

## Chesterbrook Elementary School

1753 Kirby Road  
McLean, VA 22101 | 703-714-8200  
Absences: SIS Parent Vue / PUP  
703-714-8282



# 2025—2026

## CHESTERBROOK ES PARENT QUICK GUIDE

<http://Chesterbrook.es.fcps.edu>

### Administration

**Stacy Kirkpatrick, Principal**

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**Lara Macdonald, Assistant Principal**

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### Office Staff

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**Andrea Adamson, Parent Liaison**

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### Clinic & Healthcare

**Lorean Bradley, School Health Aide**

[LBradley@fcps.edu](mailto:LBradley@fcps.edu)

**Aela Golden Public Health Nurse**

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### Counseling / Clinical Staff

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### Tech Team

**Aleia Lee, SBTS**

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### Follow us on Social media

Facebook Chesterbrook Elementary School  
Instagram Chesterbrookchipmunks

### **School Hours 8:50 AM—3:35 PM**

K&R Drop off by 8:45 AM  
Preschool AM 9:20—12:40  
Preschool PM 12:45—4:05

## ATTENDANCE

**ARRIVAL:** Doors will open at **8:30 a.m.**

**Supervision of students is not available prior to 8:30 .** All students should be seated in their classrooms by the bell at **8:50 a.m.**

**Late Arrival:** Students are considered tardy if they arrive after 8:50 a.m. Parents should escort or drive students to entrance 1 (provided no buses are in the loop). Our office staff will check them in and escort them to class.

**DISMISSAL:** Walkers and Kiss & Ride students will be dismissed from their classrooms at **3:35 p.m.** Bus riders will be dismissed beginning at 3:35 p.m. or as soon as their bus arrives. Buses generally leave between 3:45 and 3:50 p.m.

## Absences/Tardies/Early Pick-Up/Transportation Changes

We use Pick Up Patrol (PUP) for all absences, tardies, early dismissals, and transportation changes at [www.pickuppatrol.net](http://www.pickuppatrol.net).

You may also report absence via Email or Phone:

**[ChesterbrookElem.Attendance@fcps.edu](mailto:ChesterbrookElem.Attendance@fcps.edu) | 703-714-8282**

The deadline to update PUP is **9:30 a.m.** for absence/tardies/early dismissal and **2:30 p.m.** for afternoon transportation changes.

Parents/Guardians who need to occasionally pick up children early from school MUST do so **prior to 3:00 p.m.** We will not be able to call into classrooms between 3:00 p.m. and 3:30 p.m. for early dismissal. Exceptions will be made for emergencies.

If the parent/guardian does not notify the school of the child's illness, the absence will be unexcused.

When picking up your student early, parents should put the information into PUP and the office staff will get your child from class about 5 minutes before your arrival.



Chesterbrook will not allow a student to walk home alone during the school day, nor will we release your child to anyone other than a parent or guardian without a written request signed by the parent or guardian. For playdates afterschool, students should be picked up by a parent. Students are not permitted to ride on a different bus due to spacing constraints. If a student is going home with a different student, BOTH families must update PUP.

## **Chesterbrook PTA**

**PTA 2025-26 Board**

<https://www.chesterbrookpta.org/>

**PTA President: Natalie Kennedy**

**Treasurer: Katie Finazzo**

**Secretary: Susan Brooks**

**VP Fundraising: Sarah Boliek**

**VP Communications: Sarah Rayl**

**VP Membership: Katie Crow**

**Past President: Tammy Mehta**

**Support our Students and Staff, Join our PTA**



## ***Kiss N Ride—Exit Right Turn Only***

### **KISS AND RIDE Times**

**8:30—8:50 AM and  
3:35—3:50 PM**

During the designated Kiss N Ride times, cars exiting the parking lot will have a right turn only.

### **KISS AND RIDE AFTERNOON PICK-UP**

All families who use KISS AND RIDE on a regular basis will be issued hang tags which should be hung from your rear view mirror. Cars should pull up around the circle by the gym. Our staff will call students by last name listed on your hang tag. Students will exit the building from **the Gym** in the afternoon and will walk to your vehicle.

### **BUS RIDERS**

FCPS provides bus transportation for most students. Bus riders should follow school bus rules, obey the bus drivers, and remain seated on the bus. Please have your child arrive at the bus stop at least five minutes before the scheduled pickup time. **Kindergarten students must be met by a parent, a childcare provider, or a middle school aged or older sibling.** The child will be returned to school if no one is there to meet him or her.

### **RIDING OTHER BUSES**

Students may not ride another bus. When planning playdates after school, a parent should plan to pick children up at kiss n ride. Students that ride the SAME bus and would like to get off with a friend, must have BOTH families enter the information into PUP and a bus pass is issued.

### **Breakfast & Lunch Information**

Breakfast and Lunch will be served daily

Breakfast—\$1.75 Lunch— \$3.25 2nd Entre—\$5 Milk—\$1

**My School Bucks—Online Lunch Account**

[www.myschoolbucks.com](http://www.myschoolbucks.com)

\*Parent is alerted via email when the account is below \$10

**Lunch**—students may consume nut products only at lunch

**NUT FREE Classrooms**—Classrooms are Nut Free. Please read all labels carefully as items may not be produced in a plant with nuts.

### **POSITIVE BEHAVIOR APPROACH**

Chesterbrook staff work together to implement a school-wide positive behavior approach for all students.

#### **WHOLE SCHOOL:**

- **Behavior Expectations:** All classes will focus on teaching, learning, and practicing positive behavior expectations for the classroom and public spaces.
- **Morning Meetings:** Each morning, classroom teachers begin the day with classroom morning meeting to build a positive classroom community, discuss ideas pertaining to positive characteristics, and for students to share ideas and concerns with their classmates in a safe environment.
- **Positivity Project** is used school wide to teach character traits while empowering students to build positive relationships and become their best selves. As a school we focus on the same character trait throughout the week.



## **Birthday Treats and Invitation Policy**

At Chesterbrook we recognize the importance of birthday celebrations, while being mindful of students with life-threatening food allergies. Birthday treats are not allowed to be brought into school. Invitations should not be distributed at school. It is most preferred for invitations to be distributed outside of the school day. Teachers provide a parent contact list, posted in Schoology, for all families that wish to share contact information.

## **HEALTH INFORMATION**

Students exhibiting any signs of illness should remain home. Enter absence in SIS Parent Vue, PUP, or call Attendance Line at **703-714-8282**. State your child's symptoms such as fever, cough, sore throat, nausea, or vomiting. **To prevent the spread of illness, please inform school staff if your child has received a diagnosis from a doctor, especially if it is an illness that is considered contagious.**

### **TAKING YOUR CHILD HOME**

Sick children will be kept in the clinic. Parents are expected to pick up a sick child as soon as possible. It is important to have all emergency numbers up to date in case we cannot reach you.

### **MEDICATION AT SCHOOL**

Prescription and most over-the-counter medications require strict adult supervision. Forms to authorize school staff to administer medication are available in the office and online at <http://www.fcps.edu/forms.shtml>. Call the school health aide, Lorean Bradley, for more information at (703) 714-8210.

**A parent or guardian must bring medication to and from school. Students are not permitted to carry medications.**

## **COMMUNICATION - School and Classroom**

We recognize the importance of consistent school-home communication.

- **Talking Points**—Texting service to quickly communicate timely information to a specific group or entire school.
- **Chesterbrook Weekly News - News You Choose** - This is an electronic email sent weekly to share information pertaining to school related news.
- **Chesterbrook Social Media** - Facebook & Instagram
- **SIS Parent View**—Update docs and Report Attendance
- **Schoology**— instructional materials posted for students
- **Chesterbrook Website:** [Chesterbrook.fcps.edu](http://Chesterbrook.fcps.edu)

### **GRADE LEVEL TEAMS**

- **Weekly Newsletter**
- **Parent-Teacher Conferences** - Teachers will offer conferences end of first quarter. Parents are welcome to request a conference with the classroom teacher if there are concerns about academic or social-emotional needs.
- **Quarterly Progress Reports** - The quarterly progress report is sent home after the end of each quarter.
- **Email & Talking Points**—Please allow 48 hours during school days for teachers to respond to email. Teachers will not be able to respond to email during the evening and weekend hours. **If an urgent matter arises during the school day, please call the main office.**

### **Device FREE School Zone for Students**

Parents should not use a child's cell phone, watch or other device to communicate with them during the school day. Any device used during the school day will be held by administration until dismissal and entered as a SIS discipline referral.