

“Getting Ready for Public School!” – A Parent Orientation, Fall 2013

1. School Communication:
 - a. Tuesday Envelopes – a key communication tool. Please empty, review, initial and return the next day.
 - b. Thursday eblasts – a key communication tool. Please read, respond, download and sign any required forms.
2. Absences – please make attending school a priority in your family. Not only does it affect our state funding (when a child is absent our district loses approximately \$24 per day per student,) we are all advocates for your child’s education and want them to enjoy coming to school. You can demonstrate the importance school plays in your child’s life by scheduling doctor’s appointments and family vacations during school vacations. Our website will have a school calendar to help in your planning. Particularly during the first two months we are all getting to know one another and our classroom routines. It is so hard on your child if this time is disrupted.
 - a. If an absence is unavoidable, please *call the school office*, 488-0537, not the teacher, before the school day begins. On a day-to-day basis the teacher is responsible for the students who are present. The office is responsible for all students, whether present or not. We have an answering machine so you can call day or night.
 - b. Late/leave early – sign-in/out in school office, bring slip to teacher. If you know in advance, please give a “heads up” to the teacher and the office that you’ll be bringing your child late or picking up early.
3. Clothing – please send your child to school ready to get messy, do the crab walk and summersaults, and have fun. Our dress code includes:
 - a. Closed-toe and closed- back play sandals or shoes;
 - b. Shorts or pants under skirts and dresses;
 - c. Tummy covering shirts and no skinny strap tops;
 - d. Clothes that your child can manage independently (button, zip, tie;)
 - e. Accidents – they happen. We keep it very low keyed. We send them to the office for a clean set of clothes. Please wash and return them when convenient.
4. Morning – a warning bell rings at 8:25 and our school day begins at 8:30.

*Special note about Separation Anxiety: after spending long summer days with family the first few days of school are a challenge for everyone – especially our newest students! Please, for the sake of your child, be as positive about attending school as possible. When dropping off your child they need you to reassure them through both your words and your behavior. Give your child a BIG hug and kiss and wish them a fun day – and then leave. Please don’t worry if tears are shed – it is perfectly normal. We will keep you posted and lovingly help them through their transition – we promise!

5. End of day – We release the children to parents, older siblings, or anyone listed on the emergency card filed in the office or on the Parent Contact Information Form. Please be there when the bell rings because your child is looking for you after our long day. If you run more than 10 minutes late, you will find your child in the school office.
6. Snacks and lunch – quick and healthy! No sodas, candy, or Gogurts (they explode...)
 - a. Snack – we stop for snack EVERY school day, including Pizza Wednesday, so please send a snack every day. An apple and a graham cracker, grapes and a granola bar. Make sure your child

knows which is snack and which is lunch. We encourage students to take uneaten food home so that you can monitor what they are eating.

- b. Lunch – your child can purchase lunch in the cafeteria either by sending in money with your child or you can deposit money into your child’s account by going online to our school’s website, www.sandi.net/birdrock, click on “Lunch Menu” under “shortcuts.” That is where you will find an updated menu, too. Every child receives a PIN number and needs to use it to make any cafeteria purchase.
 - c. Pizza Wednesday – every week. After you pick up your child, head to Bird Rock Park for a great weekly school community gathering and fundraiser! Pizza, drinks, salads, breadsticks and cookies are available for purchase. Reminder – due to the large number of folks who participate in Pizza Wednesday, please monitor your child. After you enjoy your picnic, would you and your child do your part to keep our park looking nice, and ready for P.E. the next day, by making sure trash ends up in the trashcan? Thank you!
7. Birthdays – if you wish to send in a healthy treat for a birthday, please give the teacher a “heads up” a few days before. Popsicles, fresh fruit cups, or cookies are perfect. No cupcakes or cakes, please. (We have found that too much frosting that ends up all over clothes and/or the ground.)
 8. Party Invitations – we’re sorry but since private parties are not school functions, party invitations cannot be distributed at school or through the Tuesday envelope.
 9. Parent Volunteers –we want you on campus, in the classrooms, and on field trips because we know what it means to your little one. Classroom volunteers will be welcome as soon as the teacher determines that the students are ready. The expert teachers may need extra hands beforehand so keep an eye on our classroom doors for a sign-up sheet. Your teacher will discuss this and how to sign up as a regular volunteer at the “Back to School Night.” Even if you can’t volunteer on a regular basis think about joining us on field trips and coming in for morning rotations at least once per semester, mom AND dad. That would go along way towards helping to build understanding and communication between the classroom and the home - plus it gives you a chance to meet all the little and big people who are a part of your child’s school day.
 - a. Before volunteering or driving on a field trip, your TB test results and background check results will need to be on file in our school office.
 - b. When volunteering please allow time to sign-in in the school office before coming to the classroom; and
 - c. Please turn off your cell phone or put it on “vibrate.”
 10. Traffic – for the express safety of our students and their families, a traffic plan has been established and is in place. Safety Patrol and teachers are on duty to try to help everyone – walkers and drivers, children and adults - stay safe. As a community, safety is our number one priority.
 11. Parking – there is no parking in front of the school. That area is reserved as a safe and supervised place for quick drop off and pick up only and provides safety of ALL of our school families.
 12. Playground structures– upper field (red structure) is available before and after school. The black top and K structures are closed before and after school, even on Pizza Wednesday.
 13. During the school year, if you have any questions, please don’t hesitate to ask. Just stop by the classroom, drop a note, email, call, leave a message – whatever works best for you. Your child’s teacher will get back to you as soon as possible, usually within 24 hours. Please note: since we are busy teaching we are unable to check email once our school day has begun.