

Important First Grade Information and Procedures

We are excited and enthusiastic about working with you and your children. In order to help the year go smoothly, we appreciate your cooperation concerning the following items.



ARRIVAL and DEPARTURE

Classroom doors open at 8:55 a.m. Children may enter the school when their buses arrive. Children should wait outside the classroom until the teacher invites them in. Walkers and car riders should arrive no earlier than 8:45.

Dismissal begins at 3:30 p.m. and continues until all the buses have departed. Please pick up walkers and car riders on time.



LEAVING SCHOOL

If your child will be leaving school another way other than the usual departure method or with a different person, **we must have a note from you.** If it is a last minute situation, call the office and they will get the message to us. If your child is going home with another student in the class or in the school, both children must have a note. **If both children do not have a note, the children will be dismissed by their regular departure method.** If you send the note by email, please also call the office, teachers may not always see the email prior to dismissal.



MONEY SENT IN

Please place all money for projects, field trips, etc. in an envelope with your child's name and activity written on the envelope.



BIRTHDAY CELEBRATIONS

Some parents have chosen to recognize their First grade child's birthday by sending or bringing simple treats to school, however, we do have classroom "parties." It is important to keep birthday snacks, simple, nutritious and ready to serve. Please no beverages. **All food must be store bought and sent in their original containers.** If paper products are needed for the snack, parents should provide them as well. Be sure to contact your child's teacher **2 days ahead of time.** This will allow for you to know if there are allergies in the classroom before purchasing your snack, it also allows teachers to set aside time for the celebration. Please note that sending a birthday treat is strictly voluntary. Each child will receive special birthday recognition at school.



TOYS/SHARING

Please keep all toys, trading cards, etc. at home. Toys and other non academic items are not permitted at school unless a special request is made by a specific teacher. This will help avoid broken and lost items.



CONFERENCES

Conferences are held once a year. If you would like to meet with the teacher at any other time, please send in a note or email and we can set up an appointment.



REPORT CARDS

Report cards are sent home quarterly. The first report card is given to parents at the November conference; all other report cards are sent home in the take home folder. The last one is mailed home at the end of the school year.



INCLEMENT WEATHER

It is important that you watch the news and/or check the MCPS channel daily to get the most current information concerning school cancellations, early dismissals, and delays. **Please refrain from calling the school**, the office is often very busy and the information can be found on the MCPS website or your local news channel.



PERSONAL ITEMS/CLOTHING

Make sure all clothing and other possessions (shoes, backpack, lunch box, etc.) that your child brings to school are clearly marked with your child's name. This will help avoid unpleasant mix-ups and delays. If your child loses an item, there is a lost and found located in the cafeteria that you are welcome to visit.



EMERGENCY CARDS

Please keep emergency contact information current. We request that you always let the office and teacher know if telephone numbers or emergency contacts have been changed.



VOLUNTEERS/SCHOOL VISITORS

We welcome volunteers to the classroom. Your teacher will discuss his/her classroom procedures regarding volunteer schedules. Even if it is a short visit, please make sure to always sign in at the office and wear the green visitor's pass. You may be stopped by a faculty/staff member for security and safety reasons.



CORRESPONDENCE

This year we are trying something new. Since we are a 'GREEN SCHOOL' our Back to School Power Point can be found on our school's website. This will provide you with information pertaining to curriculum and other information. Please notify your child's teacher if you would prefer a printed copy in your child's folder instead. Let's help our environment. Also, please try to communicate mainly through email, the teachers will try to do this as well once we have everyone's email.