

September 3, 2013

Dear Parents,

Welcome to the 2013-2014 school year. I am looking forward to the new school year and the opportunity to work with you and your child. Let me introduce myself. I have taught school for 27 years, my experiences include teaching Kindergarten, Second grade and Young Fives. My husband Craig and I have four children. Ross is married and lives in Grand Rapids, Clay and Hannah attend Muskegon Community College and Elizabeth is a junior at the University of North Dakota. Our household runs non-stop so I understand how much information is coming your way, I will try to keep things brief.

There are a couple of things that you will find helpful this year. First a backpack will allow items to make it to school and home again safely. I am giving each student a folder to keep in their backpack for their papers. Each day I will collect these and check for bus notes or messages from you. **Please send the folder every day**, it will help keep papers and notes from becoming lost or arriving home in a crumpled mess. Whenever you send money with your child, make sure it is in an envelope marked with: **their name, amount, purpose (breakfast, milk, book order...)** and **the name of the person who is to receive the envelope, (Mrs. Cudney, office, food service...)**.

I am sending a schedule home with our specials and the day we go to that special. The students **will need** separate shoes for gym, they do not have to be new, just clean.

Library books are checked out for one week. Finding a special place of these books at home is helpful and keeps them from getting mixed up with other books in your home.

We will have a quick snack time in the afternoon. Healthy snacks like fruits, vegetables and granola bars that don't need to be refrigerated are great. **Please do not send candy, donuts or sugary treats.**

You are welcome to send in treats for birthdays. I will let you know if there are any allergies in the classroom. Some ideas that work well are bite sized cupcakes, fruit snacks, cookies and Rice Krispy treats.

Each child in our room will have the opportunity to be the helper for the day. On that day they are in charge of all necessary jobs and they may bring something to share with the class. I will send a **show and tell pass** home with your child the day before it's their turn. **Please return the pass so it can be given to the next child.**

**Notes or phone calls to the office are required for any changes that occur in your child's schedule;** be it riding buses, walking or being picked up. This helps us insure your child's safety by making sure they are where you want them to be after school.

I would also appreciate knowing any food allergies as we do some cooking and have treats for special occasions.

This information should get us started. I'll let you know of any changes and send occasional updates. Please feel free to call if you have any questions or concerns. You can reach me at school or home, 894-9547.

Sincerely,  
Linda Cudney