September 3, 2015

Dear 3rd grade students and families,

Hello and welcome to Mrs. Albaugh’s third grade!  I am very excited about the upcoming year, and I can’t wait to get to know you all.  Listed below is some basic information for a smooth transition into third grade.

1. I believe that communication between teacher and parent is vital to student success, so please keep me informed of any important happenings at home.  I can be best reached by email, [albaughd@billingsschools.org](mailto:albaughd@billingsschools.org), and my direct phone number is 281-6094.  If I am unavailable when you try and reach me, I will do my best to return the message as soon as possible.
2. As we strive to continue to keep the children’s safety in mind, please remember that if you plan to pick your child up after school in a vehicle to come to Newman Lane and wait for us to walk them down.  We ask that parents do not pull into the parking lot for pickup.  If you plan to pick up your child across South Billings Boulevard, we will dismiss them out the front doors and the crossing guard can help them across the street.  Thank you for your continued support and cooperation in keeping all children safe.
3. We share snack each day as a class, so please send your child with enough snack **once a month** to serve the entire class of 21 students.  Great healthy, non-messy snack ideas include: Ritz crackers, pretzels, fruit snacks, or granola bars.
4. Party invitations should be handled outside of school time unless every student in the class is to be invited, to avoid any hurt feelings (imagine if your child was the one NOT invited…)
5. Our lunch break is from 11:50-12:25.  Breakfast begins at 7:30.  School begins at 7:55 and ends at 1:55 each day – please make sure your child arrives to school on time.  Adult supervision is provided on the playground at 7:35 and inside at breakfast starting at 7:30.  Students outside are to walk their appropriate circle with their classmates.
6. Homework folders will be sent home each Monday filled with reading logs. Please help your child remember to read each night and fill out a log. On Thursdays I will send home a math paper that will always be a review of a skill that has already been taught.  It should not take your child more than 20-30 minutes to complete this sheet.  Feel free to check your child’s homework and help when needed, and please let me know if you notice your child struggling with anything in particular.
7. Please dress your child appropriately for the weather, as we will be going out unless there is a downpour or below-zero temperatures.  Children who are well enough to come to school must also go out for recesses.
8. I will be sending home book orders each month.  Please send CHECKS ONLY made out to Scholastic.  Scholastic does not accept cash.  If you order out of more than one catalog, one check can be written.  I also encourage to check out online ordering at the Scholastic website, a link to which can be found on my website.
9. SPECIALISTS’ SCHEDULE:

    Monday        Music        11:10-11:40

    Wednesday        Library        1:10-1:40 (bring last week’s books)

    Thursday        PE    1:10-1:40    (wear comfortable clothes/tennis shoes)

I welcome any questions or comments at any time throughout the year, and I can be reached most easily by email at [albaughd@billingsschools.org](mailto:albaughd@billingsschools.org). Make sure to also check out our class website at [www.mrsalbaugh.weebly.com](http://www.mrsalbaugh.weebly.com).

I am enjoying getting to know your children and watching their enthusiasm for learning.  Thanks you so much for your support at home, and I look forward to getting to know each of you!

                            Mrs. Albaugh