

Coffeen Elementary Parent News

August-September 2010

- The entryway doors are unlocked until 7:50am. If you are dropping your child off at school in the mornings, there is no supervision until 7:50. Breakfast opens at this time.
- At the end of the day, the best time to arrive for student pick up is 3:00. Teachers escort their children out the front doors at this time to board early busses and meet their rides.
- Please do not walk up the hall to get your child without stopping in the office first! This is for the safety of our children. It is best to wait out front at 3:00 for the teacher to escort the class out of the building and meet your child there. This saves a lot of confusion in our halls!
- If you need to speak with your child's teacher in person, please call ahead to avoid meeting conflicts. If you would like to speak with them by phone, the building secretary can provide you with the times of day they are not with students. Teacher plan times vary.
- OPEN HOUSE Kindergarten – Fifth Grade! Thursday, Sept 9, 6:00-7:00. Drop in to see your child's classroom and get important information from the teacher about classroom management and homework organization.
- We collect Campbell's soup labels, Box Tops for Education and Tyson labels this year! There are boxes in the hall by the entry doors, your child can bring them and drop them in as they enter school in the mornings.
- School Picture Day is Thursday, September 9! You will get an envelope the week prior. ALL pictures must be paid **on or before** Picture Day if you wish to get a packet.
- The pencil machine in the hall has NEW designs! They are .25 if you would like to let your child get one from time to time as a reward, or otherwise. This is a fundraiser for the school activity fund that we will have all year.
- There is no need to send lunch money and milk money separate. Just deposit to your child's account for a week, month or whatever you choose. As your child has lunch and/or milk at snack time, the amount will be deducted from the account just like a debit card does from a bank account. You can always obtain a print out of account activity by calling 532-2338. Please never send loose cash with children of any age. It needs to be in a marked envelope or marked baggy.
- During the month of your child's birthday, we will celebrate by giving them a cupcake and ice cream on the last Wednesday of their birthday month. They MUST eat in the cafeteria that day. July and August birthdays will be celebrated on Aug. 25. June birthdays will be celebrated in May. If there is a calendar conflict we will notify you of the change for that month. Your child MUST eat in the cafeteria on that day to get a cupcake and ice cream.
- **Dental Reminder!** Dental exams for all students in Kindergarten, Second and Sixth grades are required by the State of Illinois. The examination report must be submitted to the school by May 15, 2009 for students currently in these grades. The examination must be completed no more than 18 months prior to May 15 of the year your child was in Kindergarten, Second or Sixth grade. If you have any questions please call your school nurse, Kim Matthews, RN.

- Please review the cafeteria rules with your student:
 1. Raise Your Hand Clearly If There is a Problem.
 2. Know the Universal Sign for Choking. (Hands around throat)
 3. Never Share Food or Drink!
 4. Keep Feet and Legs Facing the Table.
 5. Bottoms on the Bench.
 6. Never Throw Anything!
 7. Polite and Good Conversations Are Especially Important at the Table!
 8. Use Inside Voices.
 9. If the Teacher Turns Lights OFF...NO TALKING Until They are on Again!
 10. Pick Up ANY Trash You See When You Leave.
 11. Tap Paper Products Into Trash Can Lightly!
 12. You May Ask to Go to the Bathroom After You Take Up Your Tray...Just Go ANYTIME it is an Emergency!

- It is very important to us at Coffeen School that our school is a peaceful and safe place. The district administration team makes every effort to ensure our children's safety from outside sources. It is also important that our school is peaceful from within. Go over the playground and cafeteria rules with your children. Talk with them about being a good friend; share, take turns, listen, compromise, encourage others. **We will not tolerate bullying at Coffeen School!** Bullying is not *just* physical aggression, be sure your child knows that it is also:
 - Lying to get someone in trouble
 - Threats and name calling
 - Gossip
 - Stealing belongings
 - Leaving someone out of the group to upset them

- We do not have soda in our school soda machine in an effort to help children make healthy eating/drinking choices. There is lemonade, Gatorade, green tea, water and several flavored waters in the only drink machine we have in the entryway. **The rules are:**
 - Children can buy something with a parent/guardian at anytime.
 - Only water can be purchased from the machine to drink at lunch, as there is milk, chocolate milk, orange drink, and several kinds of juice to go with the school lunch, or available to purchase for .40 if they are bringing a lunch or want extra.
 - Children can buy a drink after school to take home. NO DRINK can ever be open or taken out of their backpack on the bus. If they buy it to take home it must be sealed and kept in the backpack or they will lose the privilege of buying a drink after school for the remainder of the year.