

Dear Parents/Guardians,

We are excited to welcome all of our students back to school. Please see the important information below regarding your child's upcoming school year:



1. **Arrival:** The school day begins promptly at 8:00 am. It is important that your child arrives on time daily.
2. **Dismissal:** Students will be dismissed at 2:20 pm each day through exit 2 (back schoolyard). If you arrive late, you must go around to 21st Avenue and pick them up through exit 1, where your child will be waiting in the cafeteria. If you need to pick your child up before the end of the day, kindly send a letter to school so that homework can be copied and they can be packed up and ready to go upon your arrival.
3. **Lunch:** Your child's scheduled lunch period is from 11:40 am - 12:30 pm.
4. **Snack:** Your child will be allowed to have a small, healthy snack. Your child may bring bottled water, which will be accessible to them at all times. (No juice or soda will be allowed in the classroom.)
5. **Absences:** All absences must be explained in writing. Please be sure to send a note to school with your child on the day they return. Please note all absences will be counted, whether a doctor's note is provided or not.
6. **Appointments/Conferences:** If you have any questions or concerns, please feel free to contact us by letter or phone at 718-728-1459 or via email.
7. **Supplies/Books:** All texts, workbooks, notebooks, and supplies are expected in school each day. If you haven't already done so, please have supplies in as soon as possible. In addition, students are expected to bring "Just Right" books from home for the first week or

so until they are able to circulate through the classroom library. Please be sure that any book your child brings to school is on their appropriate reading level and has their name and classroom number written inside the front cover.

8. **Homework:** Homework is assigned daily. Assignments will be checked for neatness and completeness. Please check your child's homework pad/agenda daily to ensure that all assignments have been completed. If there is a family emergency or if your child is having great difficulty with a particular assignment, a note explaining so will be very helpful toward their success. Excuses, such as leaving a book at school/home will not be accepted. All missing homework assignments must be made up as soon as possible. Students that have been absent will not receive a zero for an assignment they missed while they were out. However, they are responsible for finding out what they've missed, and make it up as soon as possible.

*To keep you informed, please be aware that any time your child misses a homework assignment you will receive a notice explaining what has been missed. Please sign and return that letter to school as soon as possible.

9. **Tests:** All tests are to be corrected, signed, and returned to school as soon as possible. Tests are kept in your child's folder at school and will be returned in June.

10. **Gym:** Your child has gym on _____ and _____. Please be sure to have your child dressed in comfortable attire and sneakers on those days.

Thank you for your cooperation. We're looking forward to a wonderful year!!!!

Sincerely,
Grade 4 Teachers