Website](#)

Kindergarten Dismissal Procedure

Kindergarten students will be dismissed from the Kindergarten doors. Please pick up your kindergartener at this location where they will be waiting with their teacher.

Walkers and Bicyclists

- Please do not congregate and talk after you have picked up your child.
- Bicyclists are asked to walk their bicycles once they are on school property.

Bus Rider Information

Bus information from the MCPS Transportation Office is outlined at the below website and will be communicated as soon as possible. Families should be aware that road construction, poor weather conditions, and accidents are real traffic stoppers in the Potomac area, so buses may be legitimately delayed when picking up students in the mornings. Once our 2023-2024 bust schedules are updated, they will be posted on our website under news and announcements. Please contact the Shady Grove South transportation office at 240-740-6215 with questions about routes and times.

<https://www.montgomeryschoolsmd.org/departments/transportation> .

Bus Rider Safety

To ensure your child's safe return from school on the bus, please meet him/her at the bus stop. We stress the importance of a parent or other responsible adult being at the stop to receive the child or make other arrangements for your child to get from the stop to the home safely. In the event you or your designee are running late or are otherwise unable to get to the bus stop, you should call the school early enough to have your child held at the school for pick-up rather than put on the bus. Families are encouraged to keep the school's phone number in their cell phone (or with them) so you can make a call like this quickly.

According to the Department of Transportation, bus operators will let **all** children off at the bus stop, including kindergarten and first grade students, even if there is no adult there to greet the child. When the bus pulls up and many students get off, there is no one-to-one matching of students to parents. Please understand that safe student



Welcome to the 2023-2024 School Year!

School Phone Number: 240-740-4390 [Cold Spring Elementary Website](#)

transportation is a joint responsibility. Please remind your child to look for you before leaving the bus. We look forward to a safe and successful school year.

Breakfast & Lunch

MCPS will resume regular meal services during the 2023-2024 school year.

Meal prices: Breakfast - \$1.30; Lunch - \$2.55 (Elementary)

reduced price meals will not be charged for breakfast or lunch meals*

FREE & REDUCED-PRICE MEAL APPLICATIONS

Apply online at www.MySchoolApps.com now so that benefits will be in place when school starts. Families who meet certain federal income standards are eligible for free or reduced-priced meal benefits. All children use their MCPS ID number at the register so confidentiality is maintained, and no child is overtly identified as receiving free or reduced-price meals. Only one application is needed for all students in a household.

A new application must be completed for any family requesting assistance this school year. The online application is now open for families to submit applications. www.MySchoolApps.com

For more information and How-To videos, visit the Food Services website:

<https://www2.montgomeryschoolsmd.org/departments/food-and-nutrition/meal-payments/>

Our lunch and recess schedule for the year is below. The cafeteria will have an allergy free table for any child/children with this sensitivity. Please be sensitive to student allergies in your child's classroom. **Please DO NOT send students with an abundance of candy or soda.**



Welcome to the 2023-2024 School Year!

School Phone Number: 240-740-4390 [Cold Spring Elementary Website](#)

Lunch and Recess Schedule by Grade Level		
Grades	Recess	Lunch
K, 2nd, 4th	11:30-12:10	12:10-12:40
1st, 3rd, 5th	12:10-12:50	11:40-12:10
1/2 Day Schedule * No recess * School dismissal at 12:55pm		
	Grades	Lunch
	1st, 3rd, 5th	11:40-12:10
	K, 2nd, 4th	12:10-12:40
2 Hour Delay Schedule * No recess * School begins at 11:00am		
	Grades	Lunch
	1st, 3rd, 5th	11:40-12:10
	K, 2nd, 4th	12:10-12:40

Important Resources:

- [23-24 School Year Calendar](#)
- Before & After Care at Cold Spring: [Academy Child Center](#)
 - [Before & After Care](#)
 - [K.A.V.E. Club](#)
- [School Cash Online](#): Montgomery County Public Schools has transitioned to a new online payment system called *SchoolCash Online* as its preferred method of payment for school-related fees such as fundraisers, field trips, obligations, etc. (Please note that the new payment system is NOT related to school cafeteria accounts). Click the link above to register!



Welcome to the 2023-2024 School Year!

School Phone Number: 240-740-4390 [Cold Spring Elementary Website](#)

Exciting Events Coming Up

We hope you can join us for these fun, informative, and important community events. All flyers are linked below. Mark your calendars NOW and join us for these PAWSome back to school events!

Be on the lookout for student postcards for all our Cougars. Your child/children's teacher will be on the postcard. You can also check your ParentVUE account for this information during the week of August 21st.

- ★ August 24th Back to School Night, 6pm- 8:00pm [CLICK HERE FOR DETAILS](#)
- ★ August 25th Sneak Peek, 11:00-12:00pm [CLICK HERE FOR DETAILS](#)
- ★ September 7th PTA Back to School Social, 5:30-7:30pm

