



Dear Families,

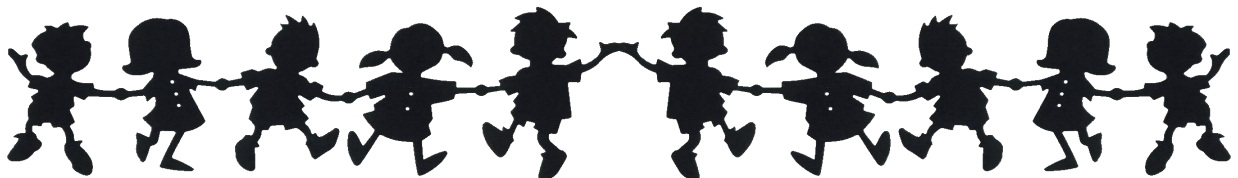
First, I want to welcome you to 3rd grade- and more importantly your child to my classroom. I hope that you had a great summer and that you are ready for school - I know I am! I am excited to get to know your child and your family.

I'd like to first share a little bit about myself. I grew up right here in Southern Frederick County and am a graduate of Linganore High School. I graduated first from Shippensburg University, with a degree Geography/Environmental Studies. My husband's job took us to St. Louis where I fell in love with teaching and earned my degree in Education from the University of Missouri and thus began my teaching career. While there, I also earned my Masters in Education from Lindenwood University. We eventually returned home to Frederick and I taught in FCPS before taking some time off to be at home with my two kids. This is my 9th year at CES. Both my children both came up through CES, and are now at UMS and at UHS (I do live in the community, so I'm sure you'll see me around ☺). Besides being a classroom teacher, I am also the 3rd grade Master Teacher for FCPS.

In my classroom I hope your child experiences an environment that allows them to learn and grow to their fullest potential in a nurturing and relaxed setting. I strive to foster personal responsibility, accountability, and independence. It's important for me that the foundation they are building in this transition year from primary to intermediate is strong and without gaps.

I hope that you find the information in this Welcome Packet helpful. More details concerning 3rd grade curriculum, policies, and grading will be given at Back to School Night.

Yours in Education,
Mrs. Smith



Mrs. Smith
Kelli.smith@fcps.org or 240-566-0180

There are a number of effective ways for parents and teachers to communicate between school and home...

I will typically respond within 24 hours of receipt of your message. If I do not – please do not hesitate to follow-up with a phone call, email, and/or note. There are situations (such as a typos, spam folder settings, incorrect phone numbers on file, note misplaced by a child, etc.) that might prevent me from either getting your message or you receiving my response. If I do not respond to you within 24 hours, I recommend trying again with different method of communication.

Please direct **time sensitive** or **urgent** communications (such as changes in dismissal, requests for absent work to be picked up same day, etc.) to the front office.

*Email

-The most efficient way to reach me is via email – and is my preferred way. Please send messages to kelli.smith@fcps.org.

I typically check my email a minimum of twice daily: *usually* at my arrival and then either during my planning period or at the end of each school day (although often I check during both times).

*Phone

-Each classroom at Centerville is equipped with a phone. My room's number is **240-566-0180**. However, between the hours of 8:30 and 4:00, all calls are forwarded to voicemail. I typically check voice mails at the beginning and end of each day. The main school number is 240-566-0100 should you need to get a time sensitive message to me.

*Bloomz

-This year I will be utilizing Bloomz to improve communication – it's a great way for me to coordinate and communicate with parents (you can read more about it at Bloomz.net.) Please make sure you have signed up to receive Bloomz messages from me. Please go to **bloomz.net** and enter code **SJG3WF** or text **@SJG3WF** to **1-858-BLOOMZ1 (1-858-256-6691)**.

*The Daily Folder

-Each child will have Daily Folder, used to transport homework to and from school. Please put notes from home about dismissal or transportation changes, absence excuses, book orders, or other information important information in your child's Daily Folder. It is your child's responsibility to remember to turn in notes.

*Student Planners

-Each student will receive a planner for recording homework assignments and other important news. You can write questions regarding homework assignments or due dates in your child's planner, but please keep in mind **it will be your child's responsibility to remember to show me** as I do not routinely check every planner. If a question has gone unanswered, please feel free to email or call.

*The Thursday Folder

-Each child has a special folder that will be sent home each Thursday with information from the school. (Please note that newsletters and other school wide communication will be sent home only with the youngest child in the family.) Please remind your child to return the Thursday Folder to school each Friday.

Clear and consistent communication is VERY important to me. If you do not hear back from me within 24 hours - please email me again. Additionally, you may want to try an alternative form of communication. Sometimes there are glitches that prevent me getting your message and I would never want you to think that I was not responding.



Calling All Volunteers!

Are you interested in being a volunteer in your child's classroom? Please fill out the information below and return in to school promptly.

Name (PRINT) _____

Relationship to Child _____

Phone _____ Email _____

Room Parent: coordiantes 2 class parties and class basket.

_____ **I am willing to be the room parent**

Classroom Volunteering:

_____ I would love to help - but I am not available during the day. Please feel free to contact me about ways I can help at home or special projects you might have coming up.

_____ Yes, I want to be a 3rd grade class in-class volunteer

3rd grade volunteer times are: AM-1: Anytime between 9:00 - 10:30
AM-2: Anytime between 11:00 - 12:00
PM: Anytime between 1:00 - 2:00

When are you available for volunteering? Check all that apply:

_____ I can be a THURSDAY FOLDER VOLUNTEER from 1:00 - 2:00 on Thursdays

Monday AM-1 _____ Tue. AM-1 _____ Wed. AM-1 _____ Fri. AM-1 _____

Monday AM-2 _____ Tue. AM-2 _____ Wed. AM-2 _____ Fri. AM-2 _____

Monday PM _____ Wed. PM _____ Fri. PM _____

How often are you available? Weekly Twice a month Once a month

I prefer: _____ working with kids _____ helping out with tasks

I recognize that not all parents are available during the day time to volunteer. Please list on the back any skills, talents, or specialized equipment you'd be willing to share. (Computer skills, access to crafting equipment, etc.)

Third Grade Information Sheet

Please Print Carefully



Child's Preferred Name: _____

Parents/Guardians names: _____

Please list CES siblings & their teacher(s):

Please make any notes about celebrations or holidays your child participates (or does not participate) in that you'd like me to know about:

What organized activities/classes does your child participate in?:

What interests your child - what motivates him/her?:

What is your child most proud of about him/herself?:

What goals do you have for your child?:



FAQs

All answers are taken from the CES Handbook and are CES school wide policy.
The CES Handbook is accessible online.

We are going on a family Vacation. Can I have work for my Child?

“We ask that you make every effort to limit your child's absences to those due to illness and plan family vacations over the long weekends and other breaks already built into the school calendar. Due to limited planning and preparation periods, teachers at Centerville cannot send home individualized lessons and activities for your child if you they are taken out of school for vacation.”

Can my child hand out invitations at school?

“Party invitations may not be distributed at school or on the bus, as the distinction between invited and uninvited children becomes apparent. We are committed to ensuring equity at school.”

Can my child bring in birthday treats?

“Due to Health Department recommendations, we no longer allow edible birthday treats. Please do not send in balloons, flowers, etc, as these can cause a distraction to the learning process. “

How much should I help with Homework?

“Remember that homework is your child’s responsibility. Your child must be permitted to make a mistake in order to learn from it. If your child is consistently demonstrating a lack of understanding with assignments, contact the teacher.”

My child said she had to go outside even though she said wasn't feeling well/she was too cold. Why?

“Notes are needed for children who are to remain inside during outside play periods. A note signed by a physician is necessary for a long-range restriction from physical education activities and/or outdoor recesses.”

“Students are expected to play outside, weather permitting, so please dress them appropriately. If your child is unable to go outside for recess, a written note from the parent/guardian is required.”

Why did my child have to stay in for recess?

“In some cases, a student may need to participate in Responsibility Club during part of recess. Students may be in this club to complete class work or review a school rule that was broken. A child will never be held in for an entire recess period.”

Can my child wear flip-flops?

“Children are encouraged to wear shoes that tie or fasten in some way. **Flip-flops are not allowed to be worn.**”



Teacher Information Card



Student Name: _____

Student Street address: _____

Evening Contact Number: _____

If it becomes necessary to contact you, I'll call the numbers in the order they are listed.

Caregiver 1: Name: _____ relationship: _____

Email: _____

Day phone 1: _____

Day phone 2: _____

Caregiver 2: Name: _____ relationship: _____

Email: _____

Day phone 3: _____

Day phone 4: _____



Teacher Information Card



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