



Welcome to the First Grade! I am looking forward to seeing everyone and having a super year together! Here are just a few reminders for you to keep handy as a quick reference.

1. **Information Packets:** Please fill out the student information as soon as you can.
2. **Emergency Contact:** We MUST always have a way to contact you and a second person in the event of an emergency. Please give us work, home, cell phone, and neighbor's telephone numbers. Please update them as needed.
3. **Sickness:** If your child is sick in the morning, please call the school and let the office know they will be out. When your child returns to school, please send in a note explaining the absence.
4. **Conferences:** We encourage them! Just call the office, 827- 4285, or write me a note in the Take Home folder and I'll be glad to set up an appointment.
5. **School Hours:** The school day begins at 7:30 a.m. and dismisses at 2:50 p.m. Students are not to be at school before 7:20 a.m. There is no supervision before this time.
6. **Checking In/Out:** Students must check in with the office after 8:00 a.m. Drop off after this time is considered tardy. You must also sign your child out if you pick him/her up prior to 2:50 p.m. Please always go the office if you are dropping off or picking up your child during the school day, do not go to the classrooms. Your child will be paged and will be brought to the office.
7. **Bus:** If your child rides a bus, he/she will always be put on the bus unless I have a note or a phone call from you telling otherwise. I CANNOT take your child's word for it. Please understand that this is for your child's safety.
8. **Take Home Folders:** We will use these daily folders to "GO" home and "GO" back to school each day. They are used for parent/teacher communication, transporting your child's class work and sending other papers home. Please note that there is a "Return to School" pocket and a "Keep at Home" pocket to be cleaned out and left at home permanently.
9. **Homework:** There will be some homework, it will come home in the Take Home folders. It will vary and will be short assignments in math or reading.
10. **Writing:** We will be doing a lot of creative writing this year. Please remember that we encourage inventive spelling and creativity and will let you know as we progress the expectation for writing and spelling.
11. **School Supplies:** You will need a backpack and a water bottle.

## 12. Daily Schedule M-TH

7:30 – 8:30	Morning Meeting/Calendar, Breakfast
8:30 – 10:00	Literacy
10:00 – 10:30	What I Need (WIN)
10:30 - 11:00	Science and/or Social Studies
11:00 - 12:00	Lunch/Recess
1:00 - 2:00.	Math
12:25 – 12:55	Lunch
1:00-2:00	Math
2:00 – 2:30	Specials (You will need sneakers on M, W, Th for P.E.)
2:30 – 2:50	Afternoon Meeting, Clean up, Pack up
2:50 - 3:00	Dismissal

**Fridays dismissal will be at 12:00.**

I look forward to another year with you and your child. If you ever have any questions or concerns, please contact me at 827-4285 and I will be happy to return your call. You may also email me at [alison.dufour@indian-island.mie.k12.me.us](mailto:alison.dufour@indian-island.mie.k12.me.us) and I will try to respond within 24 hours. Thank you in advance for all your support throughout the year.

Sincerely,

Mrs. Dufour