

3rd Grade with Ms. Dunn!

Class Website

Please visit our website! Here you will find homework information, weekly updates, and other resources.

1. Go to TCPS.org
2. Hover your mouse over the "Communities" tab
3. Click on "Class Sites"
4. Click on "Third Grade"

Locked Campus -- Gates and Buzzer System

All gates around the school and the Main Office door are locked Monday - Friday from 8:30 AM to 2:30 PM. This is for the safety and security of the students and staff. During these locked campus hours, access is through the Main Office where all visitors will be "buzzed" in through the front door once visually identified. It is anticipated that the Main Office will be staffed at all times; however, patience is kindly appreciated if there is a brief delay to be let in. All visitors to the campus must sign in, and obtain a "visitor" or "volunteer" badge before proceeding to the classrooms or playground.

Drop off – NO PARKING IN FIRE LANES

- Before School Care is **7:45am - 8:15am** each morning. During that time, you may drop off at the front office door.
- **8:15-8:30** – Drop off at the north gate by the park.
Kids line up to go inside at 8:30 – Be punctual! It is helpful to children and parents to get in the habit of saying goodbye on the blacktop. (Our hallway gets pretty crowded when we come in to stash our backpacks!)
- **Rainy days!** 8:15-8:30 Drop off to homeroom.

Pick Up – Safety Procedures

To promote safety and reduce traffic congestion during dismissal, families will park and come through the north gate or front office. Teachers will bring students outside to the playground at 3:00 PM. Parents or authorized guardians **must park** and come onto campus. When leaving between 3-3:15pm, exit through the north gate and check out student(s) with the staff member with the master student list. **Students will not be released unescorted.**

Please park your vehicle in a legal parking spot, avoiding red painted curb zones, church

designated spots, and blue handicapped spaces (unless you have an authorized placard). Please do not park within the driving lanes to allow for safe traffic flow.

Extended Day Program

PARENTS OR AUTHORIZED ADULTS MUST SIGN STUDENTS IN AND OUT OF THE BEFORE- AND AFTER-SCHOOL EXTENDED DAY PROGRAMS.

When students are picked up, please make sure that the Extended Day staff knows and that you use the sign-in/sign-out notebook. Students who are not signed out may be charged for the maximum time.

Extended Day fees are billed \$7.00 per hour in fifteen-minute increments. Morning care is billed from 7:30 AM to 8:15 AM and afternoon extended care is billed from 3:15 PM to 6:00 PM. Fifteen minutes prior to and after school hours will be considered a grace period and parents are not charged for that time. *Late Pick-up Charge - If a student is picked up after 6:00 PM, the parents will be billed at the rate of \$10.00 for the first half hour or any part thereof. After 6:30 PM, the rate is \$1.00 per minute.

Extended Day Payments:

For Extended Day payments, please consider making a pre-payment deposit via check or online bill pay in the amount of \$100 - \$500 into your student's daycare account, depending on your anticipated usage for the year. Each month, your student's extended day usage will be charged against the available balance in your account. To minimize monthly check writing and avoid late fees, we encourage you to maintain a positive pre-paid balance in your Extended Day account. A monthly statement will be EMAILED to you by the first week of the month detailing your student's extended day usage and showing your remaining available balance or balance due upon receipt. If daycare has been used and a statement has not been received by the 10th of each month, please contact the Main office for a duplicate email statement. A 15% late fee will apply for payment not received by the 15th.

If a student's Extended Day account (including late fee) is not paid in full by the end of the month, the family could lose the privilege of using the Extended Day Program as of the first day of the following month. Families with outstanding balances will receive a call from the office notifying them that their privilege to use the Extended Day Program provided by TCPS has been revoked. This privilege will be reinstated as soon as the account is paid in full. Accounts that are more than 60 days past due may be submitted to an outside collection agency. A \$10.00 administrative fee plus any bank charges will be charged for returned checks from the bank. In addition, a returned check is considered a late payment and the account will be assessed the late fee.

At the end of the school year, a final daycare statement will be EMAILED with any balance due within 10 days. If there are available funds remaining, you may request a refund or carry forward your pre-payment for next year's Extended Day care.

Fees & Financial Policies

Extended Day Program - \$7.00 per hour, billed in fifteen-minute increments. Morning care and afternoon care are calculated separately.

Volunteer Buyout Option: \$20 per hour (up to a maximum of \$400)

Tuition Payment Policy

The tuition payment policy at TCPS is outlined below. The following guidelines are taken from the enrollment agreement:

1. All tuition payments are due on the first of the month.
2. Tuition payments not received in the office by the fifth of the month are considered late and will be assessed a late fee of \$15.00.
3. Returned checks are assessed a \$10.00 fee plus any bank charges. They are also considered a late payment and will be assessed the late fee as well.
4. The TCPS office will email a late notice to delinquent accounts on the sixth of the month and this notice will include late charges. Late notice payment is due immediately upon receipt (includes tuition and late fee).
5. On the tenth of the month the Administrative Assistant will contact late tuition families.
6. Accounts that are more than 60 days past due will be submitted to an outside collection agency.

Tuition payment options

In an effort to simplify tuition payments, we encourage parents to coordinate with their banking institution to set up "online bill pay". Please carefully follow your bank's instructions to ensure your payments are set up to be received by our office on the 1st of each month to account for mailing time to avoid late fees.

Tuition Recovery Reserve Plan

The Tuition Recovery Reserve is a plan that may allow families to recover some tuition should a student withdraw from TCPS after the Enrollment Agreement is signed. The Tuition Recovery Plan payment is required on all installment payment contracts and should tuition be paid in full at the beginning of the school year is optional (yet highly recommended). Since parents are contractually obligated to pay the full year's tuition, this program makes it possible to recover a percentage of the tuition (subject to terms and conditions of the TCPS Tuition Recovery Reserve Plan) should the student be withdrawn. The program does not come into effect until a student has been in attendance 10 days of the school year.

Emergency form – Who can pick up your child?

We strictly adhere to the form you fill out for us. This will be kept up to date on our ParentsWeb, though a heads up to any changes is always appreciated.

- If someone else is picking up your child, we ask that you provide written communication. Please make sure to note if the person will just be picking up your child on one specific day or has permission to pick up your child any time.
- We will ask for identification of people we do not know.

P.E. Shoes

Students are required to wear closed-toe athletic shoes on P.E. days and we also encourage

students to wear these types of shoes for all playground activities.

P.E. is on Monday and Thursday - Outside play is everyday

Birthdays!

We love to celebrate birthdays here at school with a mini celebration!

- We celebrate at our **9:45 am** snack time
- Special snack and napkins (a drink if you wish) – please keep it simple!
- Please do not include hats, favors, and other decorations.
- Please check with me about classroom allergies before bringing a snack

Summer birthday? No worries!

- We're happy to celebrate half birthdays too!

Water Bottles

Reusable water bottles are always encouraged and will be kept in the classroom.

- Labeled with student name

Lunch From Home and Hot Lunch

Lunch Policy

- Students will bring home what's not eaten when possible
- Lunch time is first and foremost for eating!
- We will spend 10 minutes eating, chatting, and cleaning before 20 minutes of play time.
- Uh oh! Don't trust your lunch-packing skills? Consider our lunch vendor - Mrs. Felter is finalizing our hot lunch

Communication

Email: cdunn@tcps.org

TCPS Website: www.tcps.org

Class Website: Under Community Tab, Under Class Sites

School Phone: 858-576-2120 Ext. 313

Getting in Touch with Teachers

- Teachers are available before and after school. I will be available at 8:15am every morning! If you need to meet before that, please email me so we can schedule it!
- **On Tuesday afternoons we must be upstairs by 3:15 for staff meetings.**
- Teachers will be at the check-out area during dismissal.
- Homework Folders. Please check your student's homework folder.
- **Don't be shy, come on by!** – Please feel free to come talk with me before or after school, I

love talking with you!

Specials

Specials are an important part of our curriculum, and teachers prepare thoughtful meaningful lessons for students. Please take the time to get to know all of the teachers your student will have throughout the year. This year, your child will have

- Science with Ms. Toropova ctoropova@tcps.org
- Library with Mrs. Smith msmith@tcps.org
- Spanish with Senora Garcis cgarcia@tcps.org
- Music with Ms. Jenkins vjenkins@tcps.org
- P.E. with Coach Santiago msantiago@tcps.org
- Coding with Mr. Payne mpayne@tcps.org

Tuesday notices will be emailed to you each week! Please read to stay up to date!

Student Responsibilities and Overview

Label everything that you don't want to lose at school! From clothing to supplies, and especially water bottles!

Homework

- Assigned Monday – Thursday. Due the next day unless otherwise specified. Homework is expected to be done with complete student independence, unless otherwise specified.
- o Child files work and folder at school
- o 3rd – Usually 1- 2 pages
- o Thursday – Study for spelling test
- Please feel free to check your child's homework but leave errors. This helps me to plan the next steps to success!
- Homework should about 10-20 minutes per night. Please let me know if your child is regularly taking longer (or shorter) than that. You can always leave me notes on the pages when anything comes up during homework - questions, comments, etc.

Make-up Work

- If absent, it may take 24 hours to send make up work home - we will very likely not be able to send work home first thing in the morning if notified of an absence that morning. Make-up work can turned in by the following Monday, or make arrangements with me for extended absences.. The student is responsible for coming to me and getting the assignments.

Library

- **Tuesday at 2:00pm with Mrs. Smith**
- 4 books at a time
- Must be renewed/returned two weeks from checkout.

Responsibility as a TCPS Community

- ★ We follow the **KEYS** and “own” our choices. We take care of the classroom and the school together. This is particularly important this year!

TCPS Keys

We refer to these keys often and “own” our choices

T - Think (Before you speak and act)

I - Integrity (Knowing and doing what is right, even when no one is looking)

G - Growth Mindset

E - Empathy

R - Responsibility

S - Stay Present

Parent Handbook

The parent handbook is located on TCPS.org under the “Community” then “Parent Forms and Information” tab. Please look there for questions on dress code and other nuts and bolts information.

Please note our **Toy Policy**. We ask that students do not bring toys from home to school or daycare.

Information Distribution – forms will be distributed to the oldest sibling at TCPS

Excitement Abounds!

I am so excited to be your child’s teacher this year! We are going to have a wonderful time in 3rd grade!

Please never hesitate to contact me with any questions or concerns.

Ms. Dunn

Misc. Announcements:

- Be checking Tuesday Notice for important school messages
- Big Event – (“surprise” vs. “secret”)
- Parents remain *outside* on Visiting Day
- Ways to support your child’s educational experience – Something for everyone!
 - Assignments from room parent
 - The school library
 - Listings in Tuesday Notice
 - Sharing skills and interests – Especially to support “Classroom Without Walls”

***Don’t forget...2:15 on the first day of school, parents are encouraged to join us for our Bubbles tradition! The whole school is dismissed on this first day at 2:30. Please return to my room to check out!