C:\Documents and Settings\PCS\Local Settings\Temporary Internet Files\Content.IE5\528EYDMC\MC900290673[1].wmf

**Dear Parents/Guardians,**

**I am so glad that your child is in my class and cannot wait to work with you all this year! Below is information about our classroom that will help make this a successful school year. It is going to be a fantastic year!**

**Sincerely,**

**Mrs. Llenin**

**Daily Snack**

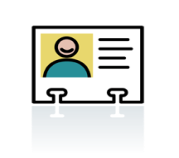
Please send a healthy snack with your child daily. Please do not send candy.

** Communication / Class Website**

This year I will be using **Class Dojo** to **communicate** with you: I can instantly share messages, updates, and photos from class. It is the easiest way for you to see how your child is doing in school and contact me. You can use this on any device: it is a **simple,** **free mobile app** for IOS and Android, and can be used from a computer at www. Classdojo.com. You will be given a class code to sign up.

**Homework**

Homework will be given weekly. A homework packet will be given on Monday and will be due the following Monday. In addition, folders will be sent home and returned daily. This will also serve as a form of parent communication. Please check the homework folder daily for any notes and/or valuable information. We will also be checking these daily so please feel free to write a note and leave it in the homework folder. In addition to any assignments, children are expected to read every night for 20 minutes.

**Student Pick up policy**

For safety reasons, an adult over the age of 18 must pick a child up from school. **Their name must appear on either the emergency card and/or the early dismissal form.** The adult **must present a photo ID** (driver’s license is preferred). If the adult is coming before dismissal, the adult must check-in at the office and present a photo ID. After presenting photo identification, the child will be brought to the office. Visitors will not be allowed in the classroom unless the office has prior notification from the teacher. Thank you for helping us make Westchester Hills School 29 a safe school for our students!

**Attendance**

Attendance is extremely important to ensure the academic success of your child. If your child is absent, please send in a note the following day telling me why your child was not present at school. If you know ahead of time that your child will be absent, please provide a written note.

C:\Documents and Settings\PCS\Local Settings\Temporary Internet Files\Content.IE5\9QYV2ZG6\MC900012854[1].wmf**Clothing**

**Please label all clothing with your child’s name, especially items that will be removed such as sweaters, hats, gloves, and coats.** Sneakers are the best and safest footwear as we go out to play frequently. For your child’s safety, if your child is unable to tie his/her own shoes, please provide for them shoes with Velcro closures.

C:\Documents and Settings\PCS\Local Settings\Temporary Internet Files\Content.IE5\GBA7LNPN\MC900335747[1].wmf **Tardy Policy**

Your child is expected to be on time each day at 8:35 am. If you arrive late, you must sign your child in at the main door. Please remember, each moment your child is not present in the classroom, they are missing valuable learning time and disrupting the rest of the class. Please be on time.

**C:\Documents and Settings\PCS\Local Settings\Temporary Internet Files\Content.IE5\GBA7LNPN\MC900290387[1].wmfTransportation Changes**

Transportation changes must be made in writing. However, if last-minute changes need to be made, **please call the front office**. Adults picking up their child from school must present a photo ID and his/her name must appear on the emergency card and/or the early dismissal form. Adults not on these forms will not be allowed to pick up your child.

C:\Documents and Settings\PCS\Local Settings\Temporary Internet Files\Content.IE5\GBA7LNPN\MC900233362[1].wmf**Lunch**

To receive free and reduced lunch, a new application must be filled out at the beginning of the year. If your child has food allergies, you will need to inform the school nurse and provide medical documentation. Make sure we are aware of any allergies.

**Money**

When sending money to your child, please put all the money in an **envelope with your child’s name**, teacher’s name, amount of money enclosed, and what the money is for.

**C:\Documents and Settings\PCS\Local Settings\Temporary Internet Files\Content.IE5\8UZKHK6W\MC900092771[1].wmfMedication**

Although it is recommended that medication be given at home, we understand that it is not always possible to do so. In this case, parents must obtain a medication form from the school nurse and have it completed by your child’s physician.

**Celebrations**

If you wish to have your childcelebrate his or her birthday in school, you must notify the teacher in writing at least three days prior to the event. Only individualized items, such as cupcakes and juice boxes, may be served. **Due to allergies, we ask you to kindly purchase peanut/nut free items only.**

**Contact Information**

School Phone Number: (914) 376-8585

E-mail: mllenin­­­[@yonkerspublicschools.org](mailto:CCrespo@yonkerspublicschools.org)

Class Dojo app or website