



Important Information

Morning Routine:

In the early elementary years, your child is learning important organizational skills and responsibility. So, it is important that students come to school each day on time. Please be sure that your child visits the restroom prior to drop-off, so that we can maximize our learning time.

School begins promptly at 7:55.

Upon entering the classroom, students are expected to turn in their *Take Home Binder*. Parents are encouraged to drop off at the classroom door, and to avoid entering the room, as this helps to eliminate long goodbyes.

After 7:55am students will be marked tardy.

Take Home Folders:

Return daily!

Classroom Newsletters:

I will be sending classroom newsletters by email each week - typically no later than Sunday evenings. Newsletters will contain important weekly information. Please read it, along with the *All-School Newsletter* that is sent from the office each Monday afternoon. There may be time sensitive information in these letters. You are encouraged to read all emails that are sent from the school.

Weekly Lesson Overviews:

My weekly lesson plans overview will be hung outside the classroom and updated weekly.

Birthdays:

We celebrate each child's birthday at school. Please send in a treat to share. Several children have food allergies or dietary restrictions. Because of this, we have adapted a **Peanut and Nut Free School Zone** policy at school. If your child has gluten intolerance or another food allergy, please send in a small treat on birthdays or other classroom celebrations so that your child can participate in enjoying a treat.



Field Trips:

I plan to take the students on field trips throughout the year! **We rely on parent transportation for field trips: you make these field trips possibly! If you are interested in volunteering please let me know!** Volunteering to drive and chaperone for field trips count toward your service hours! Your help is greatly appreciated. I'm exploring possibilities for field trips this year and would love to take advantage of our educationally rich area.

If you think you would like to attend a field trip as a chaperone, please be sure to have your CORI and SORI completed, along with providing the office proof of car insurance. Thank you!

Highlighting:

Every child in the school will be highlighted for demonstrating Biblical attitudes, work ethic, and characteristics once a year during chapel. You may sign-up for a specific date at the Back-to-School Night in September. Be sure to keep it a **secret** from your child. We like it to be a surprise!

Lunch and Snack Reminders:

- Please send in eating utensils every day.
- Please provide your child with a reusable water bottle that can be used while at school.
- Please be sure your child takes time to eat breakfast each morning. This will help to ensure a fully alert mind!
- Please send in a healthy snack and lunch. Please refrain from sending candy.
- Due to food allergies, students are NOT allowed to share their food.
- We are a **NUT and PEANUT FREE** school environment. Please be sure to read the food labels carefully as we have students with potentially life threatening allergies.



Drop-off and Pick-up Procedures:

Students in grades Preschool through 2nd grade must be escorted into the building by an adult and delivered to their respective classroom. Dismissal is at 2:30pm. Any child not picked up by 2:45 will be sent to *After School Care* and a fee of \$20 will be charged to your Smart Tuition account.

I will sign your child out of school as I see you, or another designated adult listed on the dismissal log may also pick-up your child. Your child will only be dismissed to someone listed on the class dismissal log. However, if someone other than a listed person is going to pick up your child, please notify the office in advance.

Parking Lot Safety:

Our students' physical well-being is top priority! Please practice caution when entering and exiting the parking lot.

The entrance to the parking lot is the opening furthest away from the building. The exit to the parking lot is the opening closest to the building.

Dress Code:

Please refer to the school handbook.

Notes:

Please feel free to send notes, either for the office or me, in your child's *Take Home Folder*, placing it in the *Return to School* side.

Room Parent:

See PTF handout

Volunteer Ideas:

I welcome your help! Teaching never ends at 3:30 and anything you can do to help would be much appreciated and will count towards your hours!

Ideas include:

- 1 Room Parent
- Cutting
- Copying
- Laminating
- Field trip drivers (without them = no field trips!)
- Organizing field trips (Room Parent)



Wish List:

Wish Lists will be distributed in October.

Classroom Discipline:

Children are expected to show respect toward their teachers and peers and follow the classroom rules. If a classroom rule is not followed, the teacher will provide the students with a verbal warning, and the student will have to change their tag on the chart. We will discuss the situation as needed. The student will be expected to apologize to those they have offended, be it student or teacher. If the behavior continues, the student will need to take time away from the activity, or may lose the privilege of a school activity during the day. If the negative behavior continues, I will contact you by email, or will place a note in the Take Home Binder.

*Please be sure to read about our Behavioral Expectations in the Parent and Student Handbook.