



September 8, 2016

Dear 5<sup>th</sup> Graders, Parents, and Families,

It is with great excitement that we officially welcome you to 5<sup>th</sup> grade! Our names are Tara McHugh and Tamiko James, and we will be your child's teacher and paraprofessional this coming school year. We believe our roles as teacher and paraprofessional are to help guide and facilitate your child's learning. We look forward to working with you and your child during their final year at PS 261!

We hope that you had a relaxing and enjoyable summer. This packet contains a lot of important information. Please read through the classroom policies and fill out the attached sheets. I am looking forward to working with you this school year and please do not hesitate to contact us if you have any questions or concerns.

Enclosed in this packet:

- ✓ Class 5-412 Policies
- ✓ Photo Release/ Walking Trip Form
- ✓ Family Information/ Emergency Contact/ Parent Survey
- ✓ Dismissal Information

Please fill out the attached pages and return it to us by **Tuesday, September 13, 2016.**

Sincerely,

Ms. Tara and Ms. Tamiko

**Contact Information:**

Teacher: Tara McHugh (Ms. Tara)

Paraprofessional: Tamiko James (Ms. Tamiko)

Class: 5-412

Email: [tara.mchugh@ps261brooklyn.org](mailto:tara.mchugh@ps261brooklyn.org)

Class Website: <http://5412ps261.weebly.com>

School Phone Number: 718-330-9275

***\*Please keep this page for future reference!***

## **Class 5-412 Policies**

### **Communication:**

The best way to communicate with me is through email. My email is [tara.mchugh@ps261brooklyn.org](mailto:tara.mchugh@ps261brooklyn.org) I will do our best to respond to your email within 48 hours. You can also write me or Ms. Tamiko a note if that is easier! Please view our class website frequently for the most updated information. <http://5412ps261.weebly.com>

### **Arrival and Dismissal:**

Your child is expected to be outside at lineup or in the auditorium, ready to go upstairs by 8:20 a.m. sharp. If your child arrives after 8:20 they will be marked late. We will begin instruction immediately at 8:20, so please understand that it is very disruptive if children come in late. Your child will be dismissed outside at 2:40 p.m. daily. Before your child is dismissed please make sure they have said goodbye to us for the day. Be sure to specify who may pick up your child on the attached information sheet.

### **Homework:**

Homework will be assigned daily from Monday through Friday. Homework will not exceed an hour a night (if it takes your child significantly longer, please let us know). Homework is a reinforcement of the learning your child is completing in school. If there is an extenuating circumstance that their homework cannot be completed, please write us a note explaining the situation so your child will not be held accountable. We expect students to make their best effort when completing their homework and to do it **independently**. As part of the homework assignment every night students will read for thirty minutes and respond to their reading. Numerous studies have shown that students become better readers from reading, so please make sure they read at home every night!

### **Snack:**

As 5<sup>th</sup> graders we eat lunch at 12:55 everyday. It is difficult to concentrate and work productively when you are hungry, so please send your child in with a snack to be eaten throughout the morning. We call this a “working snack” which means it is eaten during independent work time. Therefore it should be something easy to consume and healthy. Some suggestions are: fruit, granola bars, pretzels, etc.

\*Please do not send your child with a snack that needs utensils, refrigerating, or warming!

**P.S. 261, CLASS 5-412  
2016-2017 SCHOOL YEAR**

I, \_\_\_\_\_, give my permission  
Parent or Guardian Name (please print)

allowing my child \_\_\_\_\_ to be  
Student's Name (please print)

photographed by teachers, school staff or other students during class activities at school or on out-of-school trips for the 2016-2017- school year. I understand that these photographs may be publicly displayed and posted on the Internet.

Parent/Guardian Signature X \_\_\_\_\_

**WALKING TRIP PERMISSION FORM  
P.S. 261, CLASS 5-412  
2016-2017 SCHOOL YEAR**

I, \_\_\_\_\_, give my permission,  
Parent or Guardian Name (please print)

allowing my child \_\_\_\_\_ to leave the  
Student's Name (please print)

P.S. 261 grounds in the company of his/her teachers, Tara McHugh and Tamiko James, for visits to locations within walking distance of the school premises during the school day.

Parent/Guardian Signature X \_\_\_\_\_

## STUDENT/FAMILY INFORMATION, 2016-2017

- **We will sent this same form electronically. Please ONLY complete this hard copy if you do not have email access.**

**Student Name:** \_\_\_\_\_

Address where child lives. (If more than one address please list below and indicate weekdays or weekends.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

May we add your name, address, email and phone number to our **class list**?

- Yes  
 No

### Parent/Guardian #1 Contact Information

Parent/Guardian Name #1: \_\_\_\_\_

Relation to child (mom, dad, grandmother, etc.): \_\_\_\_\_



Home \_\_\_\_\_



Cell \_\_\_\_\_



Work \_\_\_\_\_

Other \_\_\_\_\_

Email Address (please print clearly): \_\_\_\_\_

What is the best way to reach Parent/Guardian #1? \_\_\_\_\_

### Parent/Guardian #2 Contact Information

Parent/Guardian Name #2: \_\_\_\_\_

Relation to child (mom, dad, grandmother, etc.): \_\_\_\_\_



Home \_\_\_\_\_



Cell \_\_\_\_\_



Work \_\_\_\_\_

Other \_\_\_\_\_

Email Address (please print clearly): \_\_\_\_\_

What is the best way to reach Parent/Guardian #2? \_\_\_\_\_

### Emergency Contact Information

- **We will sent this same form electronically. Please ONLY complete this hard copy if you do not have email access.**

Name: \_\_\_\_\_

Relationship to the child: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Does your child have any **food restrictions or allergies**?

- Yes (please explain below)
- No

Does your child have any **special health needs**?

- Yes (please explain below)
- No

Does your child have any **siblings** (brother or sister) in the school?  
(If so please provide his or her name and teacher's name/class)

Sibling: \_\_\_\_\_  
Teacher/Class: \_\_\_\_\_

Sibling: \_\_\_\_\_  
Teacher/Class: \_\_\_\_\_

Please indicate your child's after school dismissal schedule in the boxes below (i.e. name of person who will pick your child up, name of daycare or afterschool program, yellow bus etc....)

Monday	Tuesday	Wednesday	Thursday	Friday
Tel # _____	Tel # _____	Tel # _____	Tel # _____	Tel # _____

Is your child allowed to walk home alone?

- Yes (please explain below)
- No

Does your child take the yellow bus?

- Yes, Bus Number: \_\_\_\_\_ Bus Driver's Name \_\_\_\_\_
- No

**\*Please send a written note if your dismissal plans change for any reason!**

**Parent/Guardian Survey**

- ***We will sent this same form electronically. Please ONLY complete this hard copy if you do not have email access.***

Student Name \_\_\_\_\_

My child loves: \_\_\_\_\_

\_\_\_\_\_

In his/her free time my child usually: \_\_\_\_\_

\_\_\_\_\_

How does your child feel about school? Which areas does he/she seem confident?  
Which areas does he/she seem to struggle? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

My child has these special abilities and talents: (What makes your child special?)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special concerns I have about my child are: (social, emotional, academic). Please include anything that may be helpful for us to know while working with and supporting your child this year.

\_\_\_\_\_

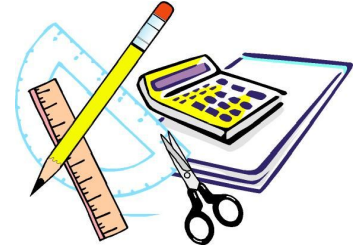
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 5th Grade Supplies (Keeping it Easy!)



### **Good news for 5th grade families!**

The fifth grade teachers have come up with a way to make purchasing classroom supplies easier than ever. We are asking for families to donate money and we buy the supplies. Families just visit our supply donation page on [crowdrise.com](https://www.crowdrise.com).

All you need to do is go to the website and make a donation. We have already started buying supplies with money families have donated. As more families donate, we will continue to buy the rest of the supplies for the school year. You will avoid waiting on long lines at stores and spend less money on school supplies! **Please donate as soon as you can to ensure we can start ordering all the supplies now.**

The suggested donation is **\$80 per child**, which is far less expensive than the supplies would cost if purchased individually. If you would like to donate more to sponsor another family, feel free to donate more money. Please donate what you can afford. If you have bought class supplies over the Summer, please keep them for home use or return them to the store.

Copy and paste the link below into your browser to donate:

<https://www.crowdrise.com/ps-261-5th-grade-supply-list/fundraiser/catherinepacilio>

**You can also visit the 5th Grade page on the P.S. 261 website to access this link**

\*Please note, even though the site is organized by Catherine Pacilio this fundraiser is for the **ALL the 5<sup>th</sup> grade classes**.

We look forward to getting off to a smooth start to the school year!

Sincerely,  
The Fifth Grade Team

### **Buy these personalized supplies for your kids:**

- 1 FUN Spiral Notebook (Homework Notebook)
- 1 FUN HW/Handout Folder

\*\*These can be decorated or have an interesting design on them\*\*

- 1 Pencil case(put in pencil case):
  - 1 Handheld pencil sharpener
  - 1 pack of special personal pens
  - 1 pack of special personal pencils
- **Optional:** Handheld Spell Checker