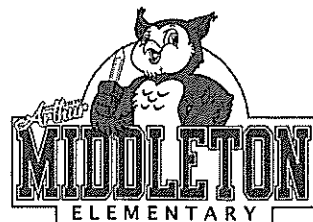


Mr. Ben Harrington  
*Principal*

## ARTHUR MIDDLETON ELEMENTARY

1109 Copley Avenue, Waldorf, MD 20602  
301-645-3338 301-753-1749 Fax 301-645-0931  
<http://www.ccboe.com/schools/middleton> • @AMES\_Principal



Mr. Brad Buzby  
*Vice Principal*

December 11, 2018

Dear Middleton Parents/Guardians,

Communication is important to ensure you are informed of happenings at Middleton throughout the month. We are making an effort to transition much of our communication to an electronic format utilizing our school messenger system with e-mails and text messages.

In order to ensure you receive e-mails, please be sure you include [message@ccboe.com](mailto:message@ccboe.com) as an approved incoming e-mail address to your inbox. This will allow you to receive all Charles County Public Schools updates that are sent to parents by the Board of Education and from the schools your child attends, as long as your e-mail is on file in the Student Information System.

To be sure you receive text message alerts please text Y or YES to 67587 from your cell phone. This will link your phone to the school your child attends provided your phone number is on file. This is only possible if you are listed as the parent or guardian in the Student Information System.

For daycare providers or family members that provide before/aftercare for your child we encourage them to sign up for Citizen Notification Service (CNS) for text/email notifications at <http://www.charlescountymd.gov/CNS>.

Finally, please be sure to update your e-mail and phone numbers if and when they change. Updated contact information is also important for any emergency contacts you have listed for your child.

I appreciate your attention to this matter as this provides the best option for updates throughout the month.

Sincerely,

Ben Harrington, Principal



**Charles County Public Schools**  
*It's all about teaching and learning.*