 **Welcome!**

My name is Mrs. Mannion and I am **THRILLED** to be your teacher this year! It’s going to be a fun year full of lots of learning, and new adventures. I can’t wait to see what the year has in store for us. I look forward to getting to know each one of you, so be prepared to tell **ALL** about yourself on the first few days of school!

**Parent/Teacher Relationship**

I believe that a good parent-teacher relationship is necessary for maximum school success. Throughout the year I will communicate with you through notes, e-mails, and parent-teacher conferences. I encourage you to contact me if you have any questions or concerns. My email address is bmannion@stmartinoftoursphila.org

 Email is preferred. Thank you!

**Homework/Homework Folders**

Homework will always be written in your student’s assignment book (H copybook). The Take Home Folder should go home and back to school every day!

**Planners/Homework Folders**

Students will be bringing home their homework copybook, and take home folders each night. Homework books will have homework and other important information written in them. Please check your child’s homework copybook each night to ensure that his or her homework is being completed. I will check your child’s H book during the first few weeks to make sure the proper assignments are written down. As your child becomes comfortable with the routine, it will be his or her resposibitly to make sure all homework is copied down correctly. **Please return and send all notes to school in your child’s take home folder. All important papers** **will be sent home in this folder for you to see**. Homework books and take home folders **must be** returned each day.

**Snack**

Pretzels orders will start in October. Information will be sent home in the Communication envelope.

We will be having a morning snack each day. I kindly ask you to send in a small snack and kitchen towel for your child each day. **We eat lunch this year at 11:40.** A great suggestion for snack is a bag of pretzels or a box of goldfish. I will be enforcing a no peanut policy within my classroom. **Please do not send snacks that contain peanuts.**

**Changes in Transportation**

If there is any change in transportation a writtennote with the date of the change oftransportation will be needed. Please do not rely on your child to tell me this information, because children often become confused and relay messages incorrectly. **If a written note is not received, your child will be sent home by his/her usual method of transportation. Emailed notes are not permitted.**

**Notes/Money**

Please send all notes to school in an **envelope.** If the note is for me I kindly ask that you date and sign the note.If it isnecessary for your child to bring money to school please send it in a **sealed envelope or baggie** with the following information written on it:

* Your child’s first and last name.
* The amount of money.
* The purpose for the money. (ex: lunch money, Dress Down Day, pizza lunch)
* Teacher’s name and room number (Mannion-218)

**Scholastic Book Orders**

Your child will bring home Scholastic Book Orders throughout the year. This is a great way for your child to acquire his/her own library of books and be exposed to different types of literature. When the book orders are due, send the order form and a **check** made payable to **Scholastic** in a **sealed envelope.** Unfortunately cash cannot be sent in. Of course, you are never under any obligation to order books.

**Birthdays**

Birthdays are special occasions for young children. If your child wishes, he/she may bring treats for the class for his/her birthday. If your child’s birthday falls on a weekend or holiday he/she may bring in treats the Friday before or the Monday after. **Please let me know a few days in advance** so I can set aside time. Please do not send birthday party invitations to school **unless the entire class** **has been invited**. Although it may seem convenient to distribute invitations this way, it can result in hurt feelings for those not invited. I will be sure to follow through with this request.

\*\*If your student has an allergy and you would like to send in some special snacks for me to store in the classroom for special occasions such as birthdays please feel free! I will keep them in a cabinet and make sure that when there is a special treat that your student has one of their own.

Your Partner in Education,

Mrs. Mannion

Room 218