

Dear Parents,

We had a great first day here in second grade! We are spending time going over classroom expectations, as well as establishing our routine and classroom community. We are looking forward to a super year! The following list is important information you will need to know for this school year. Please read CAREFULLY and let me know if you have any questions.

- Thank you to everyone who sent in supplies. Your help is greatly appreciated!
- **Arrival/Dismissal:** School will begin daily at 9:15am. Please be sure your child arrives on time and ready to learn. School dismisses at 3:45pm. If you need to sign out your child early for an appointment, PLEASE either email me or send me a note, so I can have him/her ready for your arrival. For example, if we are outside, I will be sure they are packed up with their things and ready to go.
- **Absences:** It is EXTREMELY important, if your child misses school for any reason, you either call the school office (462-6780), email me (ccoffey@wcpss.net), or send a note the following day about the absence. If we have not heard from you, your child's absence will automatically be **unexcused.**
- **Transportation:** IF your child will be going home on transportation that isn't the usual way home, you MUST send a note stating that information or your child will be sent home on their usual transportation.
- **Lunch/Snack:** Lunch will be from 12:30-1:00. You are welcome to join your child for lunch anytime, they love to have guests! We will also have a daily morning snack time. Please send in a healthy individual snack for your child (fruits, vegetables, cheese, crackers, granola bars)-NO soda or candy!
- **Specials:** Our daily specials schedule is as follows:
Monday: Music, Tuesday: Art, Wednesday: Technology, Thursday: Media, Friday: P.E.
Please be sure your child has sneakers or tennis shoes on Fridays!!
- **Medication:** A medical authorization form must be filled out in the front office for any medication given to your child. This includes over the counter medications (cough drops, advil, aspirin, sunscreen, chapstick etc.) No medication is allowed in the classroom.
- **Tuesday folders:** Every Tuesday, students will bring home a Tuesday folder. Your signature is required and it should be returned to class on Wednesday. Inside will be any important school information, PTA information, class work that I have collected and checked, and a weekly progress report. I will email a weekly newsletter. Please review carefully and let me know if you have any questions or concerns.

THANK YOU!!!!

Cindy Coffey

ccoffey@wcpss.net