

August 10, 2009

Dear Parents,

I am so glad your child is in my class this year. I am looking forward to getting to know you and your child. I have been busy planning for a fun and exciting year.

### **Here are some reminders:**

- **Transportation** - If a child is to go home a different way, I must receive a written note including the child's name and the parent's signature. Children who do not have a written note will go home their normal way. If riding a bus please send two notes one for me and one for the bus driver.
- **Visiting** - Visitor's must sign in at the office, give ID, and receive a Visitor's Badge. Please do not park on the yellow curb – this is for drop off only.
- **Release** - If you are picking a child up early, you must check the child out at the office and receive a release slip from the office personnel. A picture ID is required. The teacher must receive the release slip before a child can leave the classroom. Please make every effort not to interrupt class by picking your child up early. We need to also be aware of custody situations.
- **Breakfast** - We must have written notification if your child is to eat breakfast at school. If your child is eating breakfast daily, initial notification is sufficient; however if your child is eating at school occasionally, then written notification each day is required. We do not take the child's word for it. Students participating in the breakfast program should report to the cafeteria upon arrival.
- **Lunch** - If you plan on eating lunch with your child, please contact the school by 9:00 so that the cafeteria can plan ahead. Also, please label your child's lunch box/bag and place milk money in the box if he/she buys milk. However, it is easier for the children and cafeteria to put money on their account for lunch or milk. For children bringing money for lunch I ask that you put the money in an envelope with your child's name on it.

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- **School Day** – The school day lasts from 8:15-3:00. Wednesdays are early dismissal at 1:45. Children may not be dropped off before 8:00 and are tardy after 8:15.
- **Car riders** - If your child is a car rider please meet him at the front entrance each day by 3:00 p.m. The teachers will release the children one by one at the single door on the right under the covered walkway. Children who are not picked up may be released to the Community Police.
- **P.E.** - Children need to wear tennis shoes for gym.
- **Lost and Found** - Please put your child's name on all items. Lost items will be placed in a box outside the front office.
- **Name Practice** – Please help your child practice writing their first name starting with a capital letter and lower case letters to follow.
- **Nametags** - Nametags are very important in insuring that your child is properly dismissed. They will need to be worn until Tues., August 18<sup>th</sup>.
- **Custody** – Please keep us informed if family situations change.
- **Water Bottles** - I would like for all the children to send in a small water bottle. The children will refill the bottle in the morning to use throughout the day. Research shows that hydration helps the body and mind. Please send bottles with sports-type tops to prevent spills. We will send them home on Friday to be washed and returned on Monday. Also, please send to school empty so their papers and books will not get damaged.

I am enthusiastic about this school year. I know we will all learn, grow and achieve great success. Please let me know if you have any questions or concerns by calling the school and leaving a message, sending a note or an [e-mail to melanie.bowden@am.dodea.edu](mailto:melanie.bowden@am.dodea.edu) Thank you.

Sincerely,

Ms. MB