

**THE BROOMFIELD BULLETIN**  
**ADMINISTRATION NEWSLETTER**  
**DR. VANESSA EWING**  
**WEEK OF: AUGUST 17<sup>TH</sup> 2009**



Welcome to our 2009-2010 school year! I always love seeing our students' anticipation as they come into school on the first day. This week has been wonderful and I look forward to all of the learning, fun events, and projects I get to enjoy with our children this year.

In this week's administration letter there is important information including: information on our Back-to-School Night, information on health policies, student clubs, and information for parent volunteers. Please take time each week to read over the newsletters and information fliers that will go home in our daily and Friday folders.

We will continue to work toward "going green" by transmitting as much information as possible via email. After our first few weeks, I will begin to send the administration newsletter only by email to families. The administration newsletters will also be posted on our website at [www.broomfieldacademy.com](http://www.broomfieldacademy.com). In addition, we have recycling containers in our classrooms and a large recycling bin near our west gate for our school and families to utilize.

Our first large school event will be on Thursday, August 27th. We will be hosting our Back-to-School Night from 6:30-8:00 p.m. We will welcome all families on our blacktop area, and then parents are welcome to visit with their child(ren)'s teachers. From 6:30-7:00 our specialty teachers will be available to meet with parents. From 7:00-8:00 the classroom teachers will be holding their family orientation meetings. Since our meetings will be parent-oriented, students need not attend. If you are unable to find care for your children, we will have care available by **reservation** only for the evening. Please call the main office to reserve your child's spot no later than Tuesday afternoon, August 26<sup>th</sup>. We will also have our Uniform Swap for families that want to either take or leave uniforms to share with other families. The Uniform Swap is a free service for all of our families as our children continue to grow so quickly in their elementary school years.

I look forward to working with your family this school year. If you have any questions or concerns, do not hesitate to call.

Kindest regards, Dr. Vanessa Ewing

**Director of Operations**

As Director of Operations, my role is to provide business and operational leadership, direction and oversight that allows the Principal, teachers and school staff to focus on the many aspects of

your children's educational experience. In particular, I provide support to the school in the areas of HR (policies, selection, succession planning, compensation and benefits, etc.), marketing (advertising, PR, website, etc.), facilities management (vendor and contract management - maintenance, cleaning, landscaping, business machines, utilities, security, telephone, insurance, etc.), communications assistance (writing and editing), risk management, and the coordination of real estate, legal and leasing issues. I am also the liaison between the school and the Board of Directors.

Last year, we were able to complete the purchase of the land under and around the school, lease out the adjacent child care facility, add an additional piece of play equipment for our younger children and continue the overall process of improving the campus, all the while our teaching staff continued to develop our educational programs and offerings. Through generous parent involvement and volunteerism, we were able build a teaching garden, repaint the US map on the blacktop and replace the wood on the picnic tables.

Over the past few months, we completed many more projects. Hopefully, returning families have noticed that we have worked hard to clean the buildings and windows, have painted above the roofline and have had the tile and carpeted areas cleaned. Window tint was applied to the windows in the computer room windows, in the front entry hall and in the Jr. Kindergarten Explorers room.

Over the summer, the staff worked hard to prepare the second grade classroom, to move the first, 5/6, and K2 classrooms and to prepare a new JK2 room. We have changed landscaping contractors and are generally pleased with their work. We have added new sand to the sandboxes, painted the large sandbox, worked hard on weed control and will soon add additional mulch to the playground area.

Community awareness of the school continues to grow. Despite the economic challenges faced by our families, we continue to see strong interest in the programs offered at Broomfield Academy. Enrollment at The Learning Center next door continues to grow as well (primarily ages infant to 4). Their growth helps Broomfield Academy to grow too (due to families enrolling children in both programs). Broomfield Academy and TLC also share certain facility and operations costs, so we are very happy to see their program succeed as well. Our agreement to use the parking lot owned by the First Baptist Church of Broomfield has been renewed and updated. If you have the opportunity, please join me in thanking the Church for their continued support in allowing the school to use their parking lot and facilities.

Hopefully, you have seen some of the positive changes in and around the school. I work on-site at the school two or three days each week and the remaining days of each week from my home office. Please feel free to contact me with any questions, concerns or suggestions you might have. I welcome your comments, positive and otherwise. A link to my email address can be found on the 'School' page of our website. Michael Greenberg

### **Important Health Announcements:**

We continue to follow our policy for sick children. Children who have a contagious disease or fever may not attend the Academy. If they have:

- Temperature of 100 degrees or higher
- Contagious skin or eye infection
- An undiagnosed rash
- Diarrhea
- Vomiting
- Profuse or colored bodily discharge of any kind.

If they become ill at school we will call you and you will be required to come get them within the hour. Your child must be symptom free – without the use of medication – for 24 hours prior to returning to school.

**This year we are also continuing to receive updates on the swine flu and any additional precautions recommended for schools. In addition, we currently have one family in our school with a child undergoing chemotherapy. With his chronically suppressed immune system it is vital that you immediately report any incidence of a contagious disease at our school. Please notify the front office so that we may talk with the family to help keep their son safe.**

### **School Updates and Announcements:**

#### **Extended Day:**

Through the month of **September** many of our after school crafts will focus on the **Season of Fall**.

Monday through Thursday our extended day programming includes: snack time, recess, then crafts and play or homework based on student need. **Fridays are Thank Goodness It's Friday Fun** with a special student-chosen snack and event to end our week.

This year our extended day staff includes: Brian Kroeger, Stevens McClure, Sara Hull, Michele Horn, and Gabrielle Varani. I am looking forward to a wonderful school year with you.

Sincerely, Brittany Ruybal - Extended Day Director

**Presentations:** Each year, as part of our community outreach effort, we make ourselves available to mom's groups, preschools or other groups of parents interested in learning how best to meet the social and emotional needs of young children. I will set aside some dates for these talks at Broomfield Academy as well. If you are aware of any groups (MOPS, MOMS, play groups, preschools, etc.) that might be interested in having a speaker or holding a meeting at Broomfield Academy, please let the front office know.

**Upcoming Open House Dates:** September 9<sup>th</sup> **from 9 - 10 a.m. and 5 - 6 p.m.** If you know of interested families, please have them call the front office at 303-469-6449 to reserve a space.

#### **Upcoming Events:**

**Thursday, August 27th. Back to School Night** from 6:30-8:00 p.m. Please RSVP if childcare is needed by August 25<sup>th</sup> with the front office.

**Monday, September 7th. Labor Day. No School / No Services**

**Tuesday, September 8<sup>th</sup>- Beth Epley Core Virtue assembly: Fairness in the morning. Parent Advisory Council (PAC) meeting at 6:00 in the Den. Please RSVP if childcare is needed. Children can be out of uniform for the entire day with a \$1 donation to our PAC.**

**Thursday and Friday September 17<sup>th</sup> and 18<sup>th</sup>- ISLP Conferences and School Minimal Days.** In September families will sign up with teachers for their first Individual Student Learning Plan conferences. Our school day will be from 8:30-12:00. We will be offering extended day services from noon to 6 p.m. All sign up sheets for conferences will be posted near the front administration office and technology lab

