



## WESTWOOD PUBLIC SCHOOLS

*Honoring Tradition, Inspiring Excellence, Shaping the Future*

### DEERFIELD ELEMENTARY SCHOOL

JOSHUA C. BAUMER  
Principal

August 15, 2022

Dear Deerfield Families,

On behalf of all Deerfield faculty and staff, it is my honor to welcome you to the start of the 2022-2023 school year at the Deerfield Elementary School! Welcome to our families and students who are new to the Deerfield community and welcome back to the returning members of our community. I hope you have enjoyed a wonderful summer and are excited to begin a new school year together on Wednesday, August 31st.

As I begin my ninth year as the principal of Deerfield, I continue to feel so fortunate to serve a community with such a high commitment to education and our students. The ongoing partnership, support, and mutual respect demonstrated by our teachers, families, and students are integral to the strength and success of our school. This year, I look forward to engaging with one another and working together with the same community-minded approach that defines the Deerfield School and the Westwood Public Schools.

The following pages contain information to help us all prepare for and begin the school year. There may be additional information and/or updates to share prior to the start of school. However, I have tried to consolidate the most salient information in this letter. I know there is a lot there. Please take the time to read all the way to the end.

Please feel free to contact me prior to the start of the school year if you have any questions, would like to discuss anything, or simply to check-in. I am always happy to speak with you and can't wait to see you all soon.

Sincerely,

***Joshua Baumer***

Joshua Baumer  
Principal  
Deerfield Elementary School

### **WPS Calendar and School Day Hours:**

- A one-page printout of the updated [2022-2023 school calendar](#), including school hours, is available on the district website.
- **School Day Hours:** 8:50am - 3:10pm
- **Morning Arrival:** 8:30am - 8:50am
- **Dismissal:** 3:10pm (11:50am on early-release Wednesdays)

### **Schedule for the Opening of School:**

- **Wednesday, August 31st:**
  - First day of school for all students in grades 1-5
  - Open House for Kindergarten students and families from 9:00am - 11:00am  
*(Additional information regarding the start of Kindergarten is also included in a separate attached letter.)*
- **Thursday, September 1st:**
  - Second day of school for all students in grades 1-5
  - First day of school for all students in Kindergarten (*This is an early-release day for our Kindergarten students. They will be dismissed at 11:50am.*)
- **Friday, September 2nd and Monday, September 5th:**
  - All Westwood Public Schools will be closed for the Labor Day weekend
- **Tuesday, September 6th:**
  - Full day of school for all students in grades K-5

### **Morning Arrival:**

- Our morning arrival will take place between 8:30am - 8:45am each day. Students who arrive between 8:30am - 8:45am will begin their day on the playground where staff members supervise a morning arrival time. In the case of inclement weather, students will proceed directly to their classrooms upon arrival. At 8:45am, a bell will ring calling students to line-up and proceed to their classrooms. ***Please do not drop your child off before 8:30am. We are not able to provide supervision of students prior to that time.***
- Students who arrive after 8:50am are tardy and must check-in at the main office before proceeding to their classrooms. ***Please make every effort to help your child arrive before our 8:50am start time.***

### **Afternoon Dismissal:**

- Our afternoon dismissal takes place at 3:10pm for all regular school days and at 11:50am on early-release days.
- **Students dismissed as car pick-ups:**
  - Beginning at 3:10pm, family members picking their child(ren) up as a car pick-up will arrive in the front circle. ***Please do not arrive in the front circle prior to 3:05pm (11:45am on early-release days) to avoid cars backing up onto Deerfield Avenue and blocking traffic.***
  - Please place a [Deerfield Student Arrival and Dismissal Placard](#) in the dashboard or passenger side window of your car with the following information:
    - Student's name
    - Grade

- Homeroom teacher
  - Staff members will check family members' IDs, as needed.
- **Students riding home on the bus:**
  - As buses arrive, students will be called for dismissal (via the intercom) to proceed to the gym.
  - Staff members will check students off the bus list when they board the bus and will signal to the bus driver when all students are on and the bus can leave.
- **Students dismissed as walkers:**
  - Beginning at 3:10pm, parents/family members picking their child(ren) up as walkers will arrive at the gate of the outdoor classroom on the Deerfield Avenue side.
  - Parents will hold a [Deerfield Student Arrival and Dismissal Placard](#) with the following information:
    - Student's name
    - Grade
    - Homeroom teacher
  - At 3:10pm, students who are walking home, will be called for dismissal (via the intercom) to proceed to the outdoor classroom.
  - Students will be met at the outdoor classroom door by the staff members on duty.
  - Students with permission to walk home on their own will exit the building through the outdoor classroom and walk home.
  - Students who are walking home with a family member will proceed to the outdoor classroom and wait for their family member to arrive.
  - Staff members will supervise students in the outdoor classroom and dismiss them when their family member arrives.
  - Staff members will check family members' IDs, as needed.

### **Lunch and Recess:**

- Students have thirty minutes for lunch and thirty minutes for recess during the school day. ***There are no lunch or recess periods on early release days.***
- School Lunch will be free to all students for the 2022-2023 School Year. However, school lunches need to be ordered online prior to the start of the school day. Information regarding the school lunch program can be found in the ***Lunch Ordering*** section of the homepage on the Deerfield website (<http://www.westwood.k12.ma.us/deerfield-school/>). Students' lunch accounts can be established and managed through the MySchoolBucks ([www.myschoolbucks.com](http://www.myschoolbucks.com)). Please contact the Westwood Food Services Director, Vinicio Cordon ([vcordon@westwood.k12.ma.us](mailto:vcordon@westwood.k12.ma.us)), for more information about the school lunch program.
- **LUNCH AND RECESS SCHEDULE:**

<b><i>Grades</i></b>	<b><i>Lunch</i></b>	<b><i>Recess</i></b>
K and 1	11:25am-11:55am	11:55am-12:25pm
4 and 5	12:00pm-12:30pm	12:30pm-1:00pm
2 and 3	12:35pm-1:05pm	1:05pm-1:35pm

### **School Safety:**

The safety and well-being of our students is the highest priority for every Deerfield staff member. To that end, we have many safety measures in place at Deerfield and across the entire Westwood Public Schools district. Below is a partial list of these safety measures:

- Deerfield students and staff practice building evacuations and lockdown drills several times each year. These drills are supervised and facilitated by the Westwood police and fire departments.
- All exterior doors are locked during the school day. The front entryway can be viewed on security cameras that are monitored from two locations in the main office. ***All visitors must enter the school through the front entryway.***
- All visitors will be asked their name and the purpose of their visit upon arrival. Upon entering the building, all visitors must report to the main office to sign in. ***Please note: Students and faculty members are not permitted to open the door for visitors.***

### **Deerfield Classroom Teachers for the 2022-2023 School Year:**

- **Kindergarten:** Ms. Robin Greene and Mrs. Stephanie Traugott
  - Mrs. Lauren Heller (long-term substitute during Mrs. Traugott's parental leave)
- **Grade 1:** Mrs. Kerry Demone and Mrs. Jen Spellman
- **Grade 2:** Mrs. Terese Hardy and Mrs. Christy Kennedy
  - Ms. Monica Wilkes (long-term substitute during Mrs. Kennedy's parental leave)
- **Grade 3:** Ms. Tien Chen and Ms. Olivia Wardle
- **Grade 4:** Mrs. Laura Urquijo and Mrs. Sarah Waterman
- **Grade 5:** Ms. Amy Hayes (English Language Arts/Social Studies) and Ms. Judy Morgan (Math/Science)

### **Staffing Updates:**

*We have a few faculty updates for the 2022-2023 School Year:*

- **Specialist Teachers:**
  - **Music:** Mrs. Deana Saada-Smith
  - **Physical Education:** Mr. Tim Chant
  - **Art:** Mrs. Carla Miller (M, Fr) and Mr. Matt Hagel (Th)
    - Mrs. Erin Hawkins (long-term substitute during Mrs. Miller's parental leave)
  - **Library:** Mrs. Meg Kara (T, Th) and Mrs. Katie Burke (Th)
- **School Psychologist:** Deerfield's School Psychologist, Mrs. Kristine McDonald, will be out on leave for the month of September. We are in the process of hiring a long-term substitute for Mrs. McDonald. I will introduce the new staff member, as soon as the hiring process is complete.

### **PTO:**

The Deerfield School has an incredibly supportive, generous, and active parent organization. The PTO provides a huge range of programming and resources that support and enrich learning for all of our students. The PTO Board members work incredibly hard to communicate important information to the parent community and to keep that information up-to-date. This year, the Deerfield PTO will be led by **Co-Chairs Andrea DiCicco and Julie Wallace.**

Please join me in thanking Deerfield's custodians, Mr. Jessoe and Mr. Hampton for their tremendous efforts over the summer to make sure Deerfield looks great and is ready for the start of the year! Many thanks to Deerfield's Administrative Assistant, Mrs. Abdou, for her summer communications, ordering and organizing school supplies and materials, and welcoming new and returning families to our school. Thank you to Deerfield's faculty and staff for the care and attention they provided throughout Deerfield's class placement process and in preparation for the school year. They have been setting up their classrooms, taking courses, reviewing curricula, and preparing to get to know and work with their new students. We always welcome your input, feedback, and partnership and look forward to a productive year ahead!

You made it! Thank you for taking the time to read all the way to the end. Please contact me if you have any questions regarding this information or the start of the school year.

Thank you so much,  
Josh