



August 24, 2021

Dear TOAST Parents/Guardians,

We would like to welcome new and returning families to TOAST for the academic year of 2021-2022. We hope you have enjoyed summer thus far and are ready for school. September is approaching fast, and we have spent most of the summer planning various events, looking at curriculum, and preparing for our new school year.

A new year brings new faces to TOAST. Please join us in welcoming several new staff members: Mrs. Meghan D'Alessandro (Assistant Principal), Ms. Gloria Corley (Special Education Resource), Ms. Jill Flood (Kindergarten Self Contained), Ms. Marnie Gast (Behavioral Specialist), Ms. Elaine Nabors (Clerk Typist), Mrs. Tahisha Richards (5th grade Math Teacher), Ms. Shana Roberts (Teacher Assistant), and Emily Viscuso (Kindergarten Teacher)

We have several important dates coming up, so please be sure to mark your calendars for the following:

* Pre-K and Kindergarten Orientation will be arranged by your child's teacher. Teachers will be reaching out to families to set this up.

September 1st- Walk Chalk and Talk Event (See the enclosed flyer)
September 2nd- Grades 1 and 2 Orientation
September 3rd- Grades 3-5 Orientation
September 8th- First Day of School

Classroom Assignment and Supply Lists:

Your student's classroom and teacher assignment can be found at the end of this letter. Also, the supply list can be found on our TOAST website at:
<https://www.albanyschools.org/schools/toast>



Official School Hours

The official school day for all grades (**Pre-K. – 5**) **begins at 8:00 a.m. and ends at 2:30 p.m.** Students arriving after **8:10 a.m.** will be marked late. Please make every effort to ensure that

TOAST's Vision: TOAST will be a community school that provides equitable educational opportunities and cultivates nurturing relationships within a safe environment for all students to be successful.

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your child arrives to school on time. The first moments of the school day are critical to building a positive routine, which helps children put their best foot forward.



AGENDAS

All students in grades 3-5 will receive an agenda **free of charge**. This tool can help your child become more organized, and help you communicate with your child's teacher to promote home-school communication. Replacement agendas will be available on a limited basis for a **replacement fee of \$3.00**.



PBIS

TOAST follows a Positive Behavior Intervention System which means that all students are expected to adhere to three main daily objectives throughout their day: **Respect, Responsibility and Safety**. All teachers currently utilize "Class Dojo" which serves as both a communication tool regarding academics. The teacher will send more information home on how to access this tool once school starts.



Drop off and Entry Procedures

Due to the Beaver Creek River Project, the access road in front of TOAST will be closed to through traffic. Please visit <https://www.albanyny.gov/455/Beaver-Creek-Clean-River-Project> for detailed information about the full scope of the Beaver Creek Project.

There will be a stop sign during off-peak hours for vehicles exiting TOAST onto Delaware Ave. A crossing guard will continue to cross pedestrians in this location.

The entry time is 7:55 a.m. Students should remain in their families care until 7:55 a.m. Please do not drop your student off and leave unattended prior to 7:55 a.m.

Prekindergarten and kindergarten drop-off/pickup:

- ❖ Drop-off/pickup for PreK and K students will continue in the front of the building at the Rock Park entrance
- ❖ We are designating a new drop-off/pickup area immediately in front of school to assist with traffic flow. The city is assisting us with traffic and pedestrian road lining for this purpose. We will have building staff assigned to this student drop-off/pickup location.
- ❖ There will be a new traffic loop for vehicles to continue back out to Delaware Ave. after dropping off or picking up.
- ❖ **Please remember that the TOAST road will be two-way traffic. No parking will be allowed on either side of the road.**

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- ❖ If you are dropping off or picking up your Pre-K or K student, we ask that you use caution and remain patient as we all get use to the new traffic pattern and routines.

Grades 1-5 drop-off/pickup:

- ❖ Parents and guardians of students in grades 1-5 will use the new drop-off and pickup location on the Sunshine access road behind the school, near the Lincoln Park tennis courts.
 - The entire Sunshine access road will be one-way leading from Delaware Ave to MLK Drive. You will enter the drop-off/pickup area off Delaware Ave. We will designate a drop-off/pickup lane using traffic safety cones, and also will assign staff to assist with traffic flow and student safety in the morning and afternoon.
 - After dropping off or picking up your child, you will continue straight through the park and exit on MLK Drive. Please drive slowly through this area.
 - Students in grades 1-5 will access the back entrance of our building using the path from Sunshine access road to TOAST.
 - If you are dropping off or picking up your child in this location, we ask that you use caution and remain patient as we all get use to the new traffic pattern and routines.



Dismissal Schedule

Pre-K will be dismissed at 2:20 p.m. at the Rock Park Doors.
Kindergarten will be dismissed at 2:30 p.m. at the Rock Park Doors.
First Grade – Fifth Grade will be dismissed from the back of the school at 2:30 p.m.
Bus students will be escorted to buses by staff at 2:15 pm.
After care staff will pick up students from classrooms and bring them to their onsite programming.

First Student buses

- ❖ No changes for drop-off and pickup. All First Student buses will continue to use the front loop. The buses will circle around out of the bus loop and exit out to Delaware Ave,

Parking changes

The Beaver Creek construction project will change the availability of parking on the road in front of school for the duration of the project.

- ❖ The eight curbside parking spaces on the south side of the school are designated for faculty and staff only.
- ❖ Limited parking, including handicapped and visitor parking will continue to be available in front of the school.

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- ❖ The district has added parking spots for TOAST faculty and staff in the Sunshine School parking lot above our school. These spots are for our faculty and staff only due to the loss of parking spots in front of the school.
- ❖ Our side parking lot off Delaware Ave. will continue to be available.
- ❖ Street parking in the neighborhood is also available.

The safety of our students, faculty and staff has been our top priority during the changes that are a result of the city's construction project. In addition to the changing traffic patterns directly affecting our school, please be aware that these changes could cause increased traffic congestion on Delaware Ave. during our busy times in the morning and afternoon.

Your patience, cooperation and attention to these important new traffic safety patterns will be deeply appreciated as we work together to minimize the impact of this project on our school community over the next year.



Bus Transportation

Students living more than 1.5 miles from school are eligible for bus transportation through our district provider, **First Student**. Special Education students are also eligible for bus transportation with the same provider based on their IEP needs. Call **the District Transportation Department at 518-475-6170** or **First Student at 518-445-6372** about busing concerns. They will address any concerns regarding the specifics of getting children to and from school (i.e. routes, times, etc.). ***Bus transportation is a privilege and it is crucial that your children follow all the rules to establish a safe and orderly ride daily.*** Make sure you are all set with your bus application if you are eligible. If you haven't received correspondence from them, I recommend you call the Transportation Department in order to verify.



Absence Notification

Please call the school in the morning if your child is going to be absent. The phone number for TOAST is **(518) 475-6875**; choose option 2 for the attendance desk. Remember, **phone calls do not take the place of your legal written note**. Parents should send their children in with a written note upon their return to school. If your child has an excessive amount of absences, it may jeopardize their standing at TOAST.



School Lunch Program

All students at TOAST are eligible to receive both breakfast and lunch ***free*** of cost. Please make sure that the nurse and teacher are aware if your child has any food allergies.

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District's Wellness Policy

In accordance with the City School District of Albany's Wellness Policy, classroom celebrations should focus on activities, **NOT FOOD**. **All birthday celebrations must be held at home.** Instructional time cannot be disrupted by birthday parties. Families need to be reminded that we have many students with food allergies so sending food in can be harmful. Teachers and staff must also follow this policy.

TOAST ONLINE SCHOOL STORE:

Want some swag to represent TOAST? Be sure to visit our new swag apparel store to order TOAST items for adults and students. The store closes on October 1st at midnight. It takes 2-3 weeks of production after the store closes and items can be shipped directly to your house!

Online store link is: **<https://toastsummer2021.itemorder.com/sale>**

Enjoy the remaining days of summer and see you in September!

Sincerely,

Sophia A. Newell

Sophia Newell

Principal

Meghan D'Alessandro

Meghan D'Alessandro

Assistant Principal

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