August 14, 2016

Dear Parents,

It is my pleasure to welcome you to the 2016-2017 school year in KL (kindergarten Luebbe). My name is Laurie Luebbe and Jessie and I are looking forward to a year of learning with your child. I am returning to SCIS after 8 years in Budapest and was a part of the Hangzhou and Shanghai campuses for a total of 5 years. I am very happy to be a SCIS DRAGON again!

Below is some general information you will need to know to make your child’s transition into Kindergarten a smooth one. Please let me know if you have any questions.

**Drop-off and Pick-up Times**: Drop off time is from 7:45-8:00am. Kids should come straight our classroom as there will be no playground supervision before school. Dismissal time is at 3:00pm in the lobby. Buses leave at approximately 3:15pm. If there is a change in your child’s mode of transportation for the day, please notify both the office and me.

**Snacks and Lunch**: Eating at school is an important part our daily program. Morning snack is from 9:40-10:00 and afternoon snack will be from 1:55-2:15. Please be sure that your child brings their own healthy food (see attached list) to eat at snack time. We ask that you not send candy or sweet drinks to school. Lunch is at 11:20-11:40am. Your child may have a school lunch or bring a lunch from home if they choose. We encourage each of our students to bring a **reusable water bottle** to stay hydrated throughout the day. Write your child’s name on the bottle, please. We do not allow glass containers or snacks that need to be heated or cut.

**On Library Days**: Our class will visit the library every **Day 1**. Please return library book on Day 1 so that we can send home new ones.

**Labels**: Please be sure to **label** all of your child’s belongings with a **permanent marker**. This includes all school bags, uniforms, lunch bags, and water bottles.

**EXTRA CLOTHES**: Be sure to send a change of clothes (including underwear, socks, and preferably a school uniform) to school in a bag labeled with your child’s name just in case! Please send in your child’s extra clothes by ***FRIDAY, August 19th.***

 Soon, you will have access to our class website so you can see photos about the learning happening in KL.

We look forward to getting to know you and your child. We will have a great year of learning! Jessie Gu my assistant are here to make your child’s kindergarten year a wonderful experience.

Sincerely,

Laurie and Jessie

lluebbe@scis-china.org