

# Baden Elementary



August 15, 2023

Greetings Baden Family!

Welcome back to the 2023 - 2024 school year! I hope that you and your families are enjoying the summer. Our staff is excited to welcome both our new and returning students.

Baden will open its doors for students on Monday, August 28 at 9:10am. We kindly request that you utilize the parking lot at the Baden Community Center for student drop-off. On the first day of school, Prekindergarten and Kindergarten students will report to the multi-purpose room of the Baden Community Center. Their teachers will be holding signs with their names and grade levels for easy identification. Our school staff will be on hand to guide you to your child's teacher.

For students in grades 1 to 5, entry will be through the school's main doors, and they will proceed directly to their classrooms, where they will be greeted and directed by school staff to their respective classes.

Here is some important information about the upcoming school year. Please keep this information for your reference. See you soon.

## What's New

We have some exciting news. Baden has been designated as a Community Eligibility Provision (CEP) school. The Community Eligibility Provision (CEP) is a part of the National School Lunch Program (NSLP) designed to enhance access to meals. **For SY24, all students will receive free breakfast and lunch.**

## School Uniforms & Supply Lists

Click [here](#) for Baden's Uniform Policy. School supply lists are [available here!](#)

## Important Forms to Complete by Friday, September 1, 2023

It is extremely important that we have accurate emergency information on file for every child. We are also asking for email addresses as a form of communication with our families. Sending newsletters and other mass correspondence in this manner will save us time and ensure communication more efficiently.

[Student Information/Emergency Contact Form](#)  
[Baden ES 2023-2024 Student Publicity Release Form](#)

# Baden Elementary



## Baden ES Absence Reason Form

This form is to be completed only by the Parent/Guardian of students enrolled in Prince George's County Public Schools. Refer to the Student Rights and Responsibilities Handbook for further clarification regarding excused and unexcused absences.

## [Absence Reason Form](#)

## Immunizations

Remember: No Shots, No School! Make an appointment for routine immunizations today! Kindergarteners in the state are required to get a second dose of the chickenpox vaccine, while students in the seventh grade must get the vaccination for Meningococcal and Tdap, which protects against tetanus, diphtheria and pertussis.

## Class Dojo

Baden scholars will use Canvas for online learning, assignments and task management. Parents are also encouraged to sign up for the Class Dojo account for their child's teacher.

## Sign Up for School Messenger!

Stay connected with PGCPs by [signing up](#) for email alerts and text messages. Help setting up an account can be found [here](#).

## Morning Routine/Drop-offs

If you're utilizing the main entrance door for drop-off, **kindly refrain from parking in or obstructing our bus loop between 8:45 am and 9:30 am.** This precaution is essential to ensure the safe and punctual arrival of our buses each day. To facilitate this, **please park in the Baden Community Center parking lot for student drop-offs (do not park near the dumpsters).** Students will walk down the sidewalk from the parking lot and enter through the main entrance of the school building. Our staff will supervise the morning drop-off area until 9:30 am. For students who are car riders and who arrive after 9:30 am, we request that a parent or guardian accompany them into the building and sign them in. Your cooperation is appreciated!

## School Dismissal Routine

To uphold the safety of our students, it's imperative that students scheduled for early dismissal are signed out each day. Our procedure involves verifying your identification and cross-referencing students with individuals specified on the emergency card or through a written note only. We will not be able to accept verbal permission or changes in dismissal arrangements over the phone for safety reasons. **Last minute early dismissal changes must be received by 1pm. Students will not be permitted to be signed out for early dismissal after 2:45pm.** If you need to make changes to your child's [Student](#)

# Baden Elementary



[Information/Emergency Contact Form](#) you are welcome to contact the office to update this information.

## **Car Rider Dismissal Procedures**

In an effort to improve the efficiency and safety of the daily dismissal of students' who are car riders, please carefully review our dismissal procedures.

- Adults picking up students at the end of the school day will form a loop around the Baden Community Center parking lot from the right side of Horse Head Rd.
- Following the dismissal of the buses, a staff member will signal for cars to move forward to enter the bus loop. We will have labels set out with the numbers 1-7.
- Students who are car riders will wait inside the building for their ride to pull up to the loading zone, where they must be escorted to their vehicles by a staff member. We will load 7 students at a time. This means, only 7 cars will be permitted to enter the bus loop. Please remain in your car and follow the flow of the student pick-up line. Cars may not be left unattended.
- If your child requires help with his/her seatbelt, please pull to the side so we may continue to load other vehicles.
- **If your child will be picked up by someone else, you will need to contact the Main Office (301-888-1188) by 1 pm.**
- **Do not park near the dumpsters** and walk to the main entrance of the school. We acknowledge that the pickup line may become lengthy, but opting to park near the dumpsters to bypass the car rider loop results in unnecessary confusion, and **will not result in you receiving your child any sooner.** To prevent such confusion during afternoon dismissal, it is essential to follow these protocols. We thank you in advance for your cooperation.

## **Technology Devices**

Students are expected to use or bring their computer/iPad, fully charged, to and from school each day.

## **Safety! Safety! Safety!**

Prince George's County Public Schools are once again open for visitors, volunteers and one-time volunteers. Please visit the [VISITOR SCREENING PAGE](#) on the PGCPs website, to begin your approval process. Field trips are also back, and all parent chaperones will need to be screened following these procedures.

# Baden Elementary



## SchoolMax and Family Portal

**Student schedules should be available in SchoolMax the week of August 21-25.**

Families can view this video for help on [How To Register For Family Portal](#). [Click here to REGISTER for SchoolMax Family Portal](#).

## Have a Bus Rider? Download StopFinder

**Bus info should be available the week of Aug. 21-25.** Bus routes cards will be mailed to the last address of record in SchoolMax. Families with students who will be riding the bus this fall can download the new [StopFinder mobile app](#) for info on bus locations and schedules. Please note that you must have an email address on record in SchoolMax to use the app.

## Mark your Calendar

**August 25th, 2023:** PreK & Kindergarten Orientation @9:30 a.m (More info is forthcoming)

**August 28th, 2023:** First Day of School for All Students

**September 4th, 2023:** Labor Day – Schools and Offices Closed

**September 14th, 2023:** Back to School Night at 6pm (More info is forthcoming)

**September 25th, 2023:** Yom Kippur\* (starts at sunset 9/24) – Schools and Offices Closed

**October 9th, 2023:** Indigenous Peoples' Day & Parent-Teacher Conferences – Schools Closed for Students

**October 20th, 2023:** Professional Development – Schools Closed for Students

**November 2nd, 2023:** End of First Quarter

**You can also find information pertaining to our school:**

**School Website:** <https://schools.pgcps.org/baden/>

### **Office Hours:**

Baden's office hours during the school year are from 8:00 am- 4:30pm daily.

Address: 13601 Baden Westwood Rd, Brandywine, MD 20613

Office Number: (301) 888-1188

**Administration:** Principal Huff [antron.huff@pgcps.org](mailto:antron.huff@pgcps.org)

**Registrar/Secretary I:** Lisa Huff [lisa.huff@pgcps.org](mailto:lisa.huff@pgcps.org)

**Secretary II:** Tishana Woodridge [toshingw@pgcps.org](mailto:toshingw@pgcps.org)

**Guidance Counselor:** Margaret Horstkamp [margaret.horstkamp@pgcps.org](mailto:margaret.horstkamp@pgcps.org)

**School Nurse:** Pamela Carter [pamela.galloway@pgcps.org](mailto:pamela.galloway@pgcps.org)

Serving Educationally,

*Principal Antron Huff*