

Kelly Smith / Principal, Neff Kindergarten

Dear Neff Families,

Neff Kindergarten wants to welcome you to our school! Our staff is dedicated to ensuring every child gets off to a great start this year! Here are some important pieces of information and dates for the upcoming school year:

Our Meet the Teacher/Open House will take place on Thursday, August 15, 2019 from 4:00 – 6:00 pm. Class lists will be posted inside on the Neff gym walls at 4:00 pm that day.

The first day of school for students will be Monday, August 19th. It will be a half-day of school. The release time will be at 11:40 am. There will not be lunch on the first day. Our normal scheduled day is from 8:35 am – 3:40 pm. Hot lunch can be purchased for $2.50. On Tuesday, August 20th the lunch choices will be Choice #1 Cheesy Pizza or Choice #2 Ham & Cheese Wrap. Students are also welcome to bring a lunch from home. Please make sure your child can open any packages that are in his/her lunch. Please do not send soda pop for a beverage.

School Supply List – You can bring these items to the Open House or during the first week of school. Your child’s teacher may request more specific items for your child’s classroom.

☐ Gym Shirt (Tank style, first name on front, last name on back)

☐ Backpack – Large enough to fit daily binder, snow pants, etc.

☐ Headphones – For use in class with an iPad. (On or over the ear with an elbow jack preferred.)

☐ Elmer’s Glue Sticks (pack of 6)

☐ Crayola Crayons (24 pack)

☐ Crayola Markers (Primary colors)

☐ Baby Wipes

☐ 1” Binder, any color, front poly sleeve cover

☐ Box of tissues

**Important Information**

Neff Kindergarten Main Office Grand Ledge Public Schools Food Service

517-925-5740 517-925-5733

Neff Attendance Line GLPS Transportation

To leave a message when your child will be absent 517-925-5300

517-925-5333

Neff Kindergarten Facebook Page Adventure Club (Before & After School Care)

Neff Early Childhood and Kindergarten Center 517-925-5787

Grand Ledge Public Schools website

[www.glcomets.net](http://www.glcomets.net)

If you come to visit the building during the school day, please use the doorbell at the front door to ring in to the office. Please stay near the doorbell and we will greet you and use the buzzer to open the door to let you into the building. Please come to the office and we will call to have your child meet you in the office to be signed out for the day.

**Beginning of the Day Guidelines:**

Students who are riding the bus will be escorted directly to their classrooms by some of our teacher assistants. At the end of the day, the classroom teacher assistants will escort the students to the appropriate buses.

Students who are brought to school may arrive in the gym no earlier than 8:25 am. Please park in the large lot on Jenne Street and escort your child into the building and gym. A staff member will open the front door at 8:25 am. You can stay with your child in the teacher’s designated area until the classroom teacher escorts the children to class at 8:35 am.

We have a drop off lane directly in front of the school for the buses from Gilden Woods, Looking Glass and Tate’s Playhouse vehicles. Families should not be using the lane directly in front of the school.

**End of the Day Pick-Up Guidelines:**

We ask that all adults that are picking up students at the end of the day please wait outside the school front entrance until the door is opened at 3:40 pm. You will file into the gym using the far right door. Your child will be waiting with his/her teacher in a designated area of the gym. You will then exit the gym through the other set of doors back into the main hall and outside to the front sidewalk.

If you have a change in plans for your child’s end of the day routine, please notify the office by 2:30 pm. If you need to have your child early, please pick him/her up before 3:15 pm. We will not be opening the doors from 3:15 – 3:40 pm to allow the students to make their ways to the pick up areas.

Thank you for helping us keep all of our students safe!