

Dear Third Grade Families:

Welcome back to P.S. 39 and Class 3-204! We hope that you had a wonderful vacation full of family, fun, and relaxation. Now that summer has come to an end, we are looking forward to the beginning of a new school year with a new class of third graders!

This year your child will be in an integrated co-teaching classroom. This means that there will be a general and special education teacher in the classroom. The general education teacher is Ms. Shin and Mrs. Wacenske, formerly known as Ms. Chefalo, is the special education teacher. We feel very fortunate to share this special moment in our careers with your children. We look forward to getting to know you and your family throughout the year!

The first few weeks of school are one of the busiest times of the year. We will be focusing on building our classroom community and establishing classroom routines and expectations. This is a crucial aspect of building a strong and successful community of learners. As a member of this special learning community, our goal is to ensure that every child reaches their full potential in a fun and engaging way. It is a personal goal that your child will look forward to coming to school every day.

Your child's academic, social and emotional growth is a collaborative effort between teachers and the parents. One of the best ways for us to get to know your child is through you! We would like to invite each family to fill out the attached sheet about your child, including any interest, successes, challenges or any other pertinent information. This will truly help us get a better understanding of your child from the beginning of the school year.

Your child will be receiving a take home folder in the beginning of the school year. This folder must be brought back and forth to school every day. Please check this folder each day, especially during the first few weeks of school for more important papers and class updates. Be on the lookout for other important class information and news from the PTA.

Although we will have curriculum night on September 12th we wanted to outline some of the important class policies and procedures so that we can have a successful start to the school year. Attached you will find our weekly schedule for special classes. As you will see the students have gym once a week. However, it is recommended that students wear sneakers to school every day. This will maximize their safety at recess and allow them to participate in all gym classes in the event of schedule changes. Finally, we would like to remind you that Tuesday afternoons from 2:45 – 3:30 will be dedicated to parent engagement. During this time we will be available to communicate regarding your child's progress via phone, email, and conferences. Although this specific time has been provided it is not the only time that we are available to meet or speak. We will be communicating regularly. School/family communication is important at P.S. 39!

As partners in your child's education, we look forward to working with you to ensure that your child reaches their full potential, and achieves more than they have ever thought possible!

Sincerely,

Soyoung Shin & Carly Wacenske

Ms. Shin & Mrs. Wacenske

3-204

Monday: Period 1- 8:50 - 9:40
Science - Ms. Long

Tuesday: Period 2- 9:40 - 10:30
Gym - Monte

Wednesday: Period 3- 10:30 - 11:20
Art: Ms. Bernstein

Thursday: Period 3 - 10:30 - 11:20
Music: Mr. Deutsch

Friday: Period 3 - 10:30 - 11:20
Science - Ms. Long

Emails:

Soyoung Shin: sshin@ps39.org

Carly Wacenske: cchefalo@ps39.org

Welcome to Class 3-204!

Daily Classroom Routines and Procedures

Here is a brief outline of some of the policies and procedures in Class 3-204.

Attendance and Lateness

- **Our school hours are 8:20 – 2:40 every day.** It is very important that your child be in school and on time every day. If they are sick, please keep them home and call the school to let us know. **It is important for you to send an absence note upon your child's return to school. If your child is absent for 3 days or longer, he/she must bring in a doctor's note on the day they return.** We have attached an absent note sheet, which can be duplicated for your convenience. Try your best to have your child arrive to school on time because when a student arrives late they are missing valuable instructional time as well as interrupting their classmates' learning.

Arrival and Dismissal

- Our class will be lining up outside each morning in the front yard on 6th Avenue. During inclement weather, students will be lining up indoors in Room 103. Our class will dismiss from the side of the building on the 8th Street side. If there is a change in your child's regular dismissal routine, please send us a note or an email. If your child has a playdate, a different adult picking them up, or has permission to walk home alone, we need to receive that information in writing. If your child is allowed to walk home alone, please let us know in writing. To ensure your child's safety, every child must say goodbye to us prior to leaving. A teacher will make eye contact with the adult picking the child up from school. Please remind your child to do this before leaving school every day.

Health Issues and Medication

- Please make sure to fill out the student information sheet and indicate if your child has any health issues, particularly **food allergies and asthma**. If your child needs to take medication during the school day, you must obtain a 504 form from the school nurse and have your doctor fill it out. The nurse will keep the medication with her and your child will visit the nurse when they need to use it. They may not keep any medications in their desk or book bag, including asthma inhalers.

Snack/ Lunch

WE WILL BE A PEANUT AND TREE NUT FREE CLASSROOM.

Students will be allowed to bring a working snack daily. Please make sure that snacks are "dry" and can be eaten during working times. **ALL STUDENT SNACKS MUST BE PEANUT AND TREE NUT FREE.**

As per school policy, third grade classes do not have in school birthday celebrations. However, on your child's birthday, they can bring in store bought, individually packed snack to share with the class during working snack time. Please make sure to check that these shared snacks are peanut and tree nut free. Please let us know if you are planning to share a snack for your child's special day a few days prior to the day!

Our lunch period will be Period 5: 12:10 - 1:00.

Homework

We believe that homework is a time to practice valuable study habits that students will carry with them throughout their lives. Each Monday your child will receive a weekly homework agenda outlining the homework for the week. Your child's reading homework will be 15-20 minutes of reading per night and recording in their reading log. Your child will also receive math homework that will usually be a worksheet corresponding with the days lesson. Reading logs will be checked visually for completion. Math homework will be collected daily. Any misconceptions from the homework will be addressed during instructional time. Please let us know if your child had a particular difficult time completing homework and needed your support to complete the work.

Curriculum

PS 39 follows Teachers College Reading and Writing Project for both reading and writing curriculum. We follow EngageNY for our math curriculum. We look forward to sharing more information and resources with you during our Curriculum Night on September 12, 2019.

Parent-Teacher Communication

- Every Tuesday afternoon from 2:45-3:30 has been designated by the DOE as Parent Engagement time. This 40-minute time period will be used for face to face meetings, telephone conversations, written correspondence with families, report cards, progress reports and preparing for any parent engagement activities. Please take advantage of this time to communicate with us as needed across the school year. Although this specific time has been provided, this is not the only time that we are available to meet or talk with parents. We will be communicating regularly. School/Family communication is important at PS 39!
- We try our best to be extremely responsive to parent concerns. The best way to reach us is through email. We will respond as quickly as we can. If you have any concerns it is best to contact us first. We are often able to clarify any questions or concerns that you have immediately. Based on professional experience, we have seen issues arise due to miscommunication, especially within public, social, and internet forums. Therefore we are respectfully requesting that you have a private conversation with us and give us an opportunity to resolve any issue that may arise. Of course, if we cannot resolve your concern we would encourage you to speak to Mrs. Panag because she often can be very helpful. We want to work together to make sure your child has a great school year. Below you will find our class schedule. Please keep in mind that changes may occur throughout the school year.

Student Information Sheet

Student Name: _____

In case of an emergency call:

Name: _____ Number: _____

Please list any allergies and/or medical concerns your child has:

Dismissal Information:

For each day indicate who will be picking your child up and/or if they will be picked up/attending after school.

Monday	Tuesday	Wednesday	Thursday	Friday

***If your child's pick up schedule changes, please let us know by e-mail.**

Parent/ Guardian Information:

Parent/Guardian 1: Address: Email: Cell Phone: Home Phone: Best way to contact me is:	Parent/ Guardian 2: Address: Email: Cell Phone: Home Phone: Best way to contact me is:
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Student's Name: _____

Thank you for taking a few minutes to complete this survey. We appreciate any and all information that can make this year the most successful for your student!

1. What are three strengths of your child?

2. What are areas of growth for your child this year? (academic, social, school culture etc...)

3. What do I need to know about your child to make him or her have a great year? (interests, hobbies, favorites, family background, etc...)

4. What is your overall goal for your child this year at PS 39? (social, academic or both!)

This form is confidential. If you do not want to share this information with your child, please return the survey in a sealed envelope or during curriculum night.