

Mrs. Forsythe
Information and Procedures
2024-2025

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Dear First Grade Families,

I am so excited to be your child's first grade teacher this year.

This is my 24 year teaching and my third year at Singing Hills. I live in Elizabeth with my husband, two sons and puppy Kona. I am excited for this upcoming school year! It remains my goal for your student to be an active and engaged learner and for us to build a partnership to support both you and your student!

Sincerely,

Donna Forsythe

First Day of School

I will greet children outside, on the back lawn. Entry to the back lawn will be by the playground. Please look for my classroom sign. When our class is gathered, we will walk into the school together. Please note, parents will not be able to walk their child to the classroom.

End Of Day Routine

The following is information about parent pick-up, bus routine, and kids club for the beginning of the year. Please familiarize yourself with the information and contact your classroom teacher if you have any questions / concerns.

Parent Pick-Up...

1. First Grade dismisses at 3:15.
2. We will line students up in the grassy area at the front door.
3. Students will be dismissed to their pick-up person one at a time.
4. Students **must** give me or another first grade teacher an elbow bump or high five, and we must have waved to the adult picking up before a child is released to go. This is to ensure that all parties are aware of the hand-off.
5. Students will only be allowed to go with people on their student pick-up list. If someone other than the people on the list is planning on taking your child home, you must let both me and the office know before we are able to send your child with that person. In addition, the person picking up your child **MUST** provide a photo ID.
6. **First Grade students will not be released to anyone waiting in a car. All people picking up students in K-1 grade must park in the parking lot and come to the front of the school.**

Kids Club...

1. Students going to kids club will be walked down by a Kids Club teacher the first few days of school.

Bus Routine...

A First Grade teacher will take students to their buses.

Transportation Changes

If you need to change your child's transportation schedule please make sure you contact the front office by 2:00pm. When you contact the office, they will let me know of the changes before the end of the day. You are more than welcome to send me a Dojo message as well, however please do not simply rely on Dojo. There are some days that I cannot check my messages until the end of the day. So, to ensure that I get the transportation changes (on time) please call the office at 303-646-1858. **Please make sure all changes are communicated before 2:00.**

Reporting an Absence

Regular attendance at school is a key factor in any student's success at school. If your child is ill, please report the absence at 303-646-1815 and keep your child at home. For further information, follow the guidelines for reporting your child's absence listed in the Parent Handbook found online.

Specials

First Grade will have specials every day. Specials include music, art, PE, and STEM. The special schedule for the week will be posted on our class website.

*****PLEASE make sure your child wears tennis shoes/running shoes on days when we have P.E.**

Collaborative Time

On Thursday mornings, the elementary schools have a one hour delayed start. During this time, teachers have meetings focused on collaboration, reviewing student data, and determining instructional practices to maximize student achievement. Occasionally, these meetings will have a school wide or district agenda. School will start at 9:00 am on Thursday.

Breakfast

This year, breakfast and lunch **will be free**. If you wish for your child to eat breakfast at school, they must arrive prior to the first bell at 8:00. This is to ensure that they will have enough time to get breakfast and get to class. Please let me know if you plan for your child to eat breakfast at school. Your child must check in at the classroom before going to breakfast.

Lunch

School lunch **will be free** this year. You are also welcome to pack lunch for your student. You can find the link to the menu on the district website. If you would like to apply for free or reduced lunch, please visit the district website for more information.

Snacks

Your child will need to bring a snack to school each and every day. First graders will eat their snack in the afternoon. Please pack the snack separately from lunches for easy access. Because we only have 10 minutes for snacks and hand washing, only one small snack is necessary. Please be mindful of the snacks you send. We are limited with time and we are trying to avoid bugs or other pests in our classroom. Your child will need to be able to open their snack and clean up after themselves. In consideration of food allergies, we do not allow students to share snacks. Our classroom has a nut allergy, so please be aware of the snacks you provide. As per school policy we are only allowed to have water for snacks and/or in the classrooms. If you send a beverage other than water, your child will need to drink it in the cafeteria during lunchtime.

Water Bottles

Our building can get quite warm. Your child needs to bring a water bottle to school every day. Please only send water in your child's water bottle. Other drinks are hard to clean up if they get spilled on desks and the carpet. Please make sure it is clearly labeled.

Backpacks and Parent Communication

Your child should bring a full size backpack every day that is clearly labeled with his/her name. The backpack needs to be large enough to accommodate a Friday folder, library book, homework folder, and any other items going home during the year.

Please check your child's backpack daily. This is an important part of keeping communication open between home and school.

Friday Folder:

This folder comes home every Friday afternoon or the last day of a shortened school week. It will have important school information as well as classroom work. Please return it to school emptied of all contents on Mondays.

Homework Folder:

Your child will receive a homework folder at back to school night that contains ongoing skills to practice and reading logs for the entire year. Reading logs are to be turned in at the end of every month. Homework folders are to be kept at home, and do not need to come back to school.

Birthday's

Birthdays are a fun and exciting day for all students! Feel free to bring in a small, but special treat to share with the class. School policy allows all items to be store bought and remain sealed until their arrival at school. Parents will need to provide all plates, napkins, etc. Please notify me in

advance so that I can plan accordingly. Please be aware of nuts due to allergies.

It is recommended that the treat be kept simple. It is important to honor student birthday's however, I would also like to honor the reason we are at school-furthering each child in their love for school and learning. With that being said, I am not in a position to throw a birthday party at school during our instructional time. (You may chuckle that I have to say this, but it happens more often than you realize) To be frank- A birthday TREAT is appropriate. No need to send in balloons, candles, (That we are not allowed to light) presents etc. Large birthday parties are best held with classmates outside of school. An idea that may help-many families will come at lunchtime on the student's birthday and have lunch with them or bring a special lunch and eat it at the table outside the office.

If your child has a summer birthday, he/she will get to choose a day when they want to celebrate their big day towards the end of the school year!

Birthday Party Invitations

Children may pass out birthday invitations in class if **all** children in the class are invited. If not, you will need to distribute or mail invitations outside of school hours. This policy is to protect tender feelings.

Behavior Expectations

It is very important for students to know when they are making positive choices during the day! Singing Hills Elementary students participate in the **P**ositive **B**ehavior **S**upport initiatives sponsored by the CDE and ESD-C1. Its purpose is to establish and maintain effective school environments that maximize academic achievement and behavioral competence for all students. Positive expectations are routinely encouraged, and children are recognized for displaying positive behaviors in school.

Positive behaviors extend to all areas of the school environment such as the playground, cafeteria, hallways, bathrooms, ECT.

ClassDojo

I will be using Class Dojo to communicate with parents, and to facilitate your child's learning. You will be getting a code to sign up. You will be able to send me messages using the app. It is a great way to stay informed on what is going on in kindergarten. This is my main way to communicate what is going on in the school and classroom, so please make sure you sign up and check it regularly.

Updates

In addition to ClassDojo, I will also send home a weekly email detailing what we are learning, our upcoming events and other important information.

I hope this communication has answered a few of your questions you might have about the beginning of school. As the year progresses, there will be notes going home with additional information and requests as needed.

Thank You!

Donna Forsythe