

## Communication

Please feel free to write me a note/send an email at any time. I will do my best to give you a timely response. (If you haven't heard back within 24 hours, please resend-sometimes emails do get "lost.") The best way to contact me is by email, but please keep in mind that I am not near my computer all day. If you have an emergency, the best way to get a hold of me is to call the school (724) 443-1558.

Changes in dismissal- Please be sure that if there are any changes in your child's dismissal you send in a clear and dated note. Also, if you need to pick your child up early for any reason, please CALL the office and they will let me know. Email is quick, but I may not get to it right away. Finally, if your child is going on a "play date" after school and riding a different bus or being picked up with another peer, please be sure that BOTH parents send in a note. Also, for morning kindergarten pick-up, I included several "name posters" for you. A substitute will not have access to my email, so if there are changes in dismissal, please send a note. Thank you!

## Classroom Newsletter

At the end of each week, I will send home a newsletter via email. It is important that you view the document as it will be our major communication tool for the class. It will contain events for the week to come (show and tell, star of the week, etc.), as well as highlight what we learned during the week. When we start using weekly volunteers, the volunteer list will be included, too. I also try to include important district and Richland Elementary information.

## Green Folders

On the first day of school, your child will receive a green communication folder. Inside, the folders are marked "Keep at Home" and "Return to School." Please check your child's folder daily to see if anything was sent home and if something needs to be returned. I encourage you to check and clean out the folder daily so that information does not get lost and it does not become overwhelmed with papers. Also, please use this folder to send to school any notes or information for me. I check them first thing at the beginning of every class.

\*I do not check the children's backpacks. If there is something in the backpack for me (or you think your child may forget-email me, or put a little sticky in the folder.)