

August 28, 2019

Dear Families,

I am looking forward to a wonderful year with your child and feel that communication is extremely important. This letter will hopefully answer some questions that you may have, as well as inform you about some of our daily procedures.

Communication: Each student will have their own black folder that will go home with them every day. The folder also needs to come back to school with the student every day. In this folder will be any student work, important paperwork or notices, and anything else that needs to get home safely. I will be checking these folders daily so anything important that needs to get to me can be put in there. (Milk & lunch money, notes, returned paperwork)

Bi-Weekly Newsletter I will be sending home a newsletter approximately every other week to let you know what we have been working on in the classroom, upcoming events, and important reminders.

Arrival: Students are able to enter the classroom at 7:37. If arriving before this time please have your child go to the cafeteria if they will be eating breakfast, or to the gym if they are just waiting to enter the classroom. These areas are monitored by staff. Students are able to be dropped off as early as 7:00, but they cannot go to the classroom until 7:37. If arriving between 7:37 and 7:45 students can go directly to our classroom. If arriving after 7:45 students should be walked into the office as the door in the back-parking lot will be locked and you will need to be buzzed in by someone in the main office.

Dismissal: We will be outside at approximately 2:45.

Pick Up Students: **Car riders** will be dismissed from the door closest to the loop in the back parking lot. You will have a tag to be displayed in your car window. Once you get to the pick up spot a teacher will bring your child to your car. **Walkers** will be dismissed out the front doors by the bus loop.

Bus Students: Kindergarten students taking a bus will be walked to the bus everyday by the kindergarten classroom assistants.

Unified Arts Schedules:

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Library	Computers	Library	Physical Education	Art
Music	Guidance	Spanish		

Personal Items & Change of clothes: Please label your child's items. This will make it easier if items are misplaced. Also, please send a change of clothes in your child's backpack. Spills happen often and students will be more comfortable if they are able to change into their own clothes.

If you have any further questions, please don't hesitate to contact me. I can be reached at chawkins@sau72.org or 875-7500.

Sincerely,

Chelsea Hawkins