

# MILL HILL ELEMENTARY SCHOOL

635 MILL HILL TERRACE, SOUTHPORT, CONNECTICUT 06890  
KEVIN CHASE, PRINCIPAL  
PHONE 203.255.8320 • FAX 203.255.8205  
WEBSITE: <http://fairfieldschools.org/schools/mh>



**FAIRFIELD  
PUBLIC SCHOOLS**

August 17, 2015

Dear Parents/Guardians:

It is with great excitement that I welcome you to the 2015-2016 school year at Mill Hill Elementary School! I've been busy over this summer getting ready for that first day which is just around the corner! I'd like to share some information with you to help make the school year begin successfully.

Our first day of school is **Thursday, September 3, 2015**. **All students** will begin at **8:55 AM** and will be **dismissed at 3:30 PM, including kindergarten students**. There will be a PTA First Day Parent Reception in the APR at 9:15 AM.

Bus service to and from school will begin for all children on the first day of school. The bus routes will be posted in the local papers and on <http://fairfieldschools.org/parent-resources/transportation/> Please have your child at the bus stop at least five minutes before the scheduled pick-up time. Also, please be aware that the buses are often late the first few days, as the drivers typically are working to become familiar with their routes.

Students who ride the bus will enter the building through the front entrance where they are dropped off and walk directly to their classrooms. The one exception to this is on the first day when all kindergarten students will meet their teacher on the cement pad outside the doors of the kindergarten wing. This is only for the first day, however. If you are driving your child, please be sure to use the *student drop-off area on the rear side of the school (to the right)*. Staff members will be at both entrances to greet students and to help them find their classrooms. Students should not arrive at school prior to 8:45 AM. At the end of the day, all students will be dismissed to their buses. You must notify your child's teacher ahead of time if there is an alternate plan in place for dismissal (afterschool program, pick-up). If you plan to pick up your child at dismissal time, please park your car in a **legal parking spot** and pick your child up from the rear entrance to the gymnasium.

Our staff have worked diligently on the class placement process. It is thoughtful, collaborative, and takes into account your child's needs. **We will not entertain any requests for a change of class placement**. Thank you for your cooperation and understanding. **Class assignments will be posted on Infinite Campus (IC) Tuesday, August 25, prior to the end of the day**. There is not a specific time as to when on Tuesday. We are planning a scattered release so as to not overwhelm the IC servers.



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The three days before school starts are very busy for the teachers and staff. We have several meetings planned, and we ask that you respect this as time for teachers to use to get ready for our students. We will have an opportunity for families to come to school prior to the first day. On Wednesday, September 2, from 11:30 – 12:00, we will be opening the school for students to visit their new teachers and see their classrooms. Additionally, you are all invited to join representative members of the PTA and me in the APR for a welcome-back reception, beginning at 9:15 on the first day of school.

Sincerely,  
Kevin Chase

a Home   
for the  
Mind & Heart  
MILL HILL SCHOOL

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## Opening Information

**Meet & Greet:** On Wednesday, September 2, from 11:30-12:00, we will have an open house for all students to meet their teachers and classmates.

**Parent First Day PTA Reception:** Everyone is welcome to join us for refreshments in the All-Purpose Room at 9:15 A.M. on the first day. This is a perfect opportunity to say hello to everyone and sign-up for some great volunteer opportunities for the year. Volunteers add a wonderful dimension to our school community. We hope you'll be able to join us.

**Changes in Staff to Date:** We wish Mrs. Huff the best in her retirement! Additionally, Mrs. Hellthaler has moved to 4<sup>th</sup> grade.

**Summer News:** Thank you to the Town of Fairfield for installing a new ADA compliant walkway to our Kyle Winslow All-Abilities Playground. At this point, the walkway is installed and a railing will be installed to bring everything up to building code requirements.

Bids are currently being received by our Construction, Safety, and Security Supervisor, Sal Morabito, for the installation of security fencing to surround the rear of the building in order to provide an even safer environment for our students going in and out of the portable classrooms. I will keep our community informed of the progress of this project as I learn more.

The school is sparkling with its newly painted hallways and the APR will be painted as well. Of course, it shines extra bright due to the efforts of Mr. Piccolo, Mr. Weiss, and Mr. Avila. We will, of course, remember to S.O.A.R. and keep it that way!

Our last bit of news is for our 5<sup>th</sup> graders. We have decided to departmentalize our 5<sup>th</sup> grade. I have monitored the efforts of other FPS elementary schools' models of this and have spoken with other principals on this topic. We will have three sections of 5<sup>th</sup> grade next year, with each teacher having a homeroom class. The 5<sup>th</sup> grade teacher assigned to your child in IC will be their homeroom teacher *and* their Science/Social Studies teacher. The remaining subjects will be taught with each teacher teaching one subject. Mrs. Fulton will be teaching Reading, Mr. Shire will be teaching Math, and Mr. Zankel will be teaching Writing. I will be providing our 5<sup>th</sup> grade staff with all of the necessary supports they need to make this transition as smooth as possible and, most importantly, allow for the successful development of a productive learning environment for our students.



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**First Day of School Arrival:** The first day of school is an exciting day for students, parents and staff at Mill Hill. All teachers, except Kindergarten teachers, will greet students at their classroom doors. Our PTA has funded the purchase of classroom banners that will be hung outside the classroom doors. Kindergarten teachers will greet their students in the front of the school by the entrance to the kindergarten wing. Bus students will be asked to remain seated until a staff member boards the bus and dismisses them into the building. After kindergarten children are escorted from the bus to their teacher, older students will then be let off the bus by grade. Students whose classrooms are in the back of the school will enter the school through the main entrance and proceed through and exit in the APR. Staff will be available with class lists to help children who have doubts as to where to go. First through fifth grade students will be invited into their classrooms as they arrive.

**Open House/Curriculum Night: Save the Date!!!** We invite parents join us on Wednesday, September 9, at 7:00 PM, beginning in classrooms. So, please mark your calendars to attend this important evening to meet with your child's teacher and hear about the curriculum expectations for the year.

**FPS & Mill Hill Policies and Procedures:** You can find a link to the most recent *Family Handbook* on <http://fairfieldschools.org/parent-resources/family-guide/> In it you will find important information regarding the operation of the Fairfield Schools. Additionally, you can find a **NEWLY REVISED VERSION** of the Mill Hill Family Handbook on our webpage <http://fairfieldschools.org/schools/mh/> In it you will find supplemental materials more specific to the operation of Mill Hill. In order to maintain a safe and secure environment for everyone, please follow the guidelines and procedures established by the school administration. Thank you all in advance for your support in this matter.

**Infinite Campus:** It is important for you to sign in to Infinite Campus and regularly monitor your account. This is our regular means for communication.

**Absentee Call-In Program:** Please call 255-8415 if your child is going to be absent.



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## Beginning Dates to Remember

Tuesday	9/1	5:00	PTA Welcome Back to School Event at playground
Wednesday	9/2	11:30-12:00	“Meet & Greet” your teachers and classmates
Thursday	9/3	8:55	First Day of School-Full Day
		9:15	PTA First Day Parent Reception in All-Purpose Room
Monday	9/7	----	Labor Day – No School
Wednesday	9/9	7:00PM	Open House/Curriculum Night for Grades K-5
Monday	9/14		Rosh Hashanah – No School

