

**Dear Parents and Guardians of incoming 2022-2023 Kindergarteners:**

**The Carlos Gilbert PTK (Parents! Teachers! Kids!) welcomes you to the Carlos Gilbert Elementary community!**

**The purpose of the PTK is to support, encourage, and enrich the educational, creative, and social experience of Carlos Gilbert Elementary School (CGE). We are involved parents interested in giving the best to our children by being an integral part of their school. The PTK works hand in hand with the school principal, Kim Pietrocci, and staff to make programs available to our children in the school through various fundraisers. We also help facilitate certain school events.**

**In order to help you navigate your way through the first year at Carlos Gilbert, the PTK has prepared this package for you to familiarize your family with this new and amazing school community that has provided three generations of Santa Fe families a high-quality education for over 60 years. The PTK is here to help you, your family, and your children and would love to have you on our team!**

**The PTK wants to help you to be the change you wish to see in your community by empowering you to take an active role in the educational, creative, and social success of your child. Welcome to Carlos Gilbert Elementary, *where a great school is a community project.***

**The Carlos Gilbert PTK**  
[www.carlosgilbertptk.com](http://www.carlosgilbertptk.com)



## **Leadership**

Kim Pietrocci, Principal [kpietrocci@sfps.k12.nm.us](mailto:kpietrocci@sfps.k12.nm.us)  
Bernadette Cortez, Secretary [bcortez@sfps.k12.nm.us](mailto:bcortez@sfps.k12.nm.us)

## **Carlos Gilbert Start/End Times (*Kinder release time is 10 mins prior to 1-6 grades*)**

M-TH 8:15 am - 3:00 pm (Kinder release 2:50)

Friday 8:15 am - 12:45pm (Kinder release 12:35)

## **Drop Off/Pick Up Policy and Procedure**

Kinder parents can bring their children to the classroom and pick them up from the classroom every day. An older sibling is permitted to drop off or pick up your Kinder with written permission from the parents or guardian. Please give that permission directly to the teacher.

## **Parking**

Parking can be a challenge in the downtown area and is especially so for Kinder parents who walk their children in and out of school every day. There are some visitor parking spots in front of the school, although please be mindful not to park in a spot that is designated for staff. Short term parking is allowed on the side streets where there are meters (Jefferson, Catron, and Griffin all have meters). It is also allowed along the curb where it is painted green and/or there is signage posted. Parking is allowed in those areas between:

- **7:50 am and 8:35am**
- **2:25pm and 3:35pm**

Any vehicles parked in these areas outside of those times may be ticketed. There is **NO** parking allowed in the one-way "parent pickup lane" directly in front of the school. This lane is designated for 1st - 6th grade children *drop off/pick up ONLY*.

## **Crosswalks**

Please use the crosswalks when crossing the street and school parking lot onto the campus and follow the instructions of the crossing guards. There are SFPS designated crossing guards to help with safe passage across the street. Teachers who are working morning duty (designated by orange vests) will facilitate crossing the parking lot through the crosswalk.

## **Tardy Policy and Procedure**

Students are tardy after 8:15 am. If your student is tardy, you must accompany them to the school office for a "Tardy Slip" which the child will take to their classroom teacher. This is an important step, because the tardy slip will prompt the teacher to change the absence to a tardy on your child's records.

## **Sick/Absent Policy and Procedure**

If your child is absent due to illness or other reasons, parents need to report this to the school secretary, Bernadette Cortez, at 467-4700, so she may mark their absence as excused. Parents may leave a message if no one is available to answer.

## **Visitor and Volunteer Policy and Procedure**

Anyone who visits or volunteers at the school at any time during the school day (besides drop off and pick up) must first sign in at the front office and wear a visitor or volunteer badge for the duration of their stay. For the safety of our children, all the doors will be locked during school hours, except for the main entrance off Catron.

## **School Supplies**

[School supply lists](#) are provided by SFPS and list the supplies students should bring on the first day of school.

Additional items might be requested by your Kindergarten teacher and will be conveyed through their preferred method of communication. Extra supplies are always appreciated.

## **Dress Code**

SFPS does not follow a standard dress code.

## **Lunch**

- Children can bring their own lunch or buy lunch at school. [Read more about lunch options and how to apply for free or reduced lunch here.](#)
- Parents are welcome to eat lunch with their children in the cafeteria. Each lunch period is 25 minutes after which there is a 15 minute recess.
  - **Kinder & 1st Grade: 11:05 am-11:45am**
  - **2nd, 3rd, & 4th Grade: 11:35am-12:15pm**
  - **4th, 5th, & 6th Grade: 12:05pm-12:45pm**

## **Up-to-date Parent Contact Information**

In the event your child is sick, injured, or in case of an emergency, the school will use the information you provided during registration to make contact. Make sure your contact information is complete and updated. **If any of that information has changed since registration, please update that with Bernadette in the front office ASAP.**

## **Authorized Pick-up List**

For the safety of your child, the school will not release him/her to anyone who has not been approved by you to pick up the child. The persons listed as your emergency

contacts can pick up your children. The teachers will also collect their own information during Kinder Kick-Off.

### **After School Care**

CGE does not currently have an onsite aftercare program.

### **Snow Days/Early Pick-up**

For safety reasons, SFPS may determine that a cancellation, delayed start, or early dismissal is necessary. These announcements are made through the SPFS website, local radio & TV stations or SMS or email system.

### **School Nurse & Health Assistant**

This year CGE will have both a school nurse and a health assistant. The nurse's office is adjacent to the front office. Both the school nurse and the health assistant will perform triage if your child is sick or injured in order to determine if the child should go back to class or they will contact you to pick the child up from school. The school nurse also performs vision & hearing screening and checks vaccination records.

**The SFPS Transportation Department** facilitates a bus route for in-district Carlos Gilbert students. For information about the bus program, call 467-3500.

### **School District Calendar**

SFPS District calendar can be found online at [2022-2023 SFPS Calendar](#).

### **PTK Meetings**

PTK meetings are typically held on the first Wednesday of the month. Historically meetings have been held at 8:00 am. Watch in the e-blast for the next meeting date.

### **PTK Executive Board and Committees**

PTK membership and the Executive Board are composed entirely of parent and guardian volunteers. The PTK has an Executive Board made up of the following persons for the 2022-2023 school year:

- President           Jana Amacher [jana@carlosgilbertptk.com](mailto:jana@carlosgilbertptk.com)
- Vice-Presidents   Sarah LeBlanc  
                              Erika Fleetwood

- Treasurers            Maggie Moore, [maggie@carlosgilbertptk.com](mailto:maggie@carlosgilbertptk.com)  
Alison Walcott, [alison@walcottlaw.com](mailto:alison@walcottlaw.com)
  
- Secretaries            Steven DeGraeve  
Libby Lokey

## **PTK Members**

All parents and caregivers are invited to be a part of the PTK. Your involvement in terms of time and energy can be as much or as little as you can offer. No matter the time, the rewards to your children are immense! There is a place for everyone in the PTK!

The following are established committees within the PTK. If you would like to volunteer to chair or be a member of any of these groups, please email [Sara](#)..

- Communications
- Hospitality
- Fundraising
- Outdoor Classroom
- Room Representatives
- T-Shirt Coordinator
- In Classroom Volunteer Program

## **PTK Communication**

There are a variety of ways the PTK communicates with parents to make sure that you are well informed and that information is easy to find.

- The [CGPTK website](#) contains the most up to date information.
- E-blast newsletters are sent every Tuesday at 2:00 pm and will contain information regarding the upcoming week. We strongly encourage you to receive the e-blast by registering online at <http://www.carlosgilbertptk.com/communications>.
- The PTK hosts a [Facebook page](#) which will provide status updates of events, fundraisers, and other important information.
- There is a bulletin board in the lobby near the front office and a marquee in front of the school.

## **Classroom Involvement** **Representatives**

Because we want Carlos Gilbert teachers to focus on what they do best...educating our children, every year two to three parents are needed to act as liaison between the teacher and other parents in order to facilitate communication and help organize

classroom and PTK events and fundraising. Contact Sara April at [sara@carlosgilbertptk.com](mailto:sara@carlosgilbertptk.com) you are interested in helping out this way. You can also check the PTK website for the Room Representatives page.

### **In Classroom**

Besides getting involved in PTK, there a variety of ways a parent can get involved in their children's school and activities. Talk to your teacher about volunteering in the classroom. Help weekly during a specified period of time or occasionally on special events days or field trips. Research has shown that parental involvement in the children's education and learning is crucial to enhance student's achievements. We, parents, are empowered and can make a huge impact in our children's learning accomplishments (reading, generating curiosity, healthy habits and food, visiting library, being part of the school and community etc.).

***We welcome you to Carlos Gilbert Elementary School!***