



A SAFE START  
TO A STRONG YEAR

# Welcome Packet *for* Remote Learning

Creative Minds International Public Charter School

School Year 2020–21

# Table of Contents

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

## Essential Information

3. [Back-to-School Events](#)
  - a. Backpack Distribution
  - b. Technology
  - c. Family Orientations & Grade-Level Meetings
4. [School Meals](#)
  - a. Opt in for Meal Delivery during Remote Learning
  - b. [Free and Reduced-Price Meals Application](#)
5. [Appendix: Contact Information](#)

## Helpful Links

1. Free and Reduced-Price Meals (FARM) Application: [English](#) | [Spanish](#) | [Amharic](#)
2. [Academic Calendar 2020–21](#)
3. [Campus Pass: Application](#)
4. [Map, Directions to Campus & Parking](#)
5. [School Leadership & Administration: Contact Information](#)
6. [Continuous Learning and Recovery Plan](#)
7. [Student & Family Handbook](#)
8. [Creative Families Association](#)

# Start-of-the-Year Checklist for Remote Learning

Use this checklist to make sure you're prepared for the 2020–21 school year!

TASK	COMPLETE
Read this entire document.	
Complete a free and reduced-price meals (FARM) application, if applicable.	
Opt-in for home delivery of meals in writing, if applicable.	
Enroll in paid school meals, if applicable.	
Request a parking pass, if you have not already done so.	
Request an interim laptop or a WiFi hot spot (if needed).	
Pick up an interim laptop or a WiFi hot spot, if applicable, and a Ready-to-Learn Adventure backpack (one per student).	

# Welcome to Creative Minds International Public Charter School!

August 21, 2020

Dear Creative Minds Families,

Welcome to the 2020–21 school year! Yes, we’re beginning the year in a nontraditional way, on August 31, with all students on a virtual schedule. But I am confident that the work of Creative Minds staff and teachers over the last few months means that our students will be deeply engaged in a flexible, developmentally appropriate education program that promotes their growth and learning.

This Welcome Packet offers essential information for starting the year remotely. Before we return to the school building for in-person learning, we’ll share an expanded packet that includes details on at-school topics like parking and in-person community events.

Please read this packet carefully and make sure to complete the tasks in the checklist on the previous page. If you have any questions, please don’t hesitate to [contact a member of our administration](#). We are here to help you get ready for the new school year.

Our check-in point, when we’ll consider whether in-person learning is safe for our school in 2020, is early October. Even though we won’t be together in person when school starts, we’ll be learning, building community, and nurturing social-emotional skills together. All of us at Creative Minds look forward to being with your children for online classes in only ten days. See you on August 31!

Best,

*Chuck Jackson*  
Executive Director

# Back-to-School Events

## Backpack Distribution & Technology

### Books, Backpacks & School Supplies

Backpacks are Ready-to-Learn Adventure Kits that contain books, school supplies, and other resources for the start of the school year. We'll distribute a backpack for each student on these dates, at school:

- Wednesday, August 26, from 9:00 a.m. to 3:00 p.m.
- Thursday, August 27, from 1:00 p.m. to 7:00 p.m.

You are free to attend either event, at whatever time your schedule permits. To help ensure an efficient pickup process, and to maintain social distancing, we suggest the following dates and times, on the basis of your older child's grade:

- Preschool: Wednesday, 9 a.m. to 12 p.m.
- Kindergarten–2nd grade: Wednesday, 12 p.m. to 3 p.m.
- 3rd–4th grade: Thursday, 1 p.m. to 3 p.m.
- 5th–6th grade: Thursday, 3 p.m. to 5 p.m.
- 7th–8th grade: Thursday, 5 p.m. to 7 p.m.

### Technology

Digital devices for remote learning—an iPad, Chromebook tablet, or Chromebook laptop for each student, depending on grade level—will arrive after the school year begins. We'll share pickup dates for these devices soon. In the meantime, we're offering interim laptops to any families that need them. We're also offering WiFi hot spots to families that don't have reliable internet connections.

[Request an interim laptop, or a WiFi hot spot](#), by August 24, at 10:00 a.m. to pick up your device on August 26 or 27, at a distribution event .

### Logistics: Pickup Events

Our pickup procedures have been designed for social distancing, which staff will enforce. **Everyone two years and older must wear a face mask** when visiting campus. Backpack distribution will be as contactless as possible.

If you are driving, enter and exit campus through [Harewood Gate](#). When entering, you'll show your campus pass or government-issued ID at the guard house and then proceed to the carpool lane; staff will be on hand to direct you.

Backpack pickup will happen from your car. You will sign a form acknowledging receipt and then open your trunk; a staff member will place the backpack inside.

If you're walking or bicycling onto campus, enter and exit through Eagle Gate. After entering, proceed to the grassy area next to the side entrance of the school building, where you'll find tables set up. Staff will direct you in signing an acknowledgement form and then will retrieve your child's backpack.

## Family Orientations & Grade-Level Meetings

The Lower School and Middle School teams are hosting orientations, with program directors, and grade-level meetings, with teachers. There will be two sessions for grade-level meetings; the content for both sessions will be the same.

[Visit this page for Zoom links and sign-in information.](#)

### **Lower School: Monday, August 31**

**Orientation with Abby Sheffer, Director of Lower School**

6:00 p.m.–6:25 p.m.

#### **Grade-level Meetings**

*Preschool & Prekindergarten, Kindergarten, 1st Grade, 2nd Grade, 3rd Grade, 4th Grade*

- Session 1: 6:30 p.m.–6:55 p.m.
- Session 2: 7:00 p.m.–7:25 p.m.

### **Middle School: Tuesday, September 1**

**Orientation with Lorna Dill, Director of Middle School**

6:00 p.m.–6:25 p.m.

#### **Grade-level Meetings**

*5th & 6th Grades, 7th & 8th Grades*

- Session 1: 6:30 p.m.–6:55 p.m.
- Session 2: 7:00 p.m.–7:25 p.m.

## Parking Passes

All families must have a school-issued campus pass, a requirement for entering the AFRH campus by car, by bicycle, or on foot. This pass also allows families to park in [Lot 5](#), during designated hours.

If you completed an application form as part of the enrollment process, you'll receive your pass on August 26 or 27, in your child's backpack. If you need a campus pass but haven't submitted an application, please complete [this form](#) and email it, with a copy of your vehicle registration and driver's license, to [frontdesk@creativemindspcs.org](mailto:frontdesk@creativemindspcs.org).

## Student & Family Handbook

[Find our \*Student & Family Handbook\* here.](#) We will also distribute a printed version in children's backpacks on August 26 and August 27 at our pickup events.

It is your responsibility to read the *Student & Family Handbook*, and any revisions, and to comply with the policies found within.

## School Meals

### Meal-Delivery during Remote Learning

After school starts, on August 31, we'll be providing weekly deliveries of five breakfasts and five lunches to Creative Minds students who register for our meal-delivery program.

Students who have qualified for free and reduced-price meals (FARM) receive free breakfast and lunch. Students who have not qualified for FARM receive free breakfast and pay \$5 per lunch..

Meal delivery begins on Wednesday, September 2, for all students who have enrolled in the program. [See the menu for September](#), from Top Spanish, our program partner.

The last delivery for the current (spring/summer) free-meals program will happen on August 26. If you're enrolled in the current program, you'll need to register for the new program to continue receiving meals.

Register for our meal-delivery program by submitting our form, [in English](#) or [in Spanish](#). Or email [frontdesk@creativemindspcs.org](mailto:frontdesk@creativemindspcs.org) to enroll.

Our meal-delivery program will continue for as long as students are learning remotely. There is no application deadline. Whenever you enroll, submit the sign-up form by 2:00 p.m. on a Thursday to begin receiving deliveries the next week. To receive the first delivery, on September 2, please enroll by August 27, at 2:00 p.m.

Note that only Creative Minds students are eligible for this program. To receive free breakfast and lunch, students must have qualified for FARM in 2020–21. If you believe your child qualifies for FARM but you haven't yet applied, please see the next section for information on submitting an application.

### Free and Reduced-Price Meals 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 and submit an application for us to determine whether you are eligible for free or reduced-price meals (FARM).

Download the application in [English](#), [Spanish](#), or [Amharic](#). **Families who qualified last year must reapply to be eligible for the benefit in 2020–21.** Submit your application to [frontdesk@creativemindspcs.org](mailto:frontdesk@creativemindspcs.org).



We urge families to consider applying for FARM. If you are deemed eligible for free or reduced-price meals, you will also receive discounts on Before School, After School, and Creative Clubs when we return to in-person learning.

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

## Purchasing School Lunch

If you do not qualify for FARM and would like to participate in our meal-delivery program on a monthly basis, [please sign up here](#). Students will receive five breakfasts and five lunches each Wednesday. Lunches will be billed at a rate of \$5.00 per school day. 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.**

## Questions or Concerns about School Lunch

Creative Minds is an [equal opportunity provider](#). If you have questions about school lunch, please contact [frontdesk@creativemindspcs.org](mailto:frontdesk@creativemindspcs.org) or call (202) 588-0370.

## Appendix: Contact Information

See “[A Family Guide to CMI](#)” for more information on whom to contact with questions and concerns.

<b>Executive Leadership</b>	
<b>Charles (Chuck) Jackson</b> Executive Director	<a href="mailto:Chuck.Jackson@creativemindspcs.org">Chuck.Jackson@creativemindspcs.org</a>
<b>Nayamka Long</b> Chief Academic Officer	<a href="mailto:Nayamka.Long@creativemindspcs.org">Nayamka.Long@creativemindspcs.org</a>
<b>Craig Bednarovsky</b> Chief Operating Officer	<a href="mailto:Craig.Bednarovsky@creativemindspcs.org">Craig.Bednarovsky@creativemindspcs.org</a>
<b>School Administration</b>	
<b>Abby Sheffer</b> Director of Lower School	<a href="mailto:Abby.Sheffer@creativemindspcs.org">Abby.Sheffer@creativemindspcs.org</a>
<b>Lorna Dill</b> Director of Middle School	<a href="mailto:Lorna.Dill@creativemindspcs.org">Lorna.Dill@creativemindspcs.org</a>
<b>Andy Charrier</b> Director of Technology	<a href="mailto:Andy.Charrier@creativemindspcs.org">Andy.Charrier@creativemindspcs.org</a>
<b>Amita Lathigra</b> Director of Inclusion	<a href="mailto:Amita.Lathigra@creativemindspcs.org">Amita.Lathigra@creativemindspcs.org</a>
<b>Operations</b>	
<b>Heather Hesslink</b> Director of Operations & Compliance	<a href="mailto:Heather.Hesslink@creativemindspcs.org">Heather.Hesslink@creativemindspcs.org</a>
<b>Margaret Ward</b> Director of Grants & Development	<a href="mailto:Margaret.Ward@creativemindspcs.org">Margaret.Ward@creativemindspcs.org</a>

<b>Shannon Smith</b> Extended Creative Day Coordinator	<a href="mailto:Shannon.Smith@creativemindspcs.org">Shannon.Smith@creativemindspcs.org</a>
<b>Carlos Garcia</b> Operations & Finance Manager	<a href="mailto:Carlos.Garcia@creativemindspcs.org">Carlos.Garcia@creativemindspcs.org</a>
<b>Jenn Andruzzi</b> Manager of Marketing & Communications	<a href="mailto:Jenn.Andruzzi@creativemindspcs.org">Jenn.Andruzzi@creativemindspcs.org</a>
<b>General (nonacademic) questions or concerns</b>	<a href="mailto:frontdesk@creativemindspcs.org">frontdesk@creativemindspcs.org</a>