

September 14, 2018

Dear Parents,

The children settled in nicely after the four-day weekend and routines are being established in our classrooms and school. The teachers and I are engaging the children in discussions about ways to be kind and how to make new friends. We have also reviewed the rules for polite interactions in the cafeteria (just like we have at home at our dinner table) and safe behavior at recess. I am also speaking with the children on buses to ensure that they follow safety rules, treat each other respectfully, and listen to their bus driver. Thank you for reinforcing this at home! Please call me if your child expresses concern about interactions on the bus—you are my “eyes and ears,” enabling me to address issues quickly in a teaching manner.

It was nice to see so many of you at the GPFA Welcome Tea on Wednesday and I hope to see everyone at our picnic this afternoon!

Thank you for attending to the guidelines in our Parent Handbook regarding arrival, dismissal, and calling the school to let us know if your child will be kept home that day. We very much appreciate that you have been keeping your child’s dismissal plan consistent. In case a change ever needs to be made on a particular day, here are some reminders:

Guidelines for making a change to your child’s dismissal plan:

- Send a note on the yellow **Change of Transportation form** on the morning of the change.
- Include the **DATE** on every note.
- Provide the **name and phone number of the adult** you are authorizing to pick your child up at school or meet him/her at the bus stop.
- If picking your child up from school, include the **TIME**. (2:15 for K. 3:00 for Gr. 1) You can arrive for pick-up between 5 and 10 minutes prior to the official dismissal. Kindergarten dismisses from the front door; first grade from the cafeteria.
- Please note, **we cannot accommodate early pick-ups** between the following hours: 1:45-2:00 or 2:30-2:45.
- **If another parent is picking your child up**—please double-check that morning that the other child will be in school that day (i.e. is not unexpectedly absent) and that the other parent has also sent in a note. We can only send two students home per adult, so if there are larger get-togethers planned after school, please arrange to transport your child after s/he has gotten home.
- Remember, a child may get off the bus at a friend’s **STOP ONLY** if the child is on the **same afternoon bus route**. You must send in a note naming the child and adult at whose stop your child will be released. No bus changes are permitted in kindergarten and first grade.
- **We can NOT accommodate bus STOP changes on HALF DAYS** of school, as the bus routes are different on half days.

Emergency Contacts and Communication

You received an email blast yesterday with important instructions for ensuring that you receive all important information from our school and district via phone, email, and text.

Here is a summary of the instructions:

- Log onto the Parent Portal to check that your contact information is all correct. (Use the **Contact Verification** button under Student Profile.)
- Add any contacts (email or phone) that you would like to add.
- Check the “**Attendance Phone**” box for any numbers that should receive **attendance calls** (notifying you of your child’s absence and/or reminding you to phone in the reason for your child’s absence).
- Select **Verify** when the process is complete.
- Next Friday, you will receive a text asking you to reply **YES** if you would like notifications via text (for things like school snow day closings). Please do so!

Remember that Tuesday is School Photo Day. You will have an opportunity to see your child’s photos and order prints online. Look for an email from the GPFA with instructions about the process. If your child is absent or you would like the photos retaken, retake day is on October 11th.

As always, if you have any questions or concerns, please don’t hesitate to call.

Have a wonderful weekend!

Warm regards,

Lynn Herschlein