



**Worthington Schools**  
Mrs. Sherri Berridge  
Principal  
Colonial Hills Elementary School  
5800 Greenwich Street  
Worthington, Ohio 43085  
(614) 450-5400  
(614) 781-0390 Fax

August 2, 2023

Dear Cougar Families,

In my mind, I can hear the collective groans of our Cougars as you start having conversations at home about returning to school. Yes! It is time to start thinking about all things BACK TO SCHOOL! This is my favorite time of year. In fact, I often tell students that my favorite holiday is the first day of school. There is nothing like seeing school supplies in stores and having freshly waxed floors in a school building. I love the feeling leading up to the first day of school! Teachers have been in the building getting ready for the year and our hard-working custodians and office staff have been making sure everything is ready for the return of our beloved Cougars!

This year, we have a number of new staff joining us. While we are sad when we have long time staff members retire, it is fun to have new folks and new energy in the building as well.

Here is a list of our new staff members. Please give these new staff a big Colonial Hills welcome when you see them!

Sterling Austin - Half Day Kindergarten  
Krista Molinaro - Second Grade  
Emily Thomas - Third Grade  
Lauren Kantzes - Fourth Grade  
Brittany Sullivan - Library Media Specialist

***Here are the classroom teachers at each grade level:***

***Kindergarten:*** Sterling Austin (Half Day K), Jennifer Schulze and Sarah Zettler (All Day K)  
***First Grade:*** Carley Gazette, Jackie Wiedenhoft, Dana Mathews  
***Second Grade:*** Krista Molinaro, Emma Pilkington, Amy Shepherd  
***Third Grade:*** Courtney (Keller) Wagner, Erin Swager, Emily Thomas  
***Fourth Grade:*** Lauren Kantzes (ELA and Social Studies) and Chris Leonard (Math and Science)  
***Fifth Grade:*** Lauren Keyser (Science and Social Studies), Hannah Latshaw (ELA) and Kurt Hess (Math)

...And the rest of our awesome staff:

***Intervention Team:***

Samantha Fell - Literacy  
Laura Keegstra - Literacy  
Shannon Howman - Math  
Deidre Rieppel - English Language  
Bilingual Assistant - Julian Montt Pinto  
Jon Saphire - Intervention Specialist  
Michele Spradlin - Intervention Specialist  
Amanda Walsh - Intervention Specialist  
Christiana Rice - School Psychologist  
Molly Lykins-Speech Therapy

Carrie Wooten- Occupational Therapy  
Instructional Coach: Jessica Ansari  
School Counselor: Ariel Schwartz  
Mental Health/Behavior Specialist: Kristina Walsh

***Related Arts Team:***

Mel Merringer- Physical Education  
Kelly Liddil - Art  
Brittany Sullivan - Library/Media Specialist  
Gretchen Wessel - Music

***Office Staff:***

Jodi McNeal - Administrative/Financial  
Jeanne Jeffers - Building Test Coordinator/Attendance  
Meredith Bruns - Educational Aide  
Julia Stoneburner - Health Office

***Custodial Staff:***

Eric Neil and Frank Fleming

***Cafeteria Staff:***

Meredith Murphy and Kim Badnell

Our school hours are 7:40-2:20 for All Day Kindergarten and grades 1-5. Half Day Kindergarten hours are 11:30-2:20. Please report any absences or late arrivals to the school office at 614-450-5400 as early as possible. This line has 24-hour voicemail for absence reporting.

Please see the enclosed information sheets with our district, school, and related calendars, as well as other helpful information about school fees, signing students out of the building, volunteering, and when to keep an ill child home from school, and PTA forms for membership, school directory, and signing up to be a room parent. We do ask all families complete the Emergency Data Review in Infinite Campus as soon as possible (instructions enclosed). These informational items will also be printed and sent home for all families during our Meet the Teacher/PTA Ice Cream Social event.

Teacher assignments for grades 1-5 will be sent via email on Friday, August 11<sup>th</sup> between 4 and 6 p.m.

Families new to the district will receive their parental username and passwords via US Mail in early August. Existing families can retrieve their username and passwords by clicking on Password Recovery Link under Quick Links on the Worthington Schools website.

Our cafeteria will be start serving breakfast and lunch beginning Wednesday, August 16<sup>th</sup> for grades 1-5 and Friday, August 18<sup>th</sup> for all day kindergarten students. Please apply for the Free/Reduced Meals program electronically under the Organization/Food Service tab on the Worthington Schools website. A new application is required each school year.

Updated Bus/Transportation information and other helpful district back to school information can be found under the yellow Back to School banner at the top of the Worthington Schools website.

**MEET THE TEACHER ICE CREAM SOCIAL-PTA FLYER ENCLOSED\***

Monday, August 14<sup>th</sup> from 4:00-6:00 is our Meet the Teacher Ice Cream Social event hosted by the PTA. This is a time where students have the opportunity to visit their classroom and meet their new teacher. You are also welcome to bring student supplies to school at this time. If you ordered supplies from the school sale, they will be delivered to the classroom labeled with your child's name.

After you visit your child's classroom, stop by the multipurpose room to reconnect with your friends and pick up an ice cream treat! There will be informational tables set up for different activities and information regarding ordering spirit wear!

*\*Kindergarten Families - Please see kindergarten specific email which will be sent by the end of this week.*

### **NEW FAMILY ORIENTATION**

Each year, our PTA holds a new family orientation meeting. Please join us on Tuesday, August 29th from 6-7:30 p.m. This is a time where a representative from the PTA provides new families with a general overview of Colonial Hills, school functions and the way things work. Families also have the opportunity to ask any questions they may have.

**DROP OFF AND PICK UP INFORMATION:** Please review the enclosed traffic pattern for arrival and dismissal. Please follow these directions to help our arrival and dismissal process run smoothly. Please keep in mind that these procedures are designed to keep our students safe. Our goal is for cars to pull up, students get out of the car quickly and efficiently and for the line to keep moving as smoothly as possible.

Key things to remember:

1. Traffic flows one way westwardly on Colonial for drop off and pick up
2. Please wait patiently in the drop off line and do not pull around cars that are taking longer to unload
3. PARENTS - at drop off, please **do not** get out of the car to help your child out of the car. Have them ready with their backpack when you pull up to the curb so that they can quickly exit the vehicle on the curb side only.
4. Please do not pull into a driveway and back up and pull out to go the other direction to avoid waiting in the line. You can't always see if a little one is walking or running behind your car. This is very unsafe and you will probably see me trying to chase you down in your rear-view mirror (this is not pretty) to ask you not to do that.
5. If you have other individuals that are not familiar with our procedures picking your student(s) up, please explain the procedures to them.
6. FINALLY, please do not drop your student off or allow them to walk to school prior to 7:30.

### **DISMISSAL INFORMATION**

We need to know what your plans are for your child for dismissal. You will receive an email with a link to complete a Google Form so that you can let us know what your child's dismissal plans are. For example, if your child is a bus rider at dismissal, you will indicate that on the form. If your child walks home every day, please indicate that. It is always very important to let the office know if your child's dismissal plans are changing for the day. For example, if your child typically rides the bus home but is walking home with a friend, you will need to call the office and let us know. **Please call the office with changes to dismissal plans by 2:00 that day.** As you can imagine the office gets busy at the end of the day and early notification helps to prevent chaos after school. For safety purposes, we are not able to deviate from your child's dismissal plan without a note or call to the office.

### **BUILDING VISITS AND STUDENT SIGN IN AND SIGN OUT:**

Worthington Schools will be using the online SchoolSafeID electronic sign in / sign out visitor system again this school year. Every visitor and volunteer that enters the building will be asked to check in using this system. This is also how we track student sign in and sign outs. The first time you sign in, you will need your driver's license or state issued ID. You can download a pass on any smartphone and use the pass to check in on subsequent visits. Thank you for your cooperation with this. The safety of our students is very important to us.

### **BIRTHDAY CELEBRATIONS:**

Worthington Schools asks that we do not celebrate student birthdays with food in the classroom. Please do not send in cookies, cupcakes, candy or other food items with your child to share with

classmates. If you would like to send in something for your child to share with their classmates on their birthday, please consider sending stickers, pencils, trinkets, etc. or plan a special activity such as reading a book or playing a game.

Snacks will be served throughout the year during scheduled celebrations. Families will always be informed when food will be brought into classrooms so that alternate plans can be made for students with dietary restrictions.

### **FOOD IN SCHOOL**

Please remember that all Worthington schools are nut free. For the safety of our students, DO NOT send food to school that may contain peanuts or tree nuts. Keep this in mind for school lunches and any snacks that you may send if your teacher has a scheduled snack time. This also pertains to school parties.

### **CURRICULUM NIGHT:**

Curriculum Night is an opportunity to learn about what goes on during the school day in your child's classroom. The curriculum night schedule is as follows:

<b>Wednesday, September 6th</b>	Kindergarten, 1st, EPP	5:30-6:15	Grades 2 and 3	6:30-7:15
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<b>Thursday, September 7th</b>	Grades 4 and 5	5:30-6:15
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As always, we are really excited for the upcoming school year! We can't wait to have our Cougars back in the building!

Warmly,  
Sherri Berridge, Principal  
Colonial Hills Elementary School



**MONDAY, AUGUST 14TH**

**4:00 P.M. TO 6:00 P.M.**

## **BACK-TO-SCHOOL ICE CREAM SOCIAL**

Meet your teacher, mingle with staff and friends, and learn more about getting involved. Information will be available for Cub Scouts, Girl Scouts, PTA, Worthington Libraries, cafeteria volunteers, and more. Don't forget cash, check or card so you can get your PTA membership for the 2023-2024 school year and your Cougar Pride spirit wear!



**Meet your teacher  
and see your  
classroom**

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**Learn about PTA  
events and become a  
member**

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**Learn about school  
clubs and activities**

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**Bring in your school  
supplies**

**(pre-ordered kits  
will be in classrooms)**

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**Students can enjoy  
a complimentary  
frozen treat from your  
PTA**

*An allergy-friendly option  
will be available*

**Colonial Hills Elementary  
5800 Greenwich St.  
Worthington, OH 43085**

# WORTHINGTON SCHOOLS 2023-2024 CALENDAR

B

First day of classes - 8/16/23

Last day of classes - 5/22/24

School Closed

Last day of Quarter ☒

Students not in Session

JULY 2023				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST 2023				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER 2023				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER 2023				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER 2023				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

DECEMBER 2023				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JANUARY 2024				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

FEBRUARY 2024				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

MARCH 2024				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APRIL 2024				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY 2024				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE 2024				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

## Important Dates:

4-Sep	Labor Day
5-Nov	Daylight Saving Time Ends
23-Nov	Thanksgiving
21-Dec	Winter Break Begins
15-Jan	Martin Luther King, Jr. Day
19-Feb	Presidents' Day
10-Mar	Daylight Saving Time Begins
25-Mar	Spring Break Begins
28-May	Memorial Day

14-Aug	Teacher Work Day
15-Aug	Teacher Work Day / Convocation
20-Oct	Teacher Collaboration/ PD
7-Nov	Teachers Work Day
22-Nov	In-Lieu of Parent Teacher Conferences
21-Dec	Teacher Grading Day
8-Mar	In-Lieu of Parent Teacher Conferences
25-Mar	Teacher Collaboration/ PD
23-May	Teacher Grading Day

1<sup>st</sup> Semester 85

2<sup>nd</sup> Semester 92

Student Total 177

Teacher Days 186

Potential Make-up Days - 05/23/24  
05/24/24

# Colonial Hills Elementary School Calendar

2023-2024

School & PTA events are subject to change-check the Colonial Hills website for the most current days & times. The Worthington Schools App also has a great school calendar function, in addition to other helpful features.

## August

- 14 Meet the Teacher: Open House & PTA Ice Cream Social/4:00-6:00
- 15 Worthington Schools Staff Convocation/Teacher Workday
- 16 First day of school/Grades 1-5
- 16 Kindergarten Assessments Day 1:  
*No School for Kindergarten Students*
- 17 Kindergarten Assessments Day 2:  
*No School for Kindergarten Students*
- 18 First day of school/Kindergarten
- 25 Spirit Day-Wear your CHES Spirit Wear!
- 29 PTA New Family Orientation/6-7:30

## September

- 4 *Labor Day-No School*
- 6 Curriculum Night  
K/1st Grade/EPP:  
5:30-6:15  
2nd & 3rd Grade/6:30-7:15
- 7 Curriculum Night  
4th & 5th Grade/5:30-6:15
- 18 PTA Skating Party @ Skate Zone 7
- 19 PTA Meeting/7:00-8:00
- 20 PTA Walk-a-Thon
- 27 Middle of First Trimester
- 27 Walk-a-Thon Rain Date
- 29 Spirit Day-Wear your CHES Spirit Wear!

## October

- 13 Picture Day
- 16-19 Parent Teacher Conferences
- 16-19 Book Fair
- 17 PTA Meeting/7:00-8:00
- 18 PTA Dinner for Staff
- 20 *No School-Teacher Collaboration/Grading*
- 26 PTA Trick the Trail Event
- 27 Spirit Day-Wear your CHES Spirit Wear!
- 31 Fall Parade and Parties

## November

- 4 PTA Pancake Breakfast/9-11 a.m.
- 5 Daylight Savings Time Ends
- 7 *No School-Teacher Work Day*
- 10 End of First Trimester
- 14 PTA Meeting/ 7:00-8:00
- 16 Picture Retake Day
- 18 Progress Reports available online

*November 22-24 No School-Thanksgiving Break*

## December

- TBA Title I Family Event
- 15 Spirit Day
- 20 Winter Parties
- 21 Winter Break Begins

*December 21-January 3: No School- Winter Break*

## January

- 4 Classes resume
- 6 PTA Cardboard Challenge/ 9-11 a.m.
- 10 Middle of 2nd Trimester
- 15 *No School- Martin Luther King, Jr. Day*
- 16 PTA Meeting /7:00-8:00
- 22 PTA Skating Party @ Skate Zone 71
- 26 Spirit Day-Wear your CHES Spirit Wear!
- 26 PTA Pasta Palooza Dinner
- 29 5th Grade JA Biztown
- 31 Yearbook Groups Picture Day

# Colonial Hills Elementary School Calendar

2023-2024

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## February

February 5-9 Parent/Teacher Conferences

February 5-9 Book Fair

- 7 PTA Staff Dinner
- 14 Valentine's Day Parties
- 19 *No School-Presidents Day*
- 19 5th Grade Lip Sync- Dress Rehearsal
- 20 PTA Meeting/ 7:00-8:00
- 22 5th Grade Lip Sync (times TBA)
- 23 End of 2nd Trimester
- 23 Spirit Day-Wear your CHES Spirit Wear!
- 26 Read Across America Week
- 29 Read Across America Family Event

## March

- 2 Progress Reports available online
- 8 *No School (in lieu of Parent/Teacher Conferences)*
- 10 Daylight Savings Time Begins
- 19 PTA Meeting/7:00-8:00
- 22 Spirit Day-Wear your CHES Spirit Wear!
- 25-29 *No School-Spring Break*

## April

- TBA Volunteer Appreciation
- 1 Classes resume
- 12 Middle of Third Trimester
- 16 PTA Meeting/7:00-8:00
- 20 PTA Clean the Ravine
- 25 PTA Art Show
- 26 Spirit Day-Wear your CHES Spirit Wear!

## May

- TBA Kindergarten Parent Meeting (Incoming 2024-2025 Students)
- 6-10 Staff Appreciation Week
- 7 Choir Concert 6:30 (before PTA mtg.)
- 7 PTA Meeting/7:00-8:00
- 9 PTA Skating Party @ Skate Zone 71
- 10 Field Day
- 17 Field Day Rain Date
- 20 5th Grade Celebration
- 22 Last Day of School
- End of Year Assembly
- Class Parties
- 5th Grade Clap-Out
- 24 Progress Reports available online

*Have a great summer!*

07/20/2023 Revision Date



# 2023-2024 Colonial Hills Elementary School Related Arts Rotation Calendar

**August**

M	Tu	W	Th	F
		16 *	17 1	18 2
21 3	22 4	23 1	24 2	25 3
28 4	29 1	30 2	31 3	

**September**

M	Tu	W	Th	F
				1 4
4 N/S	5 1	6 2	7 3	8 4
11 1	12 2	13 3	14 4	15 1
18 2	19 3	20 4	21 1	22 2
25 3	26 4	27 1	28 2	29 3

**October**

M	Tu	W	Th	F
2 4	3 1	4 2	5 3	6 4
9 1	10 2	11 3	12 4	13 1
16 2	17 3	18 4	19 1	20 N/S
23 2	24 3	25 4	26 1	27 2
30 3	31 4			

**November**

M	Tu	W	Th	F
		1 1	2 2	3 3
6 4	7 N/S	8 1	9 2	10 3
13 4	14 1	15 2	16 3	17 4
20 1	21 2	22 N/S	23 N/S	24 N/S
27 3	28 4	29 1	30 2	

**December**

M	Tu	W	Th	F
				1 3
4 4	5 1	6 2	7 3	8 4
11 1	12 2	13 3	14 4	15 1
18 2	19 3	20 4	21 N/S	22 N/S
25 N/S	26 N/S	27 N/S	28 N/S	29 N/S

**January**

M	Tu	W	Th	F
1 N/S	2 N/S	3 N/S	4 1	5 2
8 3	9 4	10 1	11 2	12 3
15 N/S	16 4	17 1	18 2	19 3
22 4	23 1	24 2	25 3	26 4
29 1	30 2	31 3		

**February**

M	Tu	W	Th	F
			1 4	2 1
5 2	6 3	7 4	8 1	9 2
12 3	13 4	14 1	15 2	16 3
19 N/S	20 4	21 1	22 2	23 3
26 4	27 1	28 2	29 3	

**March**

M	Tu	W	Th	F
				1 4
4 1	5 2	6 3	7 4	8 N/S
11 1	12 2	13 3	14 4	15 1
18 2	19 3	20 4	21 1	22 2
25 N/S	26 N/S	27 N/S	28 N/S	29 N/S

**April**

M	Tu	W	Th	F
1 3	2 4	3 1	4 2	5 3
8 4	9 1	10 2	11 3	12 4
15 1	16 2	17 3	18 4	19 1
22 2	23 3	24 4	25 1	26 2
29 3	30 4			

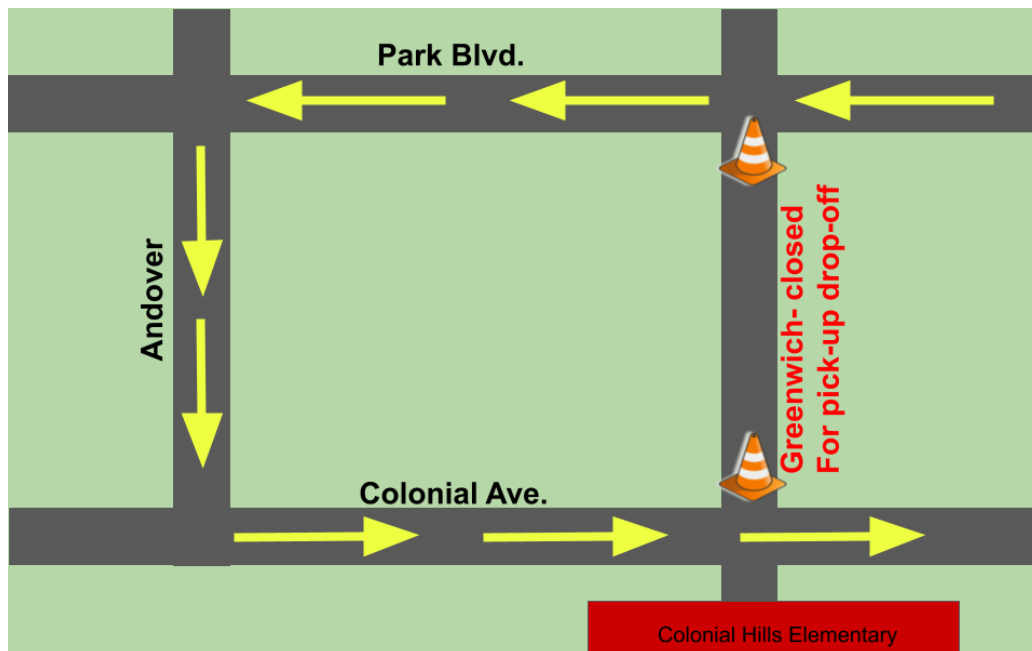
**May**

M	Tu	W	Th	F
		1 1	2 2	3 3
6 4	7 1	8 2	9 3	10 4
13 1	14 2	15 3	16 4	17 1
20 2	21 3	22 *	23 1	24 2
27 3	28 4	29 1	30 2	31 3

**Key:**

\* : School day with no RA day assigned

N/S: No School



Dear Colonial Hills Families:

Due to some feedback from families regarding safety and observations made by myself and other staff, I would like to try something different with our drop off this year. Obviously, my primary goal is to always make sure student safety is the priority while hopefully making the morning routine more efficient and less chaotic. Here are the important points to note:

- School hours this year are 7:40-2:20.
  - Bus drop off will be at 7:30
  - Car drop off and walker arrival will be at 7:30
- Greenwich will be closed to car traffic at drop off and dismissal (daycare vans only).
- Drop off traffic will flow one way following the arrows.
- Parents should pull up to the curb along the north side of Colonial, stopping only long enough for students to get out of the car and then proceed forward. Parents should not park on Colonial and get out of the car with students. Traffic should flow west on Colonial, parents will pull up to the curb and students should exit the car only on the curb side.
- When pulling up for drop off, students need to be ready to exit the car (curb side only). They should have their backpack in hand and be ready to go!
- If you would like to park your car and walk your student up to the intersection to drop them off, you can park on Greenwich south of Park Blvd.
- There will be a staff member on duty in the morning and after school at the top of the ravine at South Field for families who would like to use that area for drop off and pick up (I strongly encourage this as it helps reduce congestion at the Colonial/Greenwich intersection).
- We will continue to ask parents who walk students to school to say goodbye at the corner/intersection of Colonial and Greenwich.
- For now, dismissal procedures will remain the same as previous years (with the exception Greenwich being closed). Walkers and car riders will be walked out at 2:20.



# COLONIAL HILLS SCHOOL SUPPLY LIST

## 2023-2024

### Kindergarten

- ✓ 2 boxes of 24 Crayola crayons
- ✓ 24 No. 2 **Ticonderoga** yellow pencils with eraser  
**(no novelties-presharpened)**
- ✓ 2 sets of washable wide markers, Classic Colors 8 count
- ✓ 6 glue sticks-Elmer's Giant 22g
- ✓ 12 black Expo thin dry erase markers with caps
- ✓ 1 plastic pocket folder of your choice as a "Take Home" folder
- ✓ 1 set of water color paints (8 colors with brush, labeled)
- ✓ Headphones (**over the head-no earbuds**, unwrapped & labeled)
- ✓ Backpack (large enough to hold folders)
- ✓ Gallon size Ziploc Baggies
- ✓ 1 1-inch white binder with clear cover
- ✓ 1 large box of tissues
- ✓ 1 box 12 count pre-sharpened colored pencils
- ✓ **For Related Arts Classes:** 1 set Crayola markers

### Optional Items-Donations appreciated

1 bottle of Elmer's School Glue  
Crayola skin tones crayon set  
Pink erasers  
Black Expo thin tip dry erase markers  
Child size scissors (blunt tip)



### First Grade

- ✓ 24 No. 2 **Ticonderoga** yellow pencils with eraser  
**(no novelties-presharpened)**
- ✓ 4 boxes of 24 count crayons
- ✓ 2 pink erasers
- ✓ 2 large boxes of tissues
- ✓ 1 letter size clipboard with flat clip (unwrapped & labeled)
- ✓ 5 black dry erase markers
- ✓ Headphones (**no earbuds**, unwrapped & labeled)
- ✓ 1 red folder
- ✓ 1 blue folder
- ✓ 1 container baby wipes
- ✓ 1 set Crayola Markers
- ✓ **For Related Arts Classes:** 1 set Crayola Markers

### Optional Items-Donation appreciated:

Gallon size Ziploc Baggies  
Sandwich size Ziploc Baggies  
Extra headphones  
8 color watercolor paint set  
1 bottle Elmer's School Glue



### Second Grade

- ✓ 36 No. 2 pencils (**no novelties-presharpened**)
- ✓ 2 pink rubber erasers (**no novelties**)
- ✓ 1 school box
- ✓ 1 box of crayons, 24 count
- ✓ Headphones-**no earbuds**
- ✓ 8 glue sticks
- ✓ 1 set of washable markers, primary colors, **wide tip**
- ✓ 1 set of colored pencils
- ✓ 1 package of **black** dry erase markers
- ✓ 1 black and white composition notebook
- ✓ 1 blue plastic folder with pockets (**no clasps**)
- ✓ 1 green plastic folder with pockets (**no clasps**)
- ✓ 1 purple plastic folder with pockets (**no clasps**)
- ✓ **For Related Arts classes:** 2 pink erasers

### Optional Items-Donations appreciated:

1 large box tissues  
Hand sanitizer  
Gallon size Ziploc baggies  
Sandwich size Ziploc baggies  
Extra headphones (not earbuds)



### Third Grade

- ✓ 1 package of wide ruled notebook paper
- ✓ 4 composition notebooks
- ✓ 2 packages of dry erase markers
- ✓ 3 large boxes of tissues
- ✓ 2 one-subject spiral notebooks, wide rule
- ✓ 1 box of crayons, 24 count
- ✓ 36 Ticonderoga yellow No. 2 pencils with eraser (**no novelties-presharpened**)
- ✓ 4 pink erasers
- ✓ Post-it notes (small)
- ✓ 2 packages of colored pencils
- ✓ 2 bottles white glue
- ✓ 12 glue sticks
- ✓ 2 yellow highlighters
- ✓ 2 sets washable markers
- ✓ 1 pair of scissors
- ✓ Headphones-**No ear buds**
- ✓ 2 green plastic two pocket folders (**with clasps**)
- ✓ 2 blue plastic two pocket folders (**with clasps**)
- ✓ 2 yellow plastic two pocket folders (**with clasps**)
- ✓ 2 purple plastic two pocket folders (**with clasps**)
- ✓ **For Related Arts classes:** glue sticks

### Optional Items-Donations appreciated:

Hand sanitizer  
Quart or Sandwich size Ziploc baggies



### Fourth Grade

- ✓ 1 pair of scissors
- ✓ 40 No. 2 pencils (**no novelties-presharpened**)
- ✓ 1 pack of pencil top erasers
- ✓ 2 boxes of tissues
- ✓ 1 box of crayons
- ✓ 1 set of thin markers
- ✓ 1 set of thick markers
- ✓ 1 set of colored pencils
- ✓ 1 package of dry erase markers
- ✓ Headphones-**No earbuds**
- ✓ 2 glue sticks
- ✓ 1 blue pocket folder
- ✓ 1 purple pocket folder
- ✓ 1 red pocket folder
- ✓ 1 yellow pocket folder
- ✓ 1 package of wide rule notebook paper
- ✓ **For Related Arts Classes:** 1 set of Sharpies



### Fifth Grade

- ✓ 4 glue sticks
- ✓ 1 pair of pointed scissors
- ✓ 40 No. 2 pencils, presharpened (**no novelties or mechanical pencils**)
- ✓ 1 packages of pencil top erasers
- ✓ 3 unscented dry erase markers
- ✓ 2 large boxes of tissues
- ✓ 1 set of washable markers (thin or wide)
- ✓ 1 set of colored pencils
- ✓ 1 handheld pencil sharpener
- ✓ 1 package of wide rule notebook paper
- ✓ 2 composition notebooks
- ✓ 1 box of crayons, 16 count or 24 count
- ✓ Headphones-**No earbuds**
- ✓ 1 pencil pouch or supply box
- ✓ **For Related Arts Classes:** 1 set of Sharpies

### Optional Items-Donations appreciated:

Hand sanitizer  
Quart size Ziploc baggies  
Gallon size Ziploc baggies





## Instructions for Completing the Emergency Data Review

Updated - 6/10/2022

Go to [worthington.k12.oh.us](http://worthington.k12.oh.us) and scroll down to the Portal Login tile under "Find it Fast". Click on Portal Login.



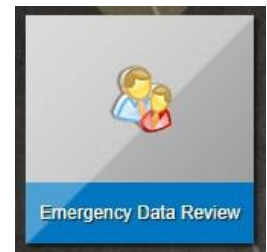
### PORTAL LOGIN

Update information & check grades

Input parent username and password to access the Parent Portal. If you need your parent login information, click [Password Recovery Link](#) under Quick Links on the district homepage.

Several important sites are accessible from within the Parent Portal. There are three tabs on the bottom (Home, Libraries, My Account) that each contain useful links.

Click on the Emergency Data Review tile on the Home page.



This will take you to the Annual Emergency Data Review main page

### Annual Emergency Data Review

Start by clicking on the first line to input or change household contact information

Click each link below to View/Verify/Change data.		Completed Date
<a href="#">Parent/Guardian and Primary Household</a>		Required
<a href="#">Emergency Contacts</a>		Required
Students (and other household children)		
* You may ignore any children not attending school in the coming year.		
<input type="text" value="Student Name"/>		Locked
<input type="text" value="Student Name"/>		Locked
To add a new student to your household, go to <a href="http://www.worthington.k12.oh.us">www.worthington.k12.oh.us</a> ; Welcome Center; Start Enrollment		

Fill out contact information for your household and check the boxes to indicate communication preferences. **If no boxes are checked, you will not be included on phone or email lists to receive important school communications.**

Email 1:	<input type="text" value="parentemail@address.org"/>	Emg: <input checked="" type="checkbox"/> Att: <input checked="" type="checkbox"/> Beh: <input checked="" type="checkbox"/> Gen: <input checked="" type="checkbox"/> Tch: <input checked="" type="checkbox"/>	<div style="border: 2px solid orange; padding: 10px; text-align: center;"> <p>Then click</p> <div style="background-color: #0056b3; color: white; padding: 5px 20px; display: inline-block;">Save and Continue</div> </div>
Email 2:	<input type="text" value="secondaryemail@work.com"/>	Emg: <input checked="" type="checkbox"/> Att: <input checked="" type="checkbox"/> Beh: <input checked="" type="checkbox"/> Gen: <input type="checkbox"/> Tch: <input type="checkbox"/>	
Cell Phone	<input type="text" value="555"/> <input type="text" value="555"/> <input type="text" value="5555"/>	Voice: Emg: <input checked="" type="checkbox"/> Att: <input checked="" type="checkbox"/> Beh: <input checked="" type="checkbox"/> Gen: <input checked="" type="checkbox"/> Text: Emg: <input checked="" type="checkbox"/> Att: <input type="checkbox"/> Beh: <input type="checkbox"/> Gen: <input type="checkbox"/>	

### Annual Emergency Contact Form

Parents/Guardians from Previous page

Emergency Contacts Remove

The people below are the Emergency Contacts associated with all the children in your household. On the student screens you will be able to choose which ones are assigned to each student.

1. ☐

Cell Phone

Work Phone    Ext.

Home Phone

2. ☐

Cell Phone

Work Phone    Ext.

Home Phone

3. ☐

Cell Phone

Work Phone    Ext.

Home Phone

Add an Emergency Contact, if desired (Screen will re-display if contact is added.)

First/Last Name

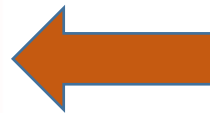
Cell Phone

Work Phone    Ext.

Home Phone

Save and Continue
Reset

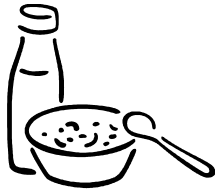
The next page to complete is the Emergency Contacts Form, where you will direct the school who to call if you cannot be reached in an emergency.



The last step is to click on each child's name individually from the Annual Emergency Data Review main page to:

- Provide information about childcare, medical and health needs
- Give or refuse consent for school field trips, technology use, and release of directory information
- View the Student Handbook and Technology Use Agreement
- Specify individual emergency contacts
- Set guardian contact priority
- Share student contact details

**Thank you for taking the time to provide this important information!**



## **Breakfast and Lunch Information**



The cafeteria will begin serving breakfast and lunch starting Wednesday, August 16th (the first day of school for grades 1-5).

Meal costs:	Breakfast \$1.60	Reduced Price \$.30
	Lunch \$2.75	Reduced Price \$.40

Please complete a Free/Reduced meals application to qualify for free or reduced price meals. A new application is required each school year. An application is included in your Back to School packet or you may apply online here: <https://frapps.horizonsolana.com/welcome>. Additionally, families may qualify for a full or partial waiver of classroom fees and kindergarten tuition-please complete a Free/Reduced meals application to determine if your family qualifies for a waiver. Families will receive a written notification of qualifying benefits, if applicable.

Families may deposit funds for student meals through MyPaymentsPlus (MPP). MyPaymentsPlus is linked on the Worthington Schools website under "Parent Resources".



## **Bus Schedule Information**

Bus Schedule information will be emailed out to all parents the week of August 7<sup>th</sup>. Bus schedules can be located in the Worthington Schools App or by logging into VersaTrans (see email for instructions). You will need your portal login and password to access bus information for your child.

*Please contact the Transportation Department at 614-450-6600 with any questions.*



## **E-Backpack Information**



Colonial Hills, along with other Worthington Schools, utilizes the E-Backpack which can be found on our websites. School, District, PTA, and local activity information will be posted to the E-Backpack. This helps us reduce waste and cut down on copying costs.



Menus, Bus Information, Calendar Information, and School Closing/Delay alerts are all available in one place! These are just a few of the items you can access when you download the free Worthington Schools App. Available from Google Play or the App Store from Apple, download it today, and stay up to date!

You can also follow our school calendar by going to our website: (<https://www.worthington.k12.oh.us/Domain/17>) and under the Find it Fast section, click school calendar. You will be taken to our school calendar. Above the gray line in the actual calendar, click on the link icon. This will give you the instructions for adding the Colonial Hills calendar to your own electronic calendar.





## 2023-2024

# SCHOOL INSTRUCTIONAL FEES

The Worthington School district asks parents to contribute a little more than other residents for the cost of educating their children. There are additional costs for reading and math materials and other consumable supplies that are used in areas such as art, math, science and handwriting. The fees vary by grade level as the types of materials are different.

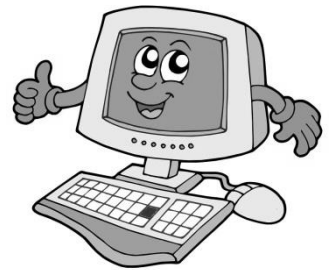
The money collected for these materials will be deposited in a school supplies fund that serves your school. These funds will enable us to provide your child's teacher with materials the classroom.

The fee schedule for the 2023-2024 school year is:

Kindergarten = \$24      |      Grades 1, 2 & 3 = \$42      |      Grades 4 & 5 = \$36

You may pay your child's school fees with a credit or debit card using My Payments Plus. You may also write a check, made payable to Colonial Hills Elementary School. Please be sure to write your child's name and "school fees" on the memo line so we may credit the correct account. If paying by cash, please put in an envelope with your child's full name and grade written on the envelope.

## Have you created your account on My Payments Plus?



***With MyPaymentsPlus.com you can:***

- ✓ Pay for your student's Worthington School activities and fees every year
- ✓ Put money into your student's meal account every year
- ✓ Set an alert if your child's meal account balance gets low
- ✓ View upcoming fees and activities
- ✓ Eliminate the worry of lost or forgotten money given to your student
- ✓ Use your debit or credit card

***Signing up is free and easy:***

Visit [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com); or go to [www.worthington.k12.oh.us](http://www.worthington.k12.oh.us) and Log In, choose "My Account" and select MyPaymentsPlus.

1. Click "Register a FREE account" and follow the simple onscreen instructions.
2. Add your child(ren) using their Student ID number(s). The ID number is found on Infinite Campus on the first screen after you log in.



The district is now utilizing the School Safe ID system. This new system offers a fast, simple way to electronically register and review individuals who visit our schools and who need to sign students out of school. Visitors and Volunteers, including parents/guardians needing to sign a student out, will be required to provide a Driver's License or other state-issued identification, which will be scanned through the School Safe ID visitor management system. You will then have the option to download a Digital Pass on your phone.

***PLEASE REMEMBER TO BRING YOUR LICENSE/STATE ID INTO THE BUILDING WITH YOU OR YOUR PHONE (if you already have your Digital Pass) IN ORDER TO SIGN A STUDENT OUT OR VISIT/VOLUNTEER.***

### **Volunteering in Worthington**

We appreciate our volunteers who help make our schools a special place. In order to ensure the safety of our students and staff, we require background checks for all volunteers in our buildings.

To begin the background check process, please visit this link:  
<https://www.worthington.k12.oh.us/Page/3014> (Worthington Schools Website>Human Resources)

### **Attendance Reporting and Dismissal Changes**

If your child needs to miss a day of school, or will be late getting to school, please call the office at 614-450-5400. Our office line has 24 hour voicemail and messages can be left anytime the office is closed. Please call absences in to the office rather than emailing classroom teachers when possible.

Per district policy, if we have not heard from a parent for attendance reporting, our office staff will make contact with parents by email or phone to verify the student's absence.

Please also review the following District "Guidelines-When to Keep Your Child Home from School". Further information regarding student health can be found in the Elementary Parent Student Handbook at this link on the district website:  
<https://www.worthington.k12.oh.us/domain/1108> (Worthington Schools Website>Welcome Center).

## **General Guidelines-When to Keep Your Child Home from School**

The protocol for management of communicable disease in Worthington City Schools is based upon the Ohio Department of Health's guidelines and recommendations. Your child is too ill to go to school if any of the following symptoms are present:

- Temperature of 100 F or above by mouth (Student must stay home until fever free for 24 hours without the use of fever reducing medication. In most cases this means the student will miss the following school day. Please understand fevers can reoccur within a 24 hour time period and this policy is in the best interest of all students.)
- Vomiting or diarrhea within the past 24 hours (Student must stay home for 24 hours to ensure these symptoms are gone before returning to school.) ☐ Shortness of breath or increased wheezing during normal activity
- Has a cough that interrupts normal activity
- Pain from an earache, headache, sore throat or recent injury
- Has yellow or green drainage from nose or eye(s)
- Rash over body or localized to one area of the body (A student who shows signs of a communicable disease exhibiting as a rash may return to school once the rash is gone or a doctor's note is presented stating the student may return to school.)
- Fatigue that requires bed rest (common with flu-like symptoms)
- Signs of conjunctivitis such as red, crusty or swollen eyes (Student may return once symptoms have been treated and are gone or a doctor's note is presented stating the student may return to school.)

If your child is ill, please do not send them to school to be checked by the school nurse. Such exposure may be harmful to the child as well as to the children with whom they come in contact.

## **Daily Dismissal Form & Dismissal Changes**

Please complete the Daily Dismissal Plan Google form sent via email as early as possible. This helps ensure our dismissal plans for each student is accurate.

*After August 16th*, if you need to make changes to your child's dismissal plan, please contact the office at 614-450-5400 by 2 p.m. **PLEASE DO NOT EMAIL DISMISSAL CHANGES TO STAFF MEMBERS.** This is to make sure no changes are missed in email. Please keep changes to emergency situations due to the interruption this causes in the classroom during the school day.



# Join CHES PTA Today

## 2023-2024

Join today for only **\$10 per person or \$15 per family\***. Please note that your contribution is not tax deductible, and you must be a PTA member to receive the school directory published annually by the PTA. All PTA members are automatically enrolled to receive periodic email communications from PTA leadership, but you may opt out of these communications if you choose.

**PTA Meetings are the third Tuesday of most months from 7:00 to 8:00 p.m.:** September 19, October 17, November 14, January 16, February 20, March 19, April 16, and May 7.

Also, **join our Facebook page: "Colonial Hills PTA,"** and answer the qualifying questions. You don't need to be a PTA member to join the Facebook page, and it's another great way to stay connected to our school community!

**Our 2023-2024 PTA Board Members** are Natalie McCarthy, President; Kristen Klopfer & Leslie McChesney, Co- Vice President; Shelley Coleman Casto, Secretary; and Jill Kleinhentz, Treasurer. Contact the board by email at [ptacolonialhills@gmail.com](mailto:ptacolonialhills@gmail.com).

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## 2023-24 Colonial Hills PTA Membership

Child's name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Child's name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Child's name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Parent Name(s): \_\_\_\_\_

Phone(s): \_\_\_\_\_

Address: \_\_\_\_\_

Email address: (for single membership): \_\_\_\_\_

Additional email addresses (for family membership): \_\_\_\_\_

Please check one:                      Single\* membership \$10 \_\_\_\_\_                      Family\* Membership \$15 \_\_\_\_\_

*\*With the family membership, all adult family members will receive email communications, a student directory, and voting rights at all meetings. With a single membership, only one adult is eligible.*

**Return this form to the school office, and include cash or a check made payable to Colonial Hills PTA. You may also join online with a credit card at <https://colonialhills.memberhub.com/store>.**

# Why is Joining the PTA Important?

The PTA is strong at Colonial Hills and helps make our school great. Our fundraising supports teachers and students in many ways:

- Providing **grants for teachers** to buy supplies and fund projects not covered by district funds
- Organizing and hosting **activities that strengthen our school community** and help to make school fun and memorable
- **Improving building grounds** and play spaces

The district provides well for our school, but our group fills in where needed. All are welcome and encouraged to attend PTA meetings to hear more about important school activities and initiatives! Come when you can. Childcare provided.

## *Colonial Hills Elementary School PTA Programs include:*

Ice Cream Social

Walk-A-Thon

Pancake Breakfast

Secret Holiday Helpers

Pastapalooza

Reflections Arts Program

Clean the Ravine

Class Parties

Cardboard Challenge

Read Across America

5th Grade Graduation Festivities

Spring Plant Sale

Spring Picnic and Art Show

Book Fair

Back to Your Roots for graduating seniors

Box Tops/Kroger Rewards

School Supply Orders

Spirit Wear

Student Directory

Cafeteria Volunteers

Staff Appreciation Meals

Skate Parties

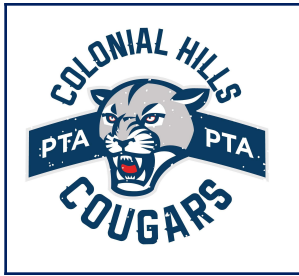
School District Representation

Outdoor Learning Space

Last Day of School Celebration

and much more!





# Become a Room Parent

## 2023-2024

Room Parents, with help from other parent volunteers, support the classroom teacher and organize special treats for students during four class parties throughout the year. The PTA makes it easy to be a Room Parent by providing a class roster, planning suggestions, and mentors to help with any questions. Most parties simply involve coordination of a snack and a craft or game/activity. Room Parents work closely with the teacher for the parties. There also can be multiple Room Parents for the classroom to share the planning!

### CLASSROOM PARTIES FOR THE 2023-2024 YEAR

Fall Parade and Party	Friday, October 31, 2023
Winter Party	Tuesday, December 20, 2023
Valentine's Day Party	Friday, February 14, 2024
Last Day of School Party	Wednesday, May 22, 2024

If you would like to be a Room Parent or volunteer, please provide the information below and indicate which role you would like to assume. If you are unable to commit to a full room parent role but still want to be involved, please consider being a parent volunteer to help coordinate one or multiple parties and assist the room parent. Please email the following information to Elizabeth Grieser at [Egrieser@gmail.com](mailto:Egrieser@gmail.com).

\_\_\_ Main Room Parent (responsible for party planning and coordinating volunteers)

\_\_\_ Party Volunteer (can attend some/all and help at some/all parties)

Parent Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's Classroom Teacher: \_\_\_\_\_

Contact Email: \_\_\_\_\_



# Student Directory

2023-2024

Each year, the Colonial Hills PTA publishes and distributes a directory to its members using the information the school has on file for your family in Infinite Campus. This includes the student's registered name, address, phone numbers, parents'/guardians' names, and parents'/guardians' email addresses. Your family's information will be published and distributed and your permission for the PTA to share this information is assumed **UNLESS YOU OPT OUT OF SHARING** using the bottom of this form.

The directory will be distributed to all PTA members by email as a benefit for their support of our programs. We appreciate your willingness to "go green" and receive a digital copy; however, a paper copy is an available option to all PTA members by request using the bottom of this form. To join our PTA or renew your membership, please visit <https://colonialhills.memberhub.com/store>.

Please take a moment to review your contact information in Infinite Campus so we have the most up-to-date details. IF YOU WOULD LIKE YOUR FAMILY LISTED IN THE DIRECTORY, AND YOUR INFORMATION IN INFINITE CAMPUS IS CORRECT, YOU DO NOT NEED TO COMPLETE THIS FORM.

IF ANY CHANGES ARE REQUESTED, OR TO OPT OUT OF SHARING YOUR INFORMATION, PLEASE COMPLETE AND TURN IN THE BOTTOM PORTION BY FRIDAY, SEPTEMBER 1.

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## REQUEST FOR OMISSIONS OR CHANGES TO CHES PTA STUDENT DIRECTORY 2023-2024

Student(s) Name \_\_\_\_\_

Teacher(s) Name \_\_\_\_\_

CHANGES REQUESTED (use reverse side for more space if necessary):

- ☐ A paper copy of the directory (available to PTA members only)
- ☐ Substitute a nickname for a student's registered name: \_\_\_\_\_
- ☐ Leave out info – circle one or more: (student name/parent name/phone/address/email address)
- ☐ Add info (e.g. non-custodial parent contact info): \_\_\_\_\_

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*Detach and return this portion of the form to the office by Friday, September 1st.  
Questions? Please email [PTACOLONIALHILLS@GMAIL.COM](mailto:PTACOLONIALHILLS@GMAIL.COM).*