



September 1, 2016

Dear CCSL Parents/ Guardians:

Congratulations on helping us make it through our first week successfully! Even though it was only three days, we accomplished a great deal in a short period of time. Moving into a new facility is not easy, and we appreciate your patience and collaboration as we adjust. I want to wish all families an enjoyable four day Labor Day weekend together!

A couple of updates for you:

- There is no school tomorrow (Friday, September 2) or Monday (September 5) due to Labor Day.
- Please make sure your child has a bus pass. This is critical so that we can get your child(ren) on to their assigned bus. **NO BUS PASS = NO BUS TRANSPORTATION.** Please take care of this responsibility. It is not the school's responsibility to schedule and coordinate your family's bus passes. We are happy to troubleshoot with families to provide assistance and direction, but we are not in charge of this process. This is your responsibility to work with the Community Center to get the passes and ensure your child(ren) have them with them at all times. Thank you for your cooperation.
- I strongly encourage all families that qualify for bus transportation to send their children on the buses. This will greatly reduce the volume of traffic, both in and outside of, the campus.
- As many parents/ guardians have shared with me: our arrival and dismissal operations got significantly better from day one to day two. We are only going to get better as you become familiar with the procedures and we tweak them to maximize efficiency. That said, I am proud of how we have started; CCSL did not cause the traffic issues in this part of the city and we will not fix them. What I can say, and the police details have confirmed, is that we have not backed up Middlesex Street at any time during our first three days. Staying away from backing up Middlesex Street was the primary charge we were given by the city and while extremely challenging for a new facility on the first days of school, we accomplished it. Yes, the volume at the site will be high, especially if the number of parent / guardian vehicles continue to come in at this volume. Choosing the bus will help expedite our processes and reduce overall volume on site. I feel it's important for families to recognize the efforts of the CCSL staff to get us off the ground under very challenging circumstances. Your recognition and positive outlook is much appreciated and helps keeps us going.



- CCSL administration currently does not have any space in the new building. This has made our operations and communications challenging to say the least. We appreciate your patience while we adjust to our new circumstances. Keep in mind that the reason we do not have administrative space is because we felt it was of primary importance to have all students together at the new site. Students come first and seeing administration and staff working out of hallways and closets is testimony to our dedication to you and your children.

- While school was opening at the new site, CCSL administration and staff took turns traveling from Middlesex Street to Transfiguration Church packing and coordinating a move out of the church. We worked with our Board of Trustees to secure a more affordable lease agreement for administrative office space. That lease was signed on Tuesday morning. We finished packing our items on Wednesday morning. We began moving our items into the new administrative space today (Thursday morning). CCSL Administration will now have an annex administrative space at 1075 Westford Street. We will be on the third floor and occupying the same administrative space that many of you probably remember from the days of our initial opening. I will share more details with you shortly after we unpack and get settled.

- We will be needing to use this office space at 1075 Westford Street in many ways. Registration, Human Resources, Technology, Business Management, the Director's desk, will all be at this site. Most of our administration will be traveling between Middlesex Street and Westford Street during the course of each day. There may be times we will need to hold parent meetings at this Westford Street location. You will be notified of the location of any meeting in advance.

As you can see it has been an unusually challenging and rewarding opening to CCSL this week. I am extremely proud of my teachers, staff and administrative team for working above and beyond to ensure all students could start the year at our new location and begin working in their classrooms immediately to start school. If you see staff as you move about, please make sure to thank them, as I have, for working overtime to make it happen.

Thank you for your continued support, flexibility and positive collaboration. I wish all of you a wonderful Labor Day weekend. See you all next Tuesday, September 6.

Sincerely,

Frederick Randall, IV  
School Director