

Dear First Grade Parents,

August, 2018

Welcome to Norwalk Catholic Elementary! We are very excited to have you at our campus! We know you will enjoy this time in your child's life where they continue to grow and flourish into independent first-graders! The following letter will outline important information for the upcoming school year. If you ever have any questions, please call the office and we will be happy to help!

The First Grade Team:

- Mrs. Carol Corrigan has taught for 30 years in Catholic education. She has a license in Elementary Education, which includes Special Education. Mrs. Corrigan will teach mathematics to both first grade classes.
- Mrs. Wilde has taught for four years and has a license in Early Childhood Education with a Reading Endorsement. She will teach reading to both first grade classes.
- Mrs. Lori Matlack has been an educational aide for one year and a substitute teacher for two years at NCS. She has a Bachelor of Science degree in Art Therapy and has a permanent non-tax teaching certificate with the State of Ohio.
- For the 2018-2019 school year, the schedule will be changed in Mrs. Wilde's classroom. Mrs. Wilde will teach in the morning and Mrs. Matlack will teach in the afternoon. The classroom specials are predominantly in the afternoons, along with religion, handwriting, and remedial work. The lead teaching and core subjects will be taught in the morning when Mrs. Wilde is present. If there are any questions regarding the schedule, please let me know. All parent communication, planning, and lead teaching will be done by Mrs. Wilde.

Volunteering:

- We welcome volunteers in the classrooms to help out.
- Please set up a schedule with your child's teacher as to when you would be able to volunteer. In the mornings, teachers need to get the class settled and ready to start their day.
- We ask that after the first full week of school, parents walk their child to the coat cubbies and allow them to unpack/head to class on their own. In the past parents have wanted to have extended time to talk with teachers at drop off, however the teachers have many

children coming in needing their time. It is best to set up an appointment with your child's teacher so that they can give you their undivided attention and have time to address any needs that you have.

Allergies or Student Learning Plans:

- Please make sure to inform your child's teacher of any allergies that your child has, as well as to fill out the proper paperwork.
- Please make us aware of any educational plans your child is on (such as an IEP, Service Plan, speech, OT, PT, or a 504/IMAP).
- Please make us aware of and provide a copy of any custody paperwork.
- Any medications will need to be kept in the office, except for Epi-Pens.
- If school personnel are expected to distribute medications, we must have the proper paperwork on file from the doctor.

Important Reminders:

- School day begins with the first bell at 8:50am (after this time your child is considered tardy and must be signed into the elementary school office)
- School day ends at 3:10pm: first grade pick up is at the first grade classrooms. Parents come into the building through the double doors by the wooden arch and exit through the double doors out of the Monroe St. gym
- Lunch prices for first grade are \$2.60, milk is \$0.50 and lactose free milk is \$0.75.
- No belts are required for first graders with our dress code due to issues with removing them for restroom use.
- First graders do not change clothes for gym class; see your teacher's notes for further instructions.
- If a change is made to pick up schedules for your child the same day, please call the office before 2:30pm and inform Mrs. Livengood, she will let your child's teacher know of the change.
- Each family is required to sign the acceptable internet usage policy and the handbook policy.

I look forward to working with you in the upcoming school year and for many years to come. If you have any questions or concerns, please let me know. Thank you for your support and for entrusting us to work with your child.

God Bless!

Mrs. Englert
Principal, Norwalk Catholic Elementary School