

September 2, 2014



Dear Parents and Caregivers,

Welcome to the 2014-2015 school year at Helen Keller Elementary. The staff is excited to get back to the building and see our students and their families and I am thrilled to be teaching 3rd grade again!

This week and next, our class will be working primarily on:

- ❖ getting to know each other and building our classroom community;
- ❖ assessing and refreshing knowledge and skills, and;
- ❖ learning routines and procedures;

One of those procedures, **lunch**, requires your assistance. Your child has the choice of bringing a lunch, buying a lunch or going home for lunch.

- ❖ A **Hot Lunch Calendar for the month of September** is in the front cover of your child's homework folder. Please help your child know and **remember his/her lunch plans for the next day, as lunch orders are placed a day in advance**. Some families review the entire month and circle the days students wish to buy a lunch. Then the calendar is placed back in the front cover for reference each morning.
- ❖ If your child is planning to go home for lunch every day, one note for the year is needed to keep in the office. If you want your child to go home or out for lunch on occasion, a note needs to be written each time.

Some other reminders:

- ❖ Students enter the building at their assigned door (in the back of the building). They will be picked up each morning at entry time, 8:20 with the tardy bell ringing at 8:25. If your child arrives late, they will need to enter the building at the main office (entrance on Campbell Rd).
- ❖ Students will be dismissed from the same door at 3:30. If someone other than those listed on the emergency release form (on file in the school office) is picking up your child, please send a note each time.

- ❖ Be sure to **call the school “Safety Check”** number if your child is going to be absent. We appreciate your scheduling doctor appointments and vacations to coincide with school vacations or non-school hours.
- ❖ Students are welcome to bring a **healthy snack** (fresh or dried fruit, cut up veggies or cheese **ONLY**) to eat mid morning. This should be packed separately from lunch as students will need to bring their snack into the classroom each morning and keep it in their desk.
- ❖ **Water bottles are welcome** on hot days but must be managed appropriately by students or the privilege may be revoked.
- ❖ **Clearly label your child’s belongings** (lunch box, water bottle, boots, coats, sweaters, etc.) and check the LOST AND FOUND regularly for missing items.
- ❖ Students will record daily lessons and homework in a Student Planner every day. Please review your child’s Planner with him/her daily to help him/her reflect on the day, their performance, and homework they need to complete.

Should you need to contact me:

- ❖ Write a note in the planner or on a separate sheet of paper;
- ❖ Email: stanesak@royaloakschools.org
- ❖ Voicemail: call (248) 542-6500 ext 3019
- ❖ Website: msstanesa.weebly.com

One other thing to mention is Curriculum Night. I will be sharing more information including an overview of the 3rd Grade curriculum next **Thursday, September 11th for K-5 Classrooms**. K-2 classroom presentations begin at 6:30 and **3-5 presentations begin at 7:30**. I look forward to seeing you all then!

Welcome back,

Kelly Stanesa