

Canaan Elementary School
178 Main Street
Canaan, ME 04924
(207) 474-3901

Steven J. Swindells
Principal

Laurel Gustafson
Secretary

August 29, 2018

Dear Parents/Guardians:

Another school year is starting and summer is quickly coming to a close. We are excited to have your child for another great school year. Each morning students get off the bus and go directly to the gym. From there they are dismissed to the classrooms at 8:00 a.m. **Students should not be dropped off before 7:45 a.m. School starts at 8:15 a.m.** In an effort to increase safety, please drop students off at the front door. You may have to wait a minute for a bus to unload but it is the safest place to drop your son/daughter off. Please enter via the driveway near the Canaan Superette and exit from the driveway on the Skowhegan side.

We have a couple of new staff members this year. Mrs. Rebecca McKechnie is our new Kindergarten teacher. Ms. Breanna Phair is our new second grade teacher. We are very excited to have them join our school. Our **Open House/Ice cream social for all grades will be held on Wednesday, August 29th from 6 to 7 pm.** You will report directly to your child's classroom. If you have more than one child attending here just make the rounds after you finish with your first meeting. We will have ice cream in the gym after you are done in your child's classroom. I am very excited about working with your sons and daughters. Please keep in mind that Open house is not a parent-teacher conference. One-on-one conversation will not likely occur during open house. Teachers will introduce themselves and go over expectations and goals for the year. They will explain the easiest way to communicate with them. Parent/Teacher conferences will take place on November 19th & 20th.

School dismissal is at 2:15 p.m. Students who walk or who are being picked up by their parents will be dismissed to the gym at 2:15 p.m. If you are picking up your child, please wait in the gym. Students miss valuable class time and instruction when they are dismissed early from class.

Busses will be loading students at 2:45 p.m. Staff members will be outside monitoring the students loading the busses. Students will be dismissed directly from the playground to the bus. Students are not dismissed to parents from the playground. If your child is outside, please go to the office and the duty teacher will be contacted to send your child inside.

Again this year our buses will carry students in grades K – 12. If your child has any problems on the bus please call or email me immediately. I want all the children to feel safe and want to come to school. Unruly behavior on the bus will not be tolerated and will be dealt with in an appropriate manner. **Most bus students will arrive at school around 7:40 a.m. and leave school around 2:45 p.m.**

Our top priority this year is safety. We have planned a number of programs to teach the correct and safe way to ride a bus. We are asking for your continued support. If there are problems, please call immediately. We also will be starting to address and be more active in our approach to bullying. Another important safety feature is the outside doors are locked after students arrive in the morning. If you need to come to school during the day, please report to the side door, press the buzzer and the door will be activated so you can enter. Report to the office to sign in and get a pass. Parents are not to go directly to the classrooms. **There will be a new section of fence to keep the students safer at recess.**

Students will turn cell phones off and keep them in their backpacks. If used during the day parents will have to pick the phone up in the principal's office.

- School picture day in on Thursday, October 4th. A Lifetouch flyer is going home in mid – September.
- **Grandparents' Day will take place on Friday, September 28th.** A notice with specifics will be coming home this Friday.
- The first early release day will take place on September 19th. Students will be dismissed at 11:45 a.m. Lunch will be served prior to dismissal

On the first day of school there is a lot of paperwork that is sent home for parents to complete. There is information regarding free breakfast and free lunch that is available this year. Please make sure you fill out and turn in the household income sheet which will insure these programs continue. **Please complete all the forms and return them to your child's teacher by Wednesday, September 5th.** It is greatly appreciated.

We encourage all parents and guardians to become involved in the school. If you need to set up a time to meet with the teachers, please call them or e-mail them via the Canaan web page and set up an appointment. We try to keep the Canaan website up-to-date with teachers' newsletters, up-coming events, menus, and parent newsletters. There is an e-mail link to each teacher on the Canaan Teacher's page. This is an excellent way to communicate with your child's teacher or to contact me. Parents with students in grades K – 6 can access all their grades and information via Power School on the MSAD # 54 home page. **There will be new rank cards this year. K – 5 will now be based on a 1 – 4 system. There will be meetings to explain how the new system will work. This is part of the movement toward Performance Based Education.**

We welcome all of you to stop in and visit the school. Please remember all visitors must report to the office. Please bring your younger children over so they can enjoy the playground. I hope your children have a happy and productive year. If you need anything at all, feel free to call or stop in.

Sincerely,

Steven J. Swindells
Principal