

September 4, 2018

Dear First Grade Family,

Welcome to First Grade in Room A113! First Grade is an exciting year for your family. This letter will give you some important information about first grade.

- ❖ **LUNCH MONEY:** You may pay into your child's account online or by sending it in with your child. If you send the money to school, please send the child's money or check in a sealed envelope with his / her name and my name on the envelope. You can purchase as many lunches in advance as you wish. The monthly menu should also include the prices for hot lunch or milk.
- ❖ If your child is not going home by their usual route, please send a note with them to school. The school policy is that all children go home by their regular route unless I have the change in writing from a parent. **You may also email, but if there should be a sub in the room, they will not have access to my email and I do not always have time to check at the end of the day.**
- ❖ Be aware that things may change as the year progresses. Each year brings new staff and opportunity changes, and we will all work together to provide the best experiences that we can for your children. **We are a work in progress!**
- ❖ **SNACK:** The students have an early lunch and so we will have one snack in the afternoon. We have several students in first grade with special dietary needs including life-threatening food allergies (peanuts and tree nuts). To keep our classroom safe for all our students, our classroom will be Peanut/Tree Nut Free. The students may bring their own snack each day, or they may bring in packaged snacks and keep in their locker for the week if you prefer. In the beginning, I will keep some snacks in the classroom that students may have if they forget their snack. The snacks must be food items (not candy.) Please send healthy snacks that are not high in sugar.

ALL OF THE FIRST GRADE CLASSROOMS ARE NUT FREE DUE TO ALLERGIES.

- ❖ **BACKPACKS:** Please send a backpack with your child each day and check / empty it at night. Lots of information will be coming home these first few days.
- ❖ **SCHOOL SUPPLIES:** If students do not have the recommended supplies, I will furnish them with a pencil box and other needed items. There is a copy of the supply list on our website also.

- ❖ Our weekly special classes will be posted on the website and on the front of their folder.
- ❖ **ABSENCES:** The office must be notified of all absences in writing or via phone call. It is also helpful if you drop me an email and let me know. If your child is going to be gone more than a day or two, I am happy to put together a work packet for them.
- ❖ **OPEN HOUSE:** Our Open House will be held on **September 13th**. It will be in the evening. (I will send out the times as soon as I have them for sure.) I look forward to seeing you there.
- ❖ **FOLDERS:** **Each child has a folder that needs to go home and return each day.** One side is information for parents to read and return, and the other side is information / work that remains at home.
- ❖ **STAR STUDENTS AND SHARING:** I will have more information about this available at Open House.
- ❖ **CONTACT INFO:** My classroom phone number is 323-6920. Please be aware that I may not answer during instructional time, but you may leave a message. I will return your call later in the day. My email is jtroyer@portageps.org. Please feel free to contact me with any questions that you have.
- ❖ **WEBSITE:** The First Grade teachers have a website. There will be information that is common to all the classrooms as well as individual information on each of our pages. Please feel free to check out the site! We hope that it will help to keep information accessible and organized for parents as well as saving paper and copies. The address is: <https://sites.google.com/a/portageps.org/twl1stgrade/home>
- ❖ We are using the school theme of PAWS for your classroom rules. Our rules are:

Pactice kindness

Act respectfully

Work responsibly

Safety

I will be passing out more information about rules and behavior at our Open House.
I am looking forward to a great year!

Mrs. Troyer