



**Chesterbrook Academy Elementary School**

West Chester, PA

# Back-to-School 2022-2023

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BUILDING OPPORTUNITIES FOR INDIVIDUAL SUCCESS



# Welcome Back to School!

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Thank you for choosing Chesterbrook Academy Elementary School for you and your child for the 2022/2023 school year.

In this document you will find information on our updates, things to look forward to and more. Please keep it handy as you plan for Back-to-School.

We are looking forward to a great year!

Joseph Rodia, Head of School

Amanda Capotrio, Assistant Principal



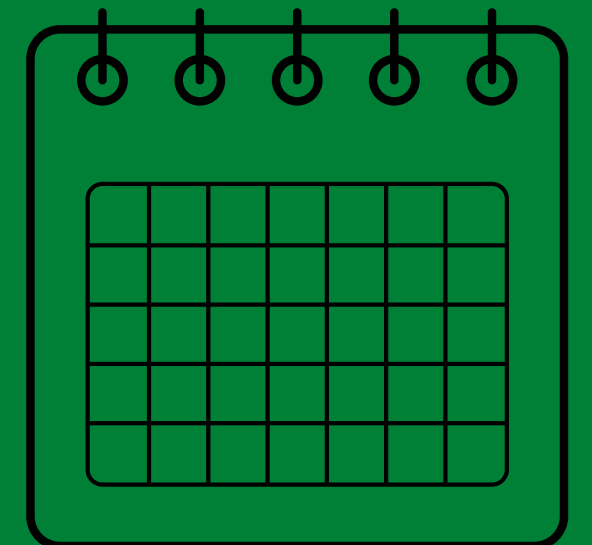


# Dates to Remember

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Click [here](#) for the 2022-2023 Academic Calendar

- August 22, 2022 - Teachers return to campus!
- August 25, 2022 - Sneak Peek; Pre-K-1st 4:00-5:00pm, 2nd & Up 5:00-6:00pm
- August 29, 2022 - First Day of School for all students
- August 30, 2022 - Before Care begins
- September 2, 2022 - School Closed - Professional Development
- September 5, 2022 - School Closed - Labor Day
- September 6, 2022 - After Care begins
- September 6, 2022 - Specialty Classes begin
- September 6, 2022 - Lunch Program begins
- September 14, 2022 - Back-to-School Night; 6:30-8:30pm
- October 3rd & 5th - Parent/Teacher Conferences









# Drop-off & Pick-up Procedures



## Drop off

- Students attending before care may begin arriving at 7:00am.
- Parents are asked to park in the parking lot and walk students to the front lobby between 7:00 and 7:30am.
- Drop off for Pre-K, K and 1st will be done via car line from 8:00-8:30am. The academic day begins at 8:30am.
- Drop off for 2nd grade and up will be done via car line from 7:30-8:00am. The academic day begins at 8:00am.
- Families with siblings in both groups will drop off at the earlier time.
- Students will exit the car at the front entrance of the building. Students must exit on the passenger side.
- Students will be directed to their classrooms by a member of the CBA Team.

## Pick up

- Pick up for PK, K and 1st grade will be between 3:30pm and 4:00pm. The academic day ends at 3:30pm.
- Pick up for 2nd-5th grade will be between 3:00pm and 3:30pm. The academic day ends at 3:00pm.
- Families with siblings in both groups will pick up at the later time.
- Please print the [Car Line Sign](#), enter your child's name and grade, and display it on your dashboard, so that the CBA team can clearly see it.
- Please pull up to the sign that says, "Stop Here".
- Students will be called out to pick-up.
- Students will enter the car on the passenger side.
- Pull forward to the designated area or park to fasten seatbelts.
- After runs from 4:00 to 6:00pm. Parents are asked to enter the building for pick up during this time.



# Before & After Care Details

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- Before Care begins August 30, 2022.
- After Care begins September 6, 2022.
- Before Care operates from 7:00 to 8:00am, Monday through Friday.
- After Care operates from 4:00 to 6:00pm, Monday through Friday.
- Before & After Care will be held in the gym, classrooms, or outside, weather permitting.
- Please be sure to indicate your interest in the program [here](#).
- Space is limited. We appreciate your flexibility.











# Lunch & Snack

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- Please pack a healthy morning snack each day.
- An afternoon snack will be provided, for students enrolled in after care.
- The lunch program begins on Tuesday, September 6, 2022.
- Packed lunches cannot be refrigerated or heated. Please use an ice pack and/or thermos in your child's lunch box.
- Students will eat lunch in the gymnasium.
- Students are asked not to share food.
- CBA is peanut free.









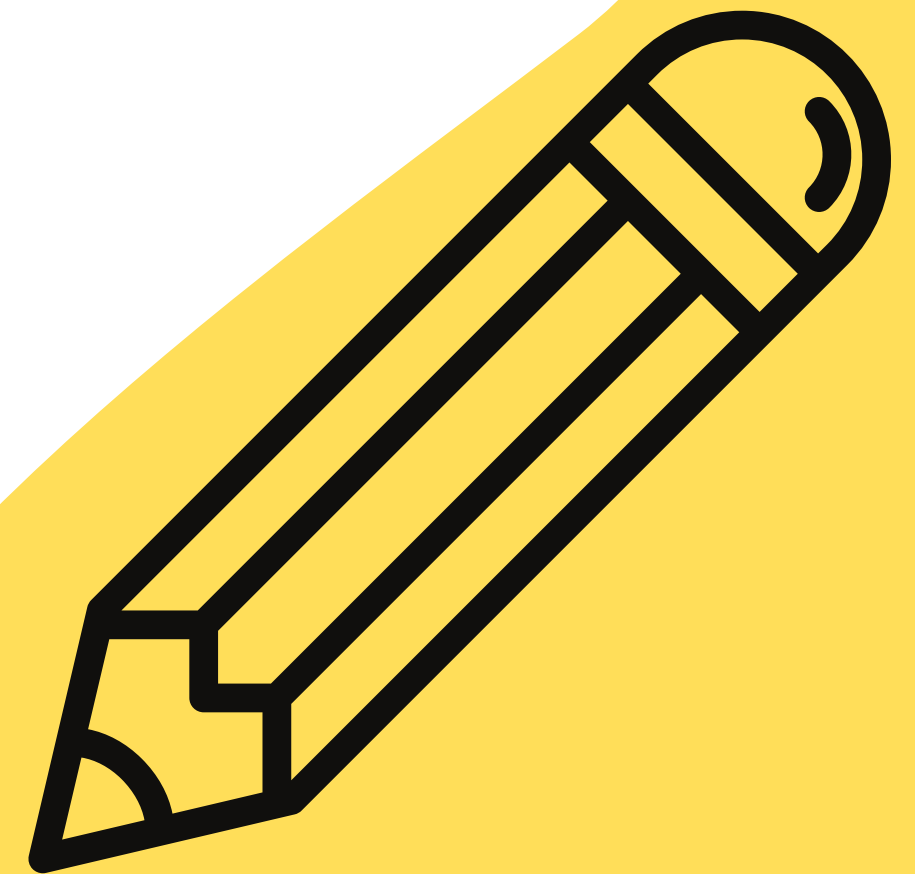


# School Supplies

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## School Supplies

- Each student will have their own set of school supplies. Click [here](#) for supply lists by grade.
- Students in K-5th grade will be on the 1:1 iPad program.







# School Uniforms

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We are pleased to announce that Chesterbrook Academy Elementary has chosen School Uniforms by Tommy Hilfiger as our uniform partner for the upcoming school year.

Tommy Hilfiger has created a custom website for our school with one primary goal in mind – to make your shopping experience simple and stress-free.

Click [here](#), to learn more about uniform requirements and purchasing options.

Our PAC "New-to-You" Uniform Sale is ongoing.





# Teacher Assignments

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Class rosters are currently being created.

Teacher assignments will be emailed to families on Friday, 8/19/22.

Teacher requests must be made via email to [Amanda.capotrio@chesterbrookacademy.com](mailto:Amanda.capotrio@chesterbrookacademy.com).

\*Requests are not guaranteed\*









# Communication



@cbawestchester



@cbawestchester



Chesterbrook  
Academy  
Preschool &  
Elementary School

## Stay Connected

School-wide parent communications will be sent via Tadpoles throughout the year. Be sure that your email address is correct and that you have set up communication preferences for additional contacts in our parent portal, [Alma](#).





# Tuition

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Tuition is due on the first day of the month and every first day of the month thereafter. Tuition is an annual amount billed out over 10 months, September through June. All families will receive an invoice during the first week of school to confirm correct charges. Parents now have the option to utilize our parent portal, Alma, for tuition payments. Alma can be used to pay tuition via credit card or to set up automatic payments.

## Alma

- Please visit the [Alma website](#) using a computer, not a mobile device.
- Username is firstname.lastname
- Click "Forgot Password"
- You will receive an email with next steps.



# Forms

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- [Health Assessment Form](#)
- [Emergency Contact Form](#)
- [Dental Form](#)
- [Allergies & Other Conditions](#)
- [Medication Release](#)
- [Before & After Care](#)

[Please visit our website for additional forms](#)

All back-to-school forms are due by August 29, 2022





