

FROM THE DESK OF: Evelyn P. Savory, Principal  
DATE: August 15, 2021  
TO: Parents & Guardians

RE: More Preparation Updates & Reminders

Greetings, RMES Family!

I trust everyone had a wonderful summer vacation and feels rejuvenated and ready to start the new school year. Whether you are returning or are new to Ruth Murdoch Elementary School (RMES) I want to officially welcome you to our school where you will find a family setting and a nurturing learning community, supported by teachers, church and fellow parents who unite to bring children closer to God. We are looking forward to a productive partnership with you to ensure our students achieve their highest potential academically, socially, physically, and spiritually. Our dedicated, hardworking teachers and staff are committed to providing a Christ-centered, rigorous, and engaging learning environment where every child can experience success.

**Please take a few minutes to read the following updates:**

· **Work Bee:** Today's WORK BEE was a resounding success! To God be the glory, we accomplished all, but one item on the Work Bee agenda. Thanks to the 56 individuals, including, parents, students/children, faculty, staff, family members, and friends who took time out of their busy weekend schedules to come and lend a helping hand. We are profoundly grateful for the work that they have done. There is no way some of the tasks could have been achieved without the extra hands and people power. Please know that your contribution has made a difference for the faculty, staff, and administration as we prepare for another school year of uncertainties.

· **Parent Orientation:** Thursday, **August 19, 2021, 6:30 – 7:30 p.m.** This meeting is for parents of ALL Grades (K-8). Join us in person or virtual to meet our faculty, staff, and fellow parents, obtain pertinent information that impacts the entire school population and helps provide a head start in plans for the 2021-2022 school year, as well as learn how to better support your child through a successful and enjoyable learning journey. At this point I would like to acknowledge that we have a conflict with University President's address scheduled on the same day around the same time. Sincerest apology to RMES parents who are faculty and staff members at the University. Realizing that AU and RMES meeting time overlaps, I have made a change in the time for Parent Orientation, from 6:00-7:00 to 6:30 to 7:30 p.m. Hoping everyone would be able to join us to receive information first-hand and get answers to your questions. I invite our new parents, to please make every effort to attend. Please see at the end of this memo for the Zoom information.

· **Volunteers Needed for RMES BCYF Booth:** The Berrien County Youth Fair starts tomorrow, August 16 through August 21, 2021. We have reached out for volunteers to cover RMES booth and got some favorable responses. Thank you, parents and faculty who have already signed-up. We still need the help of seven more volunteers to maintain consistent coverage at RMES booth. If you are available and can help cover RMES booth during any of the times listed, below, please let us know. Volunteers will receive a **Free Ticket** to enter the Fair and all we ask

is for him/her to stay for the allotted time to share information and answer questions about our school. If you can help, please contact Cyndi at the school office at (269) 471-3220 to register the day and time you would like to volunteer. Time slots are (M-F 11:00 am-1:30pm/4:30-7:30pm/7:30-10:30pm). The same times work for Saturday except the last time slot is 7:30-11:00pm.

### **More Pertinent Preparation Updates & Reminders for the New School Year:**

· **First Day of School & Parent Breakfast:** Monday, August 23, 2021, is the first day of school. Unfortunately, due to COVID-19 we will not do our customary parent meet and greet over continental breakfast. Nonetheless, we would like to encourage parents who would like to stick around to see their children enter in safely to their respective class and teacher, to feel welcome to do so. Parents are welcome to sit and chat under the awning.

· **Arrival and Dismissal Times:** Please take note: Monday – Thursday the school day at RMES goes from 8:15-3:30 p.m. and on Fridays to 12:15 p.m. As we did last year, to help parents get to work in a timely manner, the first bell and early access into the building will begin every day at 7:55 a.m. This will give students and teachers time to prepare for the day. The second bell will ring at 8:15 a.m. At that time, we expect all students (K-8 grade) to be in their classroom, seated and ready for the official start of the day. On Fridays, school ends at 12:15 p.m. We encourage students to arrive at school by 8:05 to be on time for beginning activities of their class.

### **Arrival & Departure - Traffic Flow**

• Traffic flow in and out of the RMES campus presents a challenge both to safety and efficiency. Please help us make arrival and departure a safe experience for all by getting acquainted with the traffic signs and instructions of those directing traffic.

• In addition, each family has been given 2 blue cards with a traffic number for use at pick-up time. Drivers, please have your traffic number in a **visible place**—driver's side front windshield. Help your students learn your number.

- Like we did last year, there will be two traffic flow lines for drop-off and pick-up.
- K-2 Drop-off and Pick-up--use the first entry (enter at parking lot).
- 3-8 Drop-off and Pick-off--go straight towards the gym.
- Drop-off & Pick-up at the curbside of the gym (3-5) OR curbside of the main entrance (K-2)
- An adult or Student Safety Guard will put students in their car.
- At dismissal students will wait in their classrooms until the number is called.
- Students who walk and ride will be dismissed before traffic number calling begins. They are to immediately leave the school grounds.
- Please see the Handbook for more information about arrival & dismissal.

· **Extend Education:** Extend-Ed is the after-school program for students enrolled at RMES. Extend-Ed will resume with the usual schedule: Monday-Thursday 3:45-5:30 P.M. and Friday 12:30-3:30 P.M.

· **New Extend-Ed Director:** We are excited to introduce you to our new Extend Ed Director, Mrs. Yasmine Merchan Garcia. Mrs. Merchan Garcia is a recent graduate of Andrews University. She is an experienced teacher, a committed Seventh-day Adventist, and holds a Master of Educational Psychology, specialization Developmental Psychology, Bachelor in Basic

Education, and Diploma in Education from Libre University, Columbia, her native land. Please help me welcome Mrs. Merchan Garcia to RMES. She will provide supervision for the Extend Ed program. We believe Mrs. Garcia will be a positive influence for the after-school program and our entire school.

- **Important Note for Day 1:** On the first day of school, students will enter the building at their designated entrance closest to their classrooms (K-2 Main Entrance; Grades 3-5 C-Wing Entrance; Grades 6-8 Gym Entrance). Students are to assemble in lines by grade order. Marks would indicate where the line for each grade should begin.
- More details will be at Parent Orientation.
- **See you on Thursday, August 19, 6:30 p.m.**

Thank you for your cooperation.

“So do not fear, for I am with you; do not be dismayed, for I am your God. I will strengthen you and help you; I will uphold you with my righteous right hand.” Isaiah 41:10 NIV