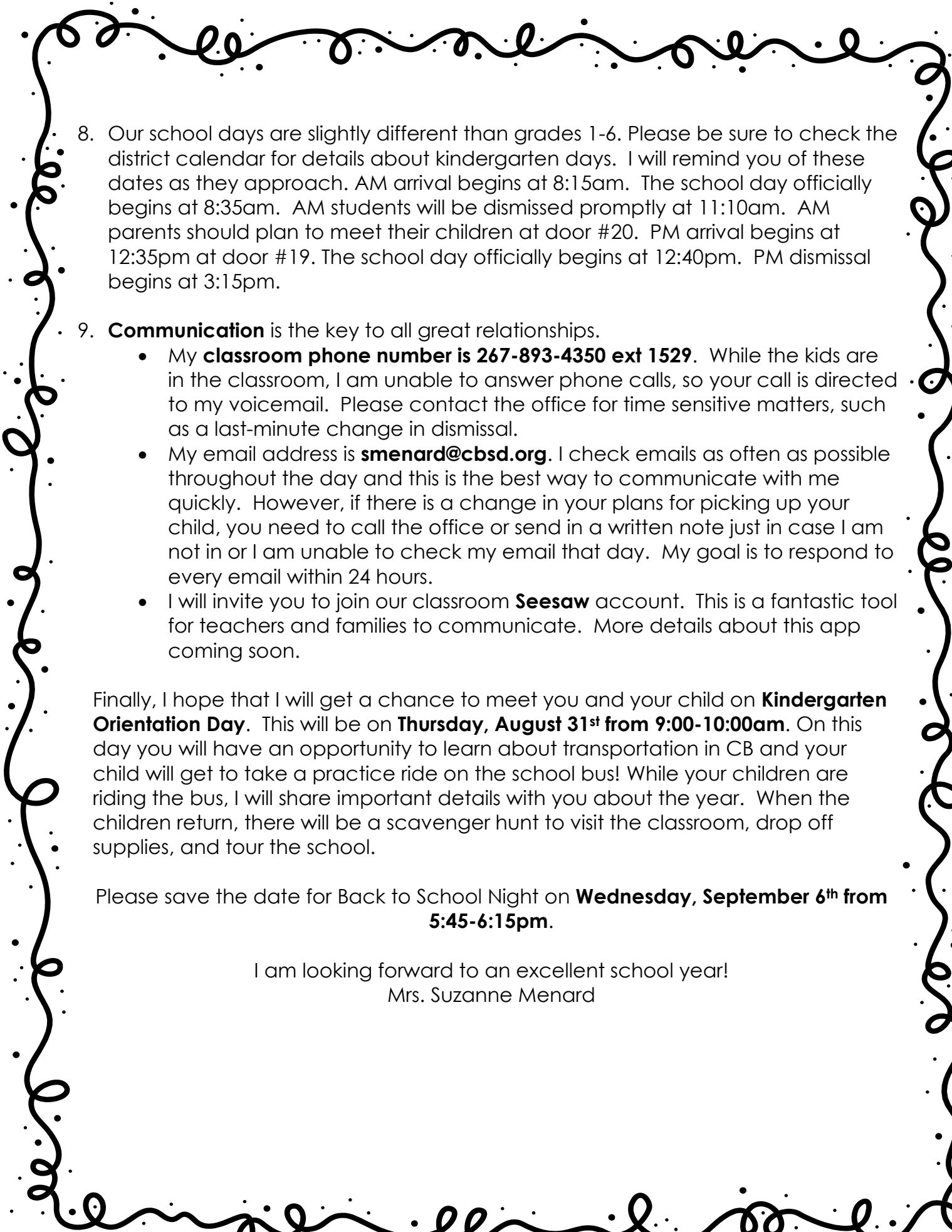


Dear Parents,

Welcome to Gayman Elementary School! I am very excited to be your child's Kindergarten teacher and look forward to working with you to make this year a positive learning experience. The first day of school, September 5th, is quickly approaching. I know that this time of year can be both exciting and hectic for your family. Below are some tips that should help get your child off to a smooth start.

1. Our classroom is room #1. You can tell your child to look for the **RED** flag above our door. We are the only red flag in the building so it can be a useful landmark for the children as we learn to navigate the school.
2. Each day there is a brief 5-8 minute snack break. Your child's snack should be easy to eat quickly, **without any utensils**. To be safe for the start of school, please do not send in any food items with nut products in the event that we have individuals with food allergies in our classroom. Your child is welcome to bring a water bottle that closes tightly. **Please do not send juice or other beverages.**
3. A **large** school bag or backpack is the most convenient way for the children to carry things to and from school. Smaller, preschool size backpacks can be difficult to fit everything inside. Small backpacks can be very frustrating for the children as we are learning to independently pack up our things! Your child will be given a folder that will go home each day. Please make sure your child's backpack is LARGE and ROOMY enough to easily hold a 9"x12" folder, two library books, a sweatshirt, and a lunchbox/snack/water bottle.
4. Most of the school supplies your child will need to start school will be provided. However, please send in the items listed below. **All materials should be brought to school on Kindergarten Orientation Day.**
  - ✓ 1 black and white marble composition book (wide ruled)
  - ✓ 1 box of Crayola crayons (24 count)
  - ✓ 1 box of #2 Ticonderoga pencils (18 or more count)
  - ✓ 1 pack of black Expo markers (4 count, no colors please)
  - ✓ Your child will also need to bring in **headphones** to use with laptops/iPads. **Please do not choose ear buds.** The headphones should be removed from the packaging and clearly labeled in a gallon ziplock bag with your child's name.
5. Please discourage your child from bringing toys or anything that is a distraction into school.
6. Please make sure ALL personal items are clearly labeled with your child's name. This should include: jackets, hats, lunchboxes, water bottles and backpacks.
7. Weather permitting, recess is usually held outside and our playground can get very windy. Even though it is only for 10-15 minutes, little hands and ears get cold quickly. Hats and gloves, as the weather gets cooler, are definitely a good idea. If you are planning on purchasing a new jacket or coat for your child this fall, please check to be sure he/she can zip, snap, or button it by themselves.

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8. Our school days are slightly different than grades 1-6. Please be sure to check the district calendar for details about kindergarten days. I will remind you of these dates as they approach. AM arrival begins at 8:15am. The school day officially begins at 8:35am. AM students will be dismissed promptly at 11:10am. AM parents should plan to meet their children at door #20. PM arrival begins at 12:35pm at door #19. The school day officially begins at 12:40pm. PM dismissal begins at 3:15pm.
9. **Communication** is the key to all great relationships.
- My **classroom phone number is 267-893-4350 ext 1529**. While the kids are in the classroom, I am unable to answer phone calls, so your call is directed to my voicemail. Please contact the office for time sensitive matters, such as a last-minute change in dismissal.
  - My email address is **smenard@cbsd.org**. I check emails as often as possible throughout the day and this is the best way to communicate with me quickly. However, if there is a change in your plans for picking up your child, you need to call the office or send in a written note just in case I am not in or I am unable to check my email that day. My goal is to respond to every email within 24 hours.
  - I will invite you to join our classroom **Seesaw** account. This is a fantastic tool for teachers and families to communicate. More details about this app coming soon.

Finally, I hope that I will get a chance to meet you and your child on **Kindergarten Orientation Day**. This will be on **Thursday, August 31<sup>st</sup> from 9:00-10:00am**. On this day you will have an opportunity to learn about transportation in CB and your child will get to take a practice ride on the school bus! While your children are riding the bus, I will share important details with you about the year. When the children return, there will be a scavenger hunt to visit the classroom, drop off supplies, and tour the school.

Please save the date for Back to School Night on **Wednesday, September 6<sup>th</sup> from 5:45-6:15pm**.

I am looking forward to an excellent school year!  
Mrs. Suzanne Menard