

Hello Teller Discovery Link Families!!!

Welcome back to Teller for the 2018-2019 school year! We are excited to have all of you in our Discovery Link program and hope you are ready for a great year with Discovery Link. This year, we have some new faces among our staffing crowd and hope you welcome them into our Teller community with open arms. Many of our new staff will be starting the first week of school and we will be sure to welcome/ introduce them in our September Newsletter! Below, I have highlighted some key points to make our first week in Discovery Link as smooth as possible. Please be sure to go over the general structure and schedule with your kiddos so they do not feel lost on their first day. We will have staff and teachers help in guiding them to our program but the more they know, the easier it will be for them.

A few parent reminders...

1. Sign In/Sign Out Procedure

This year we implemented a new system for registering kids into Discovery Link. With this new system comes a new (easier) way to sign your child in and out of Discovery Link. Instead of using our paper system, we will have iPads available for parents to use! Even better, you can also sign in and out using a QRL Code on your phone with a quick scan! There are TWO ways you can check your child in and out of our program.

1. Option 1: Parent/Guardian/Contact can enter their 6 digit pin #

To find your 6 digit pin # go to your account in SchoolCare Works and click on the Personal Tab at the top. There you will see a "Connect ID" for each parent. This is a pin # that you will want to memorize for checking your child in and out. Each parent/guardian/emergency contact will have a different pin # and it is important that you use the pin # associated with your name. These pin #'s are unique to each person.

1. Option 2: Scan your QR code on your smartphone (Need Insite Connect App)

In order to download the Insite Connect App on your phone, you will need to download the app in the app store on your phone and enter an authentication code. The authentication code to get started is located on the parent portal under the blue "Account" tile. This number is 4 digits. (Note: This is not your Pin #) Once you have downloaded the app, you will be able to scan your QR Code.

1. Drop Off/ Pick Up

Please use door 5 (cafeteria door) to drop off and/or pick up your student. This door is only used for Discovery Link families and has a doorbell located on the side. This door is located by the staff parking lot on the Northeast side of the building. There will be a big "Discovery Link" sign out front! If you do not have your Pin # for checking out your child, please bring your ID for verification and Safety purposes.

1. Absent Students/ Vacations

Please be sure to notify Discovery Link Staff if you know your child is not going to be in Discovery Link on any scheduled day. This eliminates a lot of stress when it comes to locating your child at the start of programming. If you know your child is going to be out on a future day,

please send me (Maddisen Coil) an email/text or phone call so that I can track this information accordingly.

1. **Child Grade Updates**

Parents, please go into your “Personal Tab” under your SchoolCare Works account and make sure your child’s grade is correct. This does not automatically update in our system. Please be sure to do this by **Thursday, August 16th** so that we can create our Discovery Link groups for our first day of school.

1. **Billing/ Registration Information**

If you have any questions regarding billing or registration, please reach out to Lavena (Lavena_burke@dpsk12.org – (720) 423-1801) for support.

To start our 2018 – 2019 school year, we want your students to come with an open and creative mind. Throughout our first week of Discovery Link, we are going to have Big, Open, Creative questions throughout our room to gather interests and information about what your students wants to do in our program. This is a way for students to share their ideas so that staff can create projects and clubs off of your child’s interests. Make sure to ask them what kinds of questions they answered during their first week in Discovery Link! J

Daily Schedule

3:00 – 3:15 p.m.: Check in
3:15 – 4:15 p.m.: Snack/ Outside Rotations
4:15 – 5:15 p.m.: Clubs and Project Time
5:15 – 5:30 p.m.: Clean Up
5:30 – 6:00 p.m.: Centers/ Gym / Outside

Lastly, we want all of our incoming Discovery Link students to feel as comfortable as possible coming into our first week of programming. We will be spending time during our first week getting to know your kids and setting in place our structures for the year. If you have any questions or concerns during this first week, I ask that you email me before or after programming so that I am able to be present with all of your kiddos! I will do my absolute best to answer your questions or concerns within 24 hours during that first week. In addition to this email, we will be sending out an August and September Newsletter in the next few weeks. Be sure to check them out for staff introductions and upcoming project/club information.

We all look forward to meeting your kiddos next week but hope you enjoy your last week of summer vacation! Please reach out if you have any questions or concerns. J

Best,

[Maddisen Coil](#)

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The Department of Extended Learning takes pride in providing exceptional customer service. If you have a positive comment or concern about my customer service, please email my supervisor, sydney_price@dpsk12.org

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