Message From the Principal

Dear Columbine Hills Families,

Happy New Year! I hope everyone had a restful and relaxing winter break. The Columbine Hills staff is looking forward to welcoming back students on Wednesday, January 6th. We are excited for the start of 2021!

“A journey of a thousand miles begins with a single step.” ~ Lao Tzu

As we step into the New Year, the CHE staff will continue on our journey with our students through revisiting our goals for another successful year. We will continue to reflect and plan our course of action to ensure we are providing the best learning environment for our students. We will continue our work to ensure that students have a clear understanding of what they need to know, understand and be able to do in order to be successful and meet learning objectives. We know that when students are able to articulate the skills and strategies they need in order to be successful, they are able to achieve and grow. We have reviewed and analyzed all of our mid-year assessment data to plan and adjust for the second part of our school year, ensuring that ALL students are successful. Your child’s mid-year assessment results will be sent home when we return to in-person learning.

Jeffco Public Schools has released our January restart plan. Elementary schools will begin the second half of the school year on January 6th remotely. We will transition our 100% in-person students back to in-person learning on on Tuesday, January 19th. While we are on remote learning, we will continue with the same schedule we have had with synchronous learning Monday through Thursday and asynchronous learning on Friday (January 8th and 15th). Our preschool students will start in-person on January 6th. We thank you for your continued partnership and look forward to being back in person soon.

We thank for your continued support and partnership to ensure your child is continuing to learn and growth. We know that the family-school partnership is key in each child’s success.

As your principal, I continue to strive for a successful experience for your child. I welcome any questions, concerns or comments anytime. Please feel free to send me an email or contact me at (303)982-5540.

Sincerely,
Christa Wilson
Principal

Aiming for Success, Believing...Together We Can!
CHE School Accountability Meeting

School Accountability Meeting for CHE will be January 12th at 5:30 pm via Zoom. We will be discussing our priorities for the 2020-2021 school budget and sharing out our progress towards our school goals. The school-level accountability committee (SAC) serves in an advisory role to the school principal. The school’s principal is ultimately responsible for ensuring compliance with all Federal, State and District requirements and meeting the academic performance expectations defined by Jeffco Public Schools.

Columbine Articulation School Accountability Meeting

On January 11, 2021 you are invited to attend a Columbine Area SAC meeting beginning at 6:30pm. This year's meeting will be held via Zoom. Please complete the Google form link to RSVP (https://forms.gle/tcipQBsyYfZdQpMA8) so that we can email you the link prior to the meeting. All Columbine Area schools will share school celebrations and an update of our work together as the Columbine Area. We will also have district leadership presenting.

Winter Weather

Winter is here! Please make sure your child has warm clothing when at school. We know that the weather can change during the day, so please send coats, hats, boots, etc. We will be going outside for recess unless it is below 20 degrees or if there is precipitation. Please plan ahead on snow days and allow extra time to get to school so your child can be on time.

COLUMBINE HILLS ELEMENTARY 2021-2022 ENROLLMENT AND INFORMATION NIGHT

The first round of Choice enrollment ends on January 15th. Please make sure you have logged in to Enroll Jeffco to indicate that you are returning to Columbine Hills for the 2021-2022 school year. If you know of families who are interested in attending Columbine Hills Elementary, please have them contact the office. The 2nd round of choice enrollment will open on January 19th.
Writer of the Month Awards

Congratulations to the following students who were selected as the Writer of the Month for the month of December 2020 by their teachers. Their writing will be displayed in the front entry for everyone to read.

Kindergarten: **Decker Sawyer** (Ms. Baltazar’s class)
- **Jacob Steinhoff** (Mrs. Blackwell’s class)
- **Adeleah Westphal** (Mrs. Becker’s remote class)

Grade 1: (Mrs. Hartley’s class)

Grade 1/2: **Ann Wegener** (Ms. Johanson’s class)

Grade 2: (Ms. Kloess’ class)
- **Xavier Funchess** (Mrs. Doherty’s remote class)

Grade 3: **Kyleigh Daraghy** (Mrs. Bawden’s class)

Grade 3/4: **Sophina Wells** (Ms. Kirklund’s class)

Grade 4: **Dorian Malek** (Mr. Capansky’s class)
- **Amelia Lysenia** (Mrs. Fischer’s remote class)

Grade 5: **Kenzie Quinn** (Mrs. Bettmann’s class)
- **Levi Saunders** (Mrs. Tapsfield’s class)
- **(Mrs. Cable’s remote class)**
BUG Awards

Congratulations to the following students who were chosen by their homeroom teachers to receive the BUG (Bringing Up Grades) Award for the month December 2020. The BUG awards are sponsored by the Littleton Optimist Club. Selection is based upon academic improvement and/or increased effort, improved or good attendance and good citizenship. Each selected student receives a “BUG” t-shirt, a “BUG” pencil and a certificate.

Kindergarten: Lucas Doty (Ms. Baltazar’s class)
     Bruce Hamilton (Mrs. Blackwell’s class)
     Brody Morrison (Mrs. Becker’s remote class)

Grade 1: (Mrs. Hartley’s class)
     Ellie Hastings (Ms. Franier’s remote class)

Grade 1/2: Adriana Castillo (Ms. Johanson’s class)

Grade 2: Ethan Henson (Ms. Kloess’ class)
     (Mrs. Doherty’s remote class)

Grade 3: Levi Prage (Mrs. Bawden’s class)

Grade 3/4: Allison Silva Valdez (Ms. Kirkland’s class)

Grade 4: Isla Sawyer (Mrs. Capansky’s class)
     Hunter Brito (Mrs. Fischer’s remote class)

Grade 5: Sami Rericha (Mrs. Bettmann’s class)
     Alayna Kissler (Mrs. Tapsfield’s class)
     (Mrs. Cable’s remote class)
Chromebook Tune-Up

Update the Operating System
- Login to your Chromebook.
- Open the Chrome browser.
- Click on the three dots in the upper right corner.
- Click on Settings.
- Click on About Chrome on the left hand side.
- Under Google Chrome, click Chrome OS Settings.
- Click Check for updates. The Chromebook will either be up to date or you may begin to update the device.

Clear Cache and Cookies
- Login to your Chromebook.
- Open the Chrome browser.
- Click ctrl + h (Control h).
- On the left hand side, click Clear browsing data.
- From the Clear browsing data pop-up, click Advanced.
- Set the time range as All time and check as many checkboxes as it will allow. - Click Clear data.

Clear Unnecessary Extensions
- Login to your Chromebook.
- Open the Chrome browser.
- Click the three vertical menu dots in the top right of the browser.
- Click More tools.
- From the menu that opens to the left, click Extensions.
- Click Remove on any extensions not school related or no longer needed for class. District managed extensions will not be able to be removed. Remove any extensions in red that say Disabled by Chrome. This extension may be unsafe.

continued...
Chromebook Tune-Up, continued...

Clear Unnecessary Apps
- Login to your Chromebook.

- From the keyboard, press the search key on the left hand side.
- Click the small arrow on the top to expand the Apps view.
- Click the buttons on the right to toggle between apps pages.
- To right click on a Chromebook, click on the touchpad with two fingers spread apart. Right click on any app not school related or no longer needed for class.
- Click Remove from Chrome.
- Click Remove on the confirmation page.
- Repeat this process to remove all unnecessary apps on your student’s Chromebook.

Clear Unnecessary Bookmarks
- Login to your Chromebook.

- Open the Chrome browser.
- View the bookmarks at the top of the browser. Delete any bookmarks not school related or no longer needed for class.
- Right click on unneeded bookmarks and select Delete. To right click on a Chromebook, click on the touchpad with two fingers spread apart.

Delete Unnecessary Files
- Login to your Chromebook.

- From the keyboard, press the search key on the left hand side.

- Click the files.
- Open downloads.
- To right click on a Chromebook, click on the touchpad with two fingers spread apart. Right click on any files not school related or no longer needed for class.
- Click Delete.
- Repeat this process to remove all unnecessary files on your Chromebook. Once this process is finished, completely shut down and restart the device.

Sponsorship space in this newsletter is extremely affordable! Reach parents in your local community & a significant portion of your investment goes back to the school! Want to sponsor this school? Please contact Rob Mangelson at Rob@tscacolorado.com or (720) 878-4107.
Dear Families,

During the month of January, our fifth, sixth, ninth and tenth grade classrooms will engage in digital citizenship learning related to Media Balance & Well-Being. These lessons focus on agency, not addiction, and quality time, not simply total screen time.

At home, you can support your students in understanding Media Balance & Well-Being, especially in the areas of texting and using Google Chat.

- **Regular communication:** Begin conversations about Internet safety as soon as you allow your kids on the Internet. You can use block filtering and monitoring for kids ages 6-9 to prevent them from going onto an adult site, for example. Once kids are 12, 13, or 14, they know how to get around “Net Nanny” type programs and turn them off, as well as how to change browser history, so you need to have those conversations — the sooner, the better!

- **Set up family rules:** Adults have ultimate decision-making power over when, how often, and where devices can be used. Bedrooms and nighttime is often when kids are vulnerable. Consider taking up phones, Chromebooks, and other devices at bedtime. Have screen-free times like dinner and after school work is completed, so they can have time to decompress from screens and interact with those around them. If you have a child who engages in risky behavior, insist on getting their passwords and “spot checking” their profiles. As a parent, you need to factor in your child’s personality and then decide how closely you will monitor their online activities.

- **Join the same networks:** If your child is on social networking apps like SnapChat, you might want to join, too. This will allow you to see what the privacy features are. If your child has a public account, this is a good time to discuss how others see them and how this could affect decisions like employment and college acceptance in the future. Help them understand that they should not be sharing personal information, become “friends” with people they do not know, and how online words and images are long-lasting, even if they seem deleted.

- **Help identify emotions:** Ask your child how they feel when on certain programs and apps. Check in with them to help them identify anxiety and give them permission and encouragement to take a device break. Anxiety could also be a sign of cyberbullying, in which they will need your help. Teens need to know that not everyone online is who they say they are. They should always report inappropriate material or conversations to you and to the website immediately.

**Monthly Motto:** *We find balance in our digital lives.*

**Discussion Question for School and Home:** How can we help students use media in healthy ways?

**Media Balance & Well-Being Family Activities:**
- Kindergarten [English](#)
- Grade 1 [English](#)
- Grade 2 [English](#)
- Grades 3-5 [English Spanish](#)
- Grades 6-8 [English Spanish](#)
- Grade 9-12 [English](#)

**Family Supports**
- [7 Surprising Apps Kids Can Use to Chat with Friends](#)
- [How to Handle Disturbing Content you Find on your Teens Phone](#)
- [Help Kids Make Friends and Interact Safely Online](#)
- [Digital Wellness for Families](#)
- Jeffco [Student Use of the Internet](#) agreement
WANTED:

PTA President and Treasurer

The PTA is looking for a new President and Treasurer for the 2021-2023 school years.
Each position serves a two year term and would assume the following responsibilities:

President:
- lead/conduct all board and general meetings
- provide content for the monthly Hoofprints newsletter
- coordinate the work of the officers and committees to promote the activities of the PTA
- update the bylaws
- appoint committee chairs, SAC representative with the approval of the board
- signs all contracts
- monitors email box

Treasurer:
- has custody of the funds of the PTA
- maintains a full account of the funds
- makes disbursements of funds as authorized by president, board and approved budget by the PTA members
- provides a financial report to the board of directors and the membership each meeting
- provides an annual accounting report for review/audit by the board
- submits a 990EZ form annually
- tracks teacher reimbursements
- keeps receipt forms at CHE

Both positions will come with training/mentoring and will also have the support of the vice president and secretary. If you are open to learning more about a position, please reach out to columbinehillsPTA@gmail.com. Elections will be held in March.

Without these positions, the PTA will dissolve, so it is critical we find volunteers to help keep the strong partnership with the school and community going.

THANK YOU to our families, teachers and staff for all of your support in 2020!! We are truly blessed to have such an amazing community and are looking forward to having a wonderful 2021
SPECIAL EDUCATION
virtual COMMUNITY FORUMS

JOIN US FOR A CHANCE TO LEARN, SHARE, AND CONNECT!

- Thursday, August 13th, 2020
- Thursday, October 22nd, 2020
- Thursday, December 3rd, 2020
- Thursday, February 25th, 2021
- Thursday, May 13th, 2021

All event details can be found on the website listed below. Families can RSVP there, as well as request additional accommodations (e.g., sign interpretation, closed captioning, etc.). Spanish interpretation will be provided.

jeffcopublicschools.org/programs/special_education

PRESENTED BY:
Jeffco Public Schools Special Education Department

FACILITATORS:
Matt Palaoro - Executive Director
Dawn Loge - Director
Liza Meier - Director
Remote Learning Meal Service
Free Meals for all Children Ages 1-18!

December 21, 2020
- 7 Day Meal Pack Distribution
- Monday Service (No Service 12/22/20)
- Pilot of 3 mobile delivery routes

January 7, 2021
- Remote Meal Service returns at Remote Meal Distribution Sites for **ALL** students
- Tuesdays and Thursdays, 2:00-4:30pm

January 19, 2021
- In-person meal service returns for PK-5 returning to in-person learning
- Grades 6-12 will access remote meals at identified sites (Sites will be updated soon)

February 1, 2021
- If grades 6-12 return to hybrid learning, in-person, hybrid meal service will return to Middle and High Schools

Remote Meal Distribution Sites
- Alameda Jr/Sr
- Arvada HS
- Arvada West HS
- Bear Creek KB
- Columbine HS
- Creighton MS
- Eiber ES
- Green Mountain HS
- Lumberton ES
- Pomona HS
- Ralston Valley HS
- Rose Stein ES
- Shelton ES
- Stevens ES
- Summit Ridge MS
- Wayne Carle MS
- Welcheater ES
- West Jefferson ES
- Wilmot ES

Mobile Delivery Sites
Mobile meal sites are coming in January! Website and communications will be updated as soon as possible with bus routes for delivery.
It’s almost time to EnrollJeffco! Enrollment for the 2021-22 school year is open on Tuesday, December 8th. Enrolling early is great, not only because you can cross it off your to-do list, but it also helps our District prepare for next year’s staffing, budget, student resources, and more.

FOLLOW THESE THREE STEPS TO ENROLL:

1. **LEARN ABOUT OUR SCHOOL**
   jeffcopublicschools.org/schoolfinder
   With School Finder, you can check out our updated school profile for information about our school, such as contacts, school data, programs offered, and virtual info night details.

2. **UPDATE JEFFCO CONNECT**
   jeffcoconnect.jeffco.k12.co.us
   For current students, make sure your contact information is up to date. If you are new to Jeffco, you will need to create an account. Contact our school if you do not remember your username or password or need any additional assistance.

3. **ENROLL FOR SCHOOL**
   enrolljeffco.org
   Beginning December 8th, whether you are returning to us or applying for the first time, Enroll Jeffco will provide all the information you need to enroll in Jeffco Public Schools for the 2021-22 school year.
Remote Learning Meal Service Updates

Remote meal service returns Thursday, January 7th with two ways to pick up school meals during 100% remote learning:

- Remote meal distribution sites and mobile bus routes options for meal pickup
  - All meals are free for youth ages 1-18
  - Tuesday and Thursday pickups
- See below for distribution site and mobile/bus route locations and pickup times
- 3-day meal packs on Tuesday and 4-day meal packs on Thursday

*Note: If your student is in-person learning, please check with school/program for meal service details.

www.jeffcopublicschools.org/food :: www.jeffcoschoolfood.org

Remote Meal Distribution Sites

Sites below will continue to operate Tuesday and Thursday, 2:00-4:30pm

- Alameda Jr/Sr
  - Arvada HS
  - Arvada West HS
  - Bear Creek K8
  - Columbine HS
  - Creighton MS

- Elber ES
  - Green Mountain HS
  - Lumberg ES
  - Pomona HS
  - Ralston Valley HS
  - Rose Stein ES
  - Shelton ES

- Stevens ES
  - Summit Ridge MS
  - Wayne Carle MS
  - Welchester ES
  - West Jefferson ES
  - Wilmot ES

Mobile Pickup Sites (Locations and Times Below)

**Pomona**
- Castle Pines Apartments: 1:50-2:05 (Manager's Office)
- W. 7th Ave. and Sheridan: 2:15-2:30
- Thompson Elementary: 2:40-2:55
- 6700 Wadsworth Blvd: 3:10-3:25
- Kirchoff Park: 3:35-3:50 (By Fire Hydrant)

**Arvada**
- Arvada Estates: 1:45-2:00 (5555 Harlan St.)
- Shenando Mobile Park: 1:18-2:25 (Playground)
- Mesa Verde Apartments: 2:40-2:55 (Between Jefferson Ct and Jefferson St, Theater Park on Dover St, 3:10-3:25)
- Woodside Apartments: 3:35-3:50 (Northside on Sidewalk)
- Promenade at the Park: 4:00-4:15 (W. 54th Ave and Water Tower)

**Wheat Ridge/Jefferson**
- Yank Apartments: 2:00-2:15 (Playground)
- Kipling Village: 2:20-2:35
- Hanging Tree Court
- Clearwater/Placita: 2:40-2:55
- 4440 Pacific St
- Newedge Apartments: 3:50-3:15
- 10000 W. 4th Ave.
- Terra Village Apt: 3:50-3:40
- 20th and Ingalls St.
- Mitchell Mobile Homes: 3:45-4:00 (W. 17th Ave and Lakeshore Pl)
- 1000 Newland Ct: 4:05-4:20

**Lakewood**
- St. Moris Apartments: 2:00-2:15 (1701 Grand Ave)
- Kipling Townhomes: 2:18-2:33 (1097 W. 5th Ave)
- Paramount Gardens: 2:35-2:50
- 2004 Paramount Pl
- Lanza Station: 3:00-3:15
- 1440 Kendall Pl
- Molholm Elementary: 3:18-3:33 (Bus Lane)

**Alameda/Lakewood**
- Lasley Park: 2:25-2:40 (Florida Ave. and Cln St.)
- Eaglewod Apartments: 2:55-3:10 (Basketball Court on Independence)
- Parkview Apartments: 3:15-3:30 (29th Ave and In St.)

**Green Mountain**
- Pine Apartments: 3:00-3:15 (Eagle Way and Cedar Dr.)
- Americano Apartments: 3:20-3:35 (12598 W. Dakota Ave.)
- Maplewood Apartments: 3:45-4:00 (355 S. Van Gordon Ct. – Club House)

**Golden/Westchester**
- W. 7th Drive and Vivian: 3:30-3:15
- Foothills Green Apt: 3:30-3:35 (1098 Union St.)
- 1699 W. 10th Ave: 3:45-4:00 (Fleet Horizon Montessori/Previous Pleasant View Elementary)

**Bear Creek**
- Green Gables Condos: 3:20-3:45 (Driveway – North End of Complex)
- масон Pointe/Bluffs: 3:45-4:00 (7875 West Mansfield/Entrance to Leasing Office)
- The Hamptons: 6:05-6:20 (8507 W. Hampton Ave – Leasing Office)
Novedades del servicio de comidas de la instrucción a distancia.

El servicio de comida a distancia regresa el **jueves, 7 de enero** con dos maneras de recoger las comidas escolares durante la instrucción a distancia al 100%.

- Los centros de distribución a distancia de comidas y opciones de rutas móviles de autobuses para la recogida de comida.
- Todas las comidas son **gratis** para los jóvenes de 1 a 8 años.
- Las recogidas son martes y jueves.
- Consulte a continuación las ubicaciones del centro de distribución y las rutas móviles de autobuses, así como las horas de recogida.
- Paquetes de comida de 3 días el martes y paquetes de comida de 4 días de comidas el jueves.

*Aviso: Si su hijo/a participa en la instrucción en persona, por favor pregunte a la escuela o programa los detalles del servicio de comidas.*

[www.jeffcopublicschools.org/food :: www.jeffcoschoolfood.org](http://www.jeffcopublicschools.org/food :: www.jeffcoschoolfood.org)

### Centros de distribución de comida a distancia

**Los siguientes centros continuarán operando** **martes y jueves,** **de 2:00 a 4:30 p.m.**

- **Alameda Jr./Sr**
- **Arvada HS**
- **Arvada West HS**
- **Bear Creek KB**
- **Columbine HS**
- **Creighton MS**
- **Elber ES**
- **Green Mountain HS**
- **Lumberg ES**
- **Pomona HS**
- **Ralston Valley HS**
- **Rose Stein ES**
- **Shelton ES**
- **Stevens ES**
- **Summit Ridge MS**
- **Wayne Carle MS**
- **Welchester ES**
- **West Jefferson ES**
- **Willmot Elementary School**

### Centros de recogida móviles (ubicaciones y horas a continuación)

#### Alameda/Lakewood
- **Lasley Park**: 2:25 a 2:40
  (Florida Ave. y Olis St.)
- **Eaglecrest Apartments**: 2:55 a 3:10
  (Cancha de báquetbol en independence)
- **Parkview Apartments**: 3:15 a 3:30
  (28th Ave y Iris St.)

#### Arvada
- **Elevado Estates**: 1:45 a 2:00
  (5415 S. Harrison St.)
- **Sheridan Mobile Park**: 2:10 a 2:25
  (Playground)
- **Mesa Verde Apartments**: 2:40 a 2:55
  (Entre Jefferson Ct. y Jefferson St.)
- **Terrace Park en Dover St.**: 3:10 a 3:25
  (En Dover St.)
- **Woodridge Apartments**: 3:35 a 3:50
  (Al norte en la acera)
- **Promenade de the Park**: 4:00 a 4:15
  (W 54th Ave y Water Tower)

#### Green Mountain
- **Pines Apartments**: 3:00 a 3:15
  (Yang Way y Cedar Dr.)
- **Americanas Apartments**: 3:20 a 3:35
  (1298 W. Dakota Ave.)
- **Matrix Park Apartments**: 3:45 a 4:00
  (ISS S. Van Gordon Ct. – Club House)

#### Wheat Ridge/Jefferson
- **Yorken Cl. Apartments**: 2:00 a 2:15
  (Playground)
- **Kipling Village**: 2:30 a 2:35
  (Cerca de la cancha de tenis)
- **Clearwater/Highdale**: 2:40 a 2:55
  (4440 Parfet St.)
- **Newgate Apartments**: 3:00 a 3:15
  (1400 W. 44th Ave.)
- **Terra Village Apt.**: 3:25 a 3:40
  (229 W. Ingalls St.)
- **Mitchell Mobile Homes**: 3:45 a 4:00
  (W. 17th Ave. y Lakeshore Pl.)
- **1800 Newland Ct.**: 4:00 a 4:20

#### Lakewood
- **St. Moms Apartments**: 2:00 a 2:15
  (1701 S. W. 23rd Pl.)
- **Kipling Townhomes**: 2:18 a 2:33
  (10105 W. 23rd Ave.)
- **Paramount Gardens**: 2:35 a 2:50
  (2634 Paramount Pkwy)
- **Lamar Station**: 3:00 a 3:15
  (1440 Kendall St.)
- **Molinus Elementary**: 3:18 a 3:33
  (Canti de autobús)

#### Golden/Welchester
- **W. 7th Drive y Vivian**: 3:00 a 3:15
  (Entrada al extremo norte del complejo)
- **Foulk Apts. Green Apts.**: 3:20 a 3:35
  (1088 Union St.)
- **19025 W. 10th Ave.**: 3:45 a 4:00
  (Entrada a la oficina de alquiler)
- **The Hamptons**: 4:05 a 4:20
  (8507 W. Hampden Ave. – Entrada de la oficina de alquiler)

#### Bear Creek
- **Green Gate Apartments**: 3:20 a 3:35
  (Entrada al extremo norte del complejo)
- **Marston Pointe/Heightdowns**: 3:45 a 4:00
  (1761 S. West Montaday/Entrada a la oficina de alquiler)
- **The Hamptons**: 4:05 a 4:20
  (8507 W. Hampden Ave. – Entrada de la oficina de alquiler)
## SPECIALS ROTATION SCHEDULE  2020-2021

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<th>TIME</th>
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<td>8:20 - 9:05</td>
<td>Grade 5</td>
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<td>Dutch Creek/ Molholm</td>
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<td>11:40 - 12:10</td>
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<td>SPECIALS LUNCH</td>
<td>Dutch Creek/ Molholm</td>
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<td>12:55– 1:40</td>
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<td>Kindergarten Blackwell</td>
<td>Dutch Creek/ Molholm</td>
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Students will have a 2 week AMP rotation.

Advertising in this newsletter does not imply endorsement by the school or district.
Columbine Hills Elementary School “Home School Connection”

Please return to Christa Wilson, Principal

I have a question, a concern or something positive to share:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

This information is optional:

Name:________________________________
Daytime Phone:_________________________

_________________________________________________________________________________________

We would like to give you an opportunity to share your appreciation of our staff by using this form below. Simply return the form to the office.

Staff Appreciation

Dear _________________________,

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

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