

May 15, 2017

Dear New Families,

Welcome to Madeira! We are thrilled that you and your daughter are joining our community. Though it may seem like some time before you and your daughter will be returning to campus for the start of her high school career, I assure you the time will pass quickly.

As the Dean of Students I oversee all aspects of residential life, student activities, the equestrian program and the Health & Wellness Center. My office is located in the student center building where you will drop off/pick up your daughter if she is a day student. This is also where the Adult-On-Duty desk (or AOD) is housed; it is here that all boarding students sign in and out when they leave campus for outings and activities. Please feel free to stop by if you are on campus this spring or summer.

Parents, you will want to note the [Important Dates](#) page on the Madeira website which is home to the arrival and orientation schedule. This page will give you a sense of everything from when classes begin, to when breaks are, and most importantly what day your daughter should arrive on campus! (I suggest bookmarking this page in your browser, but it can always be found under Quicklinks or the [Parents & Families](#) section of the Madeira website.) Please note the weekends that are identified as “On Campus Weekends,” as all boarding students are expected to be on campus for these five weekends. Day families will want to make note of these weekends as well, since many campus wide social events happen on these days. Day students are always encouraged to participate in weekend activities. You will receive more information on weekend activities from Ms. Walton (jwalton@madeira.org) our Director of Student Activities in mid-June.

Girls, we know you must be curious about what to expect your first few days on campus (Trust me you will be very busy!) so we have posted a detailed schedule on the [website](#) for you. Parents, we know you may be wondering which portions of orientation you are a part of; so we have included that information in the schedule as well, just look for the [New Parent & Families](#) tab. Most new students will arrive on Thursday, August 31st between 8:00a.m. and 12:00p.m. However, students who are trying out for Varsity Fall sports or auditioning for Fall play need to arrive on Sunday, August 27th between 8:00 and 11:30a.m. (Please note Equestrian pre-season is for returning members of the varsity equestrian team and any student boarding a horse at Madeira.) Students who are interested in trying out for a fall varsity sport should email Director of Athletics, Katie LaRue (klarue@madeira.org) by May 30th. Students who are interested in auditioning for the Fall Play should indicate this during course registration with the academic office and contact Krista Cowan, Director of Theater and Film, at kcowan@madeira.org or 703-556-8286, with any questions regarding audition material. Each year we have many new students who participate so don't hesitate to inquire!

The Dean of Students Office has also posted our forms and the arrival form in your My Forms section of MyBackPack. These forms are **due July 1st**. Some of these forms are for all students, others are specific to boarders, and still others to day students. More information specific to

boarding life, such as the packing list, will be sent to boarding students in mid-June by Mr. Southworth (hsouthworth@madeira.org) our Director of Residential Life.

You can find the link to MyBackPack in the Quicklinks section of the website. If you are unsure of your password please email Mr. Dayton, Director of Technology at jdayton@madeira.org.

You will notice that several of our forms make reference to the Student Parent Handbook. If you are eager to get a more complete understanding of our community values and expectations please feel free to access this year's version of the [Student Parent Handbook](#). It will give you a sense of Madeira's policies and protocols around everything from boarding student permissions to day student parking. Updates to the handbook will be done in late summer, and you will be asked to review the document in its entirety at that time.

Finally, girls don't forget to upload your photo for the community directory **by July 15th**. Instructions can be found [here](#).

We are excited to get to know you and eager to answer your questions and share information. Please do not hesitate to contact the Dean of Students Office with any questions at 703-556-8211 or by emailing aod@madeira.org.

Sincerely,
Kim Newsome

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