

CMI Welcome Packet SY 2019–20

1. [Start-of-Year Checklist](#)
2. [Welcome and Overview](#)

Essential Information

3. [Back-to-School Events](#)
4. [Acknowledgement of Receipt: Student and Family Handbook](#)
5. [First-Week Information: Logistics and Procedures](#)
6. [School Meals](#)
 - a. [Free and Reduced Price Meals Application](#)
 - b. [Purchasing School Lunch](#)
7. [Extended Creative Day Program](#)
 - a. [Before School](#)
 - b. [After School](#)
 - c. [Creative Clubs](#)
 - d. [Middle School After School Program](#)
 - e. [Music Lessons](#)
 - f. [Summary Table: Payment and Enrollment Information](#)

Helpful Links

1. Free and Reduced Price Meals (FARM) Application: [English](#) | [Spanish](#)
2. [CMI Directory Information and Photo/Media Opt-out Form \(Optional\)](#)
3. Class Supply Lists
 - a. [Preschool & Prekindergarten](#)
 - b. [Kindergarten & 1st Grade](#)
 - c. [2nd Grade](#)
 - d. [3rd Grade](#)
 - e. [4th Grade](#)
 - f. [5th–8th Grades](#)
4. [Academic Calendar 2019–2020](#)
5. [Map, Directions to Campus, and Parking](#)
6. [School Leadership & Administration: Contact Information](#)
7. [PowerSchool Resource Center](#)

Connect with the Creative Families Association

1. [Information about the Creative Families Association](#)
2. [Invitation to the CFA Back-to-School Picnic](#)
3. [Invitation to the CFA Tea and Tissues Breakfast](#)

Start-of-Year Checklist

Use this checklist to make sure you're prepared for the 2019–20 school year!

TASK	COMPLETE
Read this entire document.	
Complete your enrollment form (sent earlier this summer).	
Register for Extended Creative Day, through August 11.	
Get started with Kinderlime.	
Acknowledge receipt of the <i>Student and Family Handbook</i> and submit to CMI.	
Request parking pass, if you have not already done so.	
Get familiar with the campus traffic flow and parking rules.	
Complete student self-signout form, if applicable (5th–8th grades ONLY).	
Complete Free and Reduced Meal (FARM) application, if applicable.	
Enroll in school meals, if applicable.	
Complete media, photo, and directory opt-out form, if applicable.	
Purchase items on the grade-specific supply lists.	

Welcome to Creative Minds International PCS!

Dear Creative Families,

Welcome to the 2019–20 school year! The first day of school is August 26, and we are delighted that you and your family will be a part of our CMI community for what promises to be an exciting year.

This welcome packet has been designed to give you essential information about procedures and logistics to ensure a smooth start to the year. Please read this packet carefully, and [contact a member of our administration](#) if you have any questions.

Much of the information in this packet will be familiar to returning families. However, we have made three changes that we would like to call your attention to. These changes are intended to improve your experience at CMI by providing an easy way for you to access essential information about your child, facilitate more streamlined billing, and simplify the after school dismissal process:

1. PowerSchool is our new student-information system. It allows CMI families to view student registration, scheduling, attendance, class assignments, grades, and report cards. Information about using the portal is available [in this support center](#). We will distribute log-in information for students and families at our open house on Friday, August 23.
2. Sawyer Tools centralizes registration for Extended Creative Day programs: Before School, After School, and Creative Clubs. Accessible on our website, the unified checkout process will cut down on the back-and forth-between families and the school during ECD registration, providing a smoother experience that includes payment *with* registration. [Check out the options here](#).
3. This year, weather permitting, families will pick up 1st- through 4th-grade students outside, on the big lawn across from the doors to the Main Hall, between 3:30 p.m and 3:45 p.m. When the weather does not allow for an outdoor pickup, families may pick up children from their classrooms.

We continue to use Kinderlime to manage attendance and monthly payments for the Extended Creative Day program. Kinderlime also provides each family with a unique four-digit PIN that they use to sign their children out of after-school programs. For more

information about using Kinderlime, including tips on getting started, please see this [Parent Help Section](#) with.

We look forward to seeing you in just a few weeks. As always, please contact us if you have any questions or concerns by [emailing a member of our team](#) or by calling the school at (202) 588-0370.

Back-to-School Events

Open House: Friday, August 23

On Friday, August 23, we will host an open house from 2:00 p.m. to 4:00 p.m. This is an opportunity for families to visit the school and for students to see their classrooms and meet their teachers before they start school on August 26. New families may also pick up their parking passes at this event. Please stop by at any point between 2:00 and 4:00 for this first event of the school year! Enter and exit campus through [Harewood Gate](#).

Back-to-School Night: Wednesday, September 4

We invite all families to join us for Back-to-School Night on Wednesday, September 4. More information will be forthcoming in CMI's newsletters, which are sent via email.

Back-to-School Picnic: Saturday, September 14

The Creative Families Association (CFA) will host a picnic for all CMI families on Saturday, September 14, from 11:00 a.m. to 1:00 p.m. This picnic will take place on the CMI playspace. For more information about the picnic, please see [this flyer](#).

Class Assignment

On Thursday, August 15, you will receive an email regarding your child's class assignment from your child's teacher. Please note that in order to respect the privacy of all families, we are unable to distribute the entire class list.

Student and Family Handbook

Please refer to the [2019–2020 Student and Family Handbook](#) for further information about school policies and procedures. This handbook will provide you with insight into your child's experience at CMI and clarify our policies and procedures.

Acknowledgement of Receipt: Student and Family Handbook 2019–2020

Return this form to the front desk or email it to frontdesk@creativemindspcs.org by August 28, 2019.

The [Student and Family Handbook](#) is available on the CMI website, at www.creativemindspcs.org. If you require a printed copy of the handbook or this receipt page, please email frontdesk@creativemindspcs.org or call (202) 588-0370.

The *Student and Family Handbook* is a compilation of policies, practices, and procedures in effect at Creative Minds International Public Charter School.

This handbook is designed to introduce families and students to the school; familiarize you with school policies as they pertain to you as a family member and your child as a student; provide general guidelines, disciplinary procedures, and other issues related to your child's enrollment; and help to answer many of the questions that may arise in connection with your child's enrollment.

This handbook is intended solely to describe the present policies at Creative Minds International Public Charter School. This handbook does not purport to include every conceivable situation; it is merely meant as a guideline and, unless laws prescribe otherwise, common sense shall prevail. Federal, state, and local laws will take precedence over Creative Minds International Public Charter School policies when applicable.

Creative Minds International Public Charter School reserves the right to change, withdraw, apply, or amend any of our policies, including those covered in this handbook, at any time. Creative Minds International Public Charter School may notify you of such changes via email or website, or via a printed memo, notice, amendment to, or reprinting of this handbook, but may, in its discretion, make such changes at any time, with or without notice and without a written revision of this handbook.

By signing below, you acknowledge that you have received a copy of Creative Minds International Public Charter School's *Student and Family Handbook*, and understand that it is your responsibility to read and comply with the policies contained within it and any revisions made to it.

Printed Student Name

Student Grade

Signature of Parent or Guardian

Date

Printed Name of Parent or Guardian

First-Week Information: Logistics and Procedures for a Smooth Start to the Year

Daily Schedule

Before School (Requires enrollment; fee-based program)	7:30 a.m.–8:15 a.m.
Breakfast in Main Hall	8:15 a.m.–8:35 a.m. <i>Note that students arriving late may pick up breakfast "to go" until 9:00.</i>
Start of the School Day	8:45 a.m. <i>Note that a student is considered tardy if he or she arrives after 8:45 a.m.</i>
Dismissal for Preschool–4th Grade	3:30 p.m.
After School for Preschool–4th Grade (Requires enrollment; fee-based program)	3:30 p.m.–6:00 p.m.
Dismissal for 5th–8th Grades	4:00 p.m.
After-School Program for 5th–8th Grades (Requires enrollment; fee-based program)	4:00 p.m.–6:00 p.m.

Transition Week

The first week of school is a transition week for our preschool students. This is optional for prekindergarten students. From Monday, August 26, through Wednesday, August 28, all preschool students attend school from 8:45 a.m. to 12:30 p.m. Students eat lunch in their classrooms before pickup. Thursday, August 29, is the first full day for preschool students.

Parking Passes

All families must have a school-issued parking pass, a requirement for entering campus. Returning families may continue using their Yellow or Green passes from previous years, if available.

New families who submitted license and registration information with enrollment paperwork will have Yellow guardian passes prepared for them. To receive additional Green visitor passes for other caregivers, families must fill out a new parking-pass form and submit it to César Espinoza at the front desk. Forms can be submitted in person or via email, to frontdesk@creativemindspcs.org.

All families will receive passes for parents or guardians who have submitted license and vehicle-registration information with enrollment paperwork. If your vehicle information changes—for example, you get a new car or update your plates/registration—or your parking pass is lost, damaged, or stolen, please immediately contact César Espinoza at frontdesk@creativemindspcs.org or (202) 588-0370 ext. 113 to report the pass missing or to update your information on file. Replacement passes or additional passes may be purchased for \$10 each, billable through Kinderlime.

Parking & Drop-off Procedures

Families may drop off students between 8:15 a.m. and 8:45 a.m. Please note that if you need to drop off your child before 8:15 a.m., you must enroll in [Before School](#).

Driving families may park only in [Lot 5](#), at the bottom of the hill adjacent to Harewood Gate, and walk their children into school, or they may use the drop-off loop (the “kiss-and-ride”). Staff will assist students as they exit cars in the drop-off loop and enter the school building. The drop-off loop is available from 8:15 a.m. to 8:45 a.m. If you arrive after 8:45 a.m., you must park in Lot 5 (only) and walk your child inside.

During the first week of school, staff will be posted outside to direct families in using the drop-off loop or in locating the correct parking lot.

Please note the following:

- CMI families are not authorized to park at any time in the lot adjacent to the playground, which is for Lincoln’s Cottage use only; in the numbered school-staff parking spaces adjacent to the school; or in any other Armed Forces Retirement Home (AFRH) parking lot.

- If your vehicle has handicapped tags, please use the drop-off lane each day. If you need to come into the school, drive to the end of the drop off-lane, where there are three handicapped-parking spaces. If these are full, you may park at the end of the drop off lane for 5–10 minutes, providing you are not blocking traffic, and inform the front desk of where you parked and your tag number.
- You **may not** park in the drop-off lane and walk your child into the building.
- For the safety of our students, please observe the speed limit of 15 mph and all posted stop signs. Reckless or inattentive driving will not be tolerated.
- The AFRH cites drivers and vehicles not adhering to parking and driving rules and is authorized to revoke campus driving and parking privileges; CMI has no authority to alter AFRH decisions. Families whose privileges have been revoked must park in the neighborhood and walk to campus. Examples of behavior that may result in a citation or revocation of driving and parking privileges include the following:
 - Speeding
 - Not following directions of AFRH security personnel
 - Abusive language to other drivers, CMI staff members, or AFRH personnel
 - Failure to use hands-free devices while driving on campus
 - Leaving a vehicle unattended in the drop-off lane
 - Use of any gate other than Harewood, at times when this gate is open for CMI families

Breakfast

Free breakfast is served from 8:15 a.m. to 8:35 a.m. each day. Students in preschool through kindergarten eat breakfast in their classrooms, and students in grades 1–8 eat in the Main Hall. Students are expected to be in their classrooms by 8:45 a.m. Students arriving after 8:35 may pick up breakfast “to-go” until 9:00 a.m.

Pickup

Families are required to promptly pick up students who are not staying for after-school activities at dismissal time. We ask parents and caregivers to wait outside the school building until 3:30 p.m., weather permitting. On inclement-weather days, parents may enter the building before 3:30 p.m. and remain in the lobby on the ground floor.

CMI staff will always be on hand to assist parents and caregivers during pickup.

- **Preschool through kindergarten** students should be picked up directly from their classrooms between 3:30 p.m and 3:45 p.m.

- **Students in 1st through 4th grades** should be picked up outside, on the big lawn across from the doors to the Main Hall, between 3:30 p.m and 3:45 p.m. If weather does not permit, then students should be picked up in the classrooms.
- **Students in 5th through 8th grades** will be dismissed through the side door at 4:00 p.m.

Students Walking Home

Some parents or guardians allow their children in 5th through 8th grades to walk home or take public transportation unaccompanied. If you would like to grant permission for your student to sign himself or herself out of school in the afternoon, we will need written confirmation from you.

Please [complete our permission form](#) if you would like your student to self sign out.

Note that CMI does not allow any student not authorized to self sign out to take a ride-sharing service, such as Uber or Lyft, unless he or she is accompanied by an adult who is authorized and noted as such in our student-information system.

School Meals

Every day, CMI serves breakfast, lunch, and an after-school snack. We partner with Stokes Kitchen to provide our students with balanced, healthy meals and snacks as part of the National School Lunch Program.

- *Breakfast* is available free of charge to all students. Breakfast is served every morning between 8:15 a.m. and 8:35 a.m. Students arriving after 8:35 may pick up breakfast “to-go” until 9:00 a.m.
- *Lunch* is available for purchase on a monthly basis. The month is billed per service day, at \$5.50 per lunch. Families may qualify for free and reduced-price school lunch on the basis of income. For more information about this benefit, please see the section below entitled [“Free and Reduced Price Meal Applications.”](#)
- *Snack* is served to all students attending After School. There is no charge for school snack. Please send additional snacks with your child for the regular school day.

Monthly breakfast and lunch menus are posted to the school website before the start of each month. This [lunch menu from July 2019](#) should help to familiarize you with our vendor’s menu items. Find additional menus on the [Nutrition & Wellness](#) page.

Free and Reduced Price Meal Application

Families may qualify for free or reduced-price school lunches on the basis of income, or if they currently receive financial assistance. You must fill out the Free and Reduced Price School Meals (FARM) application for us to determine whether you are eligible for free or reduced-price meals.

Download the [English](#) or [Spanish](#) version of the 2019–2020 application or pick one up at the front desk. **Families who qualified last year must reapply to be eligible for the benefit for this school year.** This application should be returned to the front desk or emailed to frontdesk@creativemindspcs.org.

We urge families to consider applying for this program. If you are determined eligible for free or reduced-price meals, you will also receive discounts on Before School, After School, and Creative Clubs.

If you have any questions about this application, please contact Heather Hesslink by emailing frontdesk@creativemindspcs.org or by calling (202) 588-0370 ext. 112.

Purchasing School Lunch

We ask all families who wish to participate in the meal program to register so that our meal-service team can anticipate demand. Those who elect to purchase school lunch, and who do not qualify for free or reduced-price meals through the FARM application, will be billed monthly. Please sign up [for school lunches here](#).

School Lunch Billing Table	
Month	Fee
August	\$27.50 (5 meals)
September	\$104.50 (19 meals)
October	\$115.50 (21 meals)
November	\$88.00 (16 meals)
December	\$77.00 (14 meals)
January	\$99.00 (18 meals)
February	\$93.50 (17 meals)
March	\$110.00 (20 meals)
April	\$88.00 (16 meals)
May	\$110.00 (20 meals)
June	\$77.00 (14 meals)

Kinderlime allows families to manage billing and payments for school services, including the School Meals program. Families also use Kinderlime to make payments for after-school activities. For more information about billing and payments, please refer to [“Making Payments for Lunch, Before School, and After School with Kinderlime.”](#)

Enrolling in the School Lunch Program

If you would like to participate in the School Lunch program on a monthly basis, [please sign up here](#). Once you have signed up your child for school lunch, you will receive an invoice from Kinderlime for the first month of meals. **This invoice will be sent monthly, via email.**

Cancellations and Withdrawals

In order to ensure that we honor our commitment to our meals vendor, we have a strict policy on withdrawals from the lunch program. Families must provide the school with written notice at least two weeks before the end of the month to cancel meals for the upcoming month. We order lunches in advance on a monthly basis, so we are unable to provide refunds for school lunches. To withdraw from the lunch program, please email Carlos Garcia, at Carlos.Garcia@creativemindspcs.org.

Questions or Concerns about School Lunch

If you have questions about school lunch, please contact frontdesk@creativemindspcs.org or call (202) 588-0370.

Extended Creative Day Program

CMI boasts a dynamic and inclusive Extended Creative Day (ECD) program. Students may participate in Before School and After School, Creative Clubs, and individual music lessons. A complete description of our programs, as well as pertinent policies and procedures, can be found in our *Student and Family Handbook* (available at [this link](#) and on our homepage, creativemindspcs.org). What follows is a brief overview of these programs, a description of their prices, and instructions for enrolling and making payments.

Before School

Preschool–8th Grade

Our **Before School program** offers families the convenience of an early drop-off in the morning. Before School takes place between 7:30 a.m. and 8:15 a.m. Students attending Before School play games, read, and have breakfast before school begins.

Start date: August 26, 2019

Monthly rate: \$150

First payment for August/September due: August 5, 2019

How to enroll: [Visit this page to enroll through August 12.](#) You will need a Sawyer account to complete the registration process.

After School

Preschool–4th Grade

Our **After School program** runs from 3:30 p.m. to 6:00 p.m. and provides students with homework supervision, a nutritious snack, and free play, both indoors and on our outdoor playspace. Families may sign up for a monthly After School plan.

Start date: August 26, 2019; preschool students may begin After School on their first full day of school, August 29.

Monthly rate: \$350 full price / \$275 partial price; \$125 for families qualifying for free and reduced-price meals

First payment for August/September due: August 5, 2019

How to enroll: [Visit this page to enroll through August 12.](#) You will need a Sawyer account to complete the registration process.

Creative Clubs

Preschool–4th Grade

Our Creative Clubs are enrichment activities that are designed to complement the child-centered and academically rigorous instruction of our school day. Creative Clubs instructors are CMI teachers, student support staff, and staff from DC organizations that offer unique enrichment opportunities. Creative Clubs are offered in 12-week sessions each fall and spring.

Dates for fall session: September 9–December 19, 2019

Dates for spring session: January 21–June 18, 2020

Rate (per club): \$255 full price, or \$125 for those qualifying for free and reduced-price meals

Payment for clubs due: August 5, 2019

How to enroll: [Visit this page to enroll through August 12.](#) You will need a Sawyer account to complete the registration process.

Middle School After School Program

5th–8th Grades

The middle school After School program consists only of Creative Clubs and has been designed to allow our older students the opportunity to make choices and exercise leadership and self-direction. This program runs from 4:00 p.m. to 6:00 p.m. Students have the choice to select two activities clubs offered each day.

Dates for fall session: September 9–December 19, 2019

Dates for spring session: January 21–June 18, 2020

Monthly rate: \$200, or \$100 for families qualifying for free and reduced-price meals

First payment for August/September due: August 5, 2019

How to enroll: [Visit this page to enroll through August 12.](#) You will need a Sawyer account to complete the registration process.

Music Lessons

Students Ages 4+

Individual music lessons are provided by [B&B Music](#) and are available for students ages 4 and older. Music lessons are offered for piano, guitar, violin, bass, saxophone, voice, and drums. Students who are signed up for music lessons may attend After School on the day of their lesson. ,

Start date: September 9, 2019

Monthly rate: \$110 billed by B&B Music (+\$20 site fee billed by CMI for those not enrolled in After School)

First payment due: August 26, 2019

How to enroll: [Visit this page to enroll.](#)

Making Payments for Lunch, Before School, and After School with Kinderlime

CMI accepts payments through [Kinderlime](#) so that we can provide families with an accurate, efficient, and user-friendly experience.

Kinderlime allows families to easily sign their children out of after-school programs using the iPad kiosks in the CMI lobby. Each family will receive a unique four-digit PIN. Families will use this PIN to sign children out of ECD activities each day. Families can also add authorized pickups for other caregivers and manage carpools from the parent dashboard.

Families will receive invoices for Extended Creative Day services, school lunches, and other incidental charges (e.g., replacement parking passes, field trip fees) through Kinderlime. The billing system allows families to do the following:

- Make secure online payments through their computers or mobile devices
- Set up recurring payments

- View a detailed accounting of their use of a particular service (e.g., meals, Before School, After School).
- Download transaction statements for FSA or tax purposes.

You will receive information from Kinderlime, via email, about setting up your account once we have added your family to the system. If you have not received this information by Monday, August 13, 2019, please contact Shannon Smith, Extended Creative Day coordinator, at Shannon.Smith@creativemindspcs.org.

Summary Table <i>Payment and Enrollment for All Activities and Services</i>					
Program or Activity	Full Price	Reduced Price	Payment Term	How to Enroll	Payment Start Date
School Lunch	Billed per meal-service day, monthly; \$5.50 per lunch See table above.	Free	Monthly	<i>Free and Reduced-Price Meals:</i> complete the English or Spanish application; no exceptions. To purchase lunch visit this page .	August 20, 2019
Before School	\$150	\$75	Monthly	Visit this page to enroll.	August 12, 2019
After School for Preschool–4th Grade	\$350	\$125	Monthly	Visit this page to enroll.	August 12, 2019 Preschool starts on August 29.

Partial After School for Preschool–4th Grade	\$275	\$100	Monthly	Visit this page to enroll.	August 12, 2019 Preschool starts on August 29, 2019.
Middle School Creative Clubs: 5th–8th Grades	\$200	\$100	Monthly	Visit this page to enroll.	August 12, 2019
Music Lessons	\$125 billed by B&B Music (+ \$20 site fee billed by CMI for those not enrolled in After School)	\$110 billed by B&B Music (+ \$20 site fee billed by CMI for those not enrolled in After School)	Monthly	Visit this page.	August 12, 2019
Preschool–4th Grade Creative Clubs	\$255	\$125	Per 14-week club session	Visit this page to enroll.	August 12, 2019

Questions or Concerns about Extended Creative Day?

If you have questions or concerns about any of these activities, including questions about billing and enrollment, please contact our Extended Creative Day coordinator, Shannon Smith, at Shannon.Smith@creativemindspcs.org.

CMI Directory Information and Photo/Media Opt-out Form

If you do not want CMI to disclose any or all of types of information designated as directory information (see below) from your child’s education records without your prior written consent, you must notify CMI in writing by **August 26, 2019**. Your signature on this form will serve that purpose. If you choose to complete this form, please return it to the front desk. **Those with no objections do not need to complete this form. Please be aware that if you have not signed and returned this form, it is assumed that you have no objections.**

The **Family Educational Rights and Privacy Act (FERPA)**, a Federal law, requires that CMI, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, CMI may disclose appropriately designated “directory information” without written consent, unless you have advised CMI to the contrary in accordance with CMI’s procedures. The primary purpose of directory information is to allow CMI to include this type of information from your child’s education records in certain school publications. Examples may include the following:

- Drama, athletics, or music programs
- The annual yearbook or family directory
- Honor roll or other recognition lists
- Team rosters or class lists
- Graduation programs
- Videos of performances, school activities, or athletic events

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, may also be disclosed to outside organizations without a parent’s prior written consent.

CMI has designated the following information as directory information:

- Student’s name
- Address
- Telephone number
- Email address (parent/guardian’s or students’)
- Photo
- Date and place of birth
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Objection to the Release of Directory Information

You have the right to choose whether your student’s directory information is released. If you want to limit the disclosure of directory information about your child, please check one or both boxes below. Note that this selection is only for the 2019–2020 school year. **Please check the opt-out option(s) applicable to you:**

- Directory information opt-out:** CMI may NOT provide my child’s information, including grade level, address, parent email addresses, or telephone numbers, to other organizations, companies, or individuals, including other parents in my child’s class or members of the Creative Families Association (CFA). *(Note that this option means that a student’s information [grade level, address, parent email addresses, and telephone numbers] will not be included in any print or electronic publications, with the exception of the CMI Family Directory—please see below).*
- Directory information allowed only for the CMI Family Directory:** By checking here, I choose Directory Information Opt-out, as described above, but as an exception, I DO grant permission to CMI or the CFA to include my child’s information (grade level, address, parent email addresses, and telephone numbers) in the family directory to be produced by CMI or the CFA and to be distributed among CMI families for personal use. I am aware that this directory will be made available online, with access given only to CMI community members.
- Photo/media opt-out:** CMI may NOT feature my child’s name, likeness, or voice in any television, video, or audio recording; broadcast; website; social media post; or still photograph production produced by CMI. I am aware that as a matter of policy, CMI does not publish students’ names in conjunction with their photos. I am also aware that CMI cannot control the recording or photographing of students by attendees of CMI events, such as performances or ceremonies, and that this option will not exclude my child from a yearbook.

Signature of Parent/Guardian: _____ Date: _____

Printed Name of Parent or Guardian: _____

Name(s) of Student(s) and Grade(s): _____

Appendix A: School Leadership & Administration

See "[A Family Guide to CMI](#)" for more information on whom to contact about specific needs.

Executive Leadership	
Charles (Chuck) Jackson Executive Director	Chuck.Jackson@creativemindspcs.org
Nayamka Long Chief Academic Officer	Nayamka.Long@creativemindspcs.org
Craig Bednarovsky Chief Operating Officer	Craig.Bednarovsky@creativemindspcs.org
School Administration	
Abby Sheffer Director of Lower School	Abby.Sheffer@creativemindspcs.org
Lorna Dill Director of Middle School	Lorna.Dill@creativemindspcs.org
Andy Charrier Director of Technology	Andy.Charrier@creativemindspcs.org
Amita Lathigra Director of Inclusion	Amita.Lathigra@creativemindspcs.org
Maura Hoyson Special Education Coordinator for Preschool–3rd Grade	Maura.Hoyson@creativemindspcs.org

<p>Amy Nicholson Special Education Coordinator for 4th–8th Grades</p>	<p>Amy.Nicholson@creativemindspcs.org</p>
<p>Operations</p>	
<p>Heather Hesslink Director of Operations & Compliance</p>	<p>Heather.Hesslink@creativemindspcs.org</p>
<p>Margaret Ward Director of Grants & Development</p>	<p>Margaret.Ward@creativemindspcs.org</p>
<p>Shannon Smith Extended Creative Day Coordinator</p>	<p>Shannon.Smith@creativemindspcs.org</p>
<p>Carlos Garcia Operations & Finance Manager</p>	<p>Carlos.Garcia@creativemindspcs.org</p>
<p>Aura Matias Registrar</p>	<p>Aura.Matias@creativemindspcs.org</p>
<p>César Espinoza Reception / Operations Assistant</p>	<p>Cesar.Espinoza@creativemindspcs.org</p>
<p>Ana Pereira Cafeteria Coordinator</p>	<p>Ana.Pereira@creativemindspcs.org</p>
<p>Cazzandra Costa Finance & Operations Assistant</p>	<p>Cazzandra.Costa@creativemindspcs.org</p>