June 29, 2018

 Greetings! My name is Tracy Geiger-Vergiels, and I am honored to be teaching your son or daughter this school year. Some of you may know me, but if not, I would like to give you a brief background. I have been a proud Dundee educator since 1994. I earned my Bachelor’s Degree and my Master’s Degree from Eastern Michigan University. I live in Ida. My husband is also an educator. My daughter Chelsea is a 2014 graduate of Dundee High School and 2018 graduate of the University of Michigan where she was a member of the Michigan Marching Band. She will be attending law school at the University of Toledo this fall.

 As a parent, I am aware of the importance of open and continuing communication with your child’s teacher. I encourage you to contact me throughout the school year. My school phone number is 1-734-529-2350 EXT. 12328. I know it is often difficult to reach the teacher during school hours, so I am giving you my cell phone number. I understand that sometimes issues cannot wait until the next day. My cell phone number is 1-734-807-0556. **Please feel free to call me with any questions, comments, and/or concerns.** Also, you can reach me via email at tracy.vergiels@dundee.k12.mi.us. Feel free to come in to see me before or after school. You are always welcome to come in and spend time with us in the classroom as well.

 I hope you and your child will make plans to attend the “Back to School Night” on Tuesday, August 28, 2018, from 5:00-7:00 P.M. Our classroom is #28. I will be eagerly waiting to meet you. This is an informal event. The purpose is to help reduce your child’s anxiety, and mine, regarding the first day of school.

 I mentioned the first-grade supplies in the letter to your son or daughter. I am not “strict” about the number of crayons in a box or the type of glue your child chooses. Each child has different preferences, and they are to be celebrated not stifled. I am requesting each family donate a box or two of Kleenex, a container or two of Lysol wipes. Thank you in advance for your donations. I really appreciate it!

We will have a daily snack time in first grade. Please pack a healthy snack each day for your child. Your son or daughter may have more than one item if he/she chooses. I know some kids have larger appetites than others. I do not allow the children to trade snacks. In the past, I have had the students take turns providing snacks for the entire class, but I have found it is very challenging since kids have very different food preferences and food allergies.

To encourage responsibility, each child will have a classroom job each week. The children will be assigned new jobs every Monday. The students in previous years have really enjoyed being a part of taking care of our classroom. It develops a sense of pride.

Your child will have the opportunity to share during show and tell one time per week. If we do not have school on his or her assigned day, he or she will have to wait until the following week. We do not make up show and tell days. Please allow your child to bring in only one item to share per week. Please refrain from sending in expensive or breakable items with your child. Thank you!

When a child celebrates his/her birthday, he/she may bring in a special treat to share with the class. Parents and younger siblings are welcome to attend our “little celebrations.” **Please provide birthday treats, juice or milk, napkins, paper plates or bowls, and** **plastic silverware, if necessary, for your child’s birthday celebration**. If your child’s birthday is in the summer, please contact me regarding a day to celebrate during the school year.

I strongly encourage you to read and become familiar with our classroom behavior management plan. You may access it at my website. Please read and discuss it with your child prior to the first day of school. Of course, I will explain it to them at school as well. Please know that it is not the end of the world if your child has to change his or her bear. We all make mistakes. I see it as a learning experience. I always remind the children to make better choices if they have had to change their bears. However, if a child is regularly changing his or her bear for behavior issues, you and I will need to meet to discuss interventions.

I will be asking for parent or grandparent volunteers to come into the classroom throughout the school year. Please, if you have time in your day, volunteer! You will find it to be very rewarding. It will mean a lot to your child and to me! Please let me know if you are interested. Thanks so much, in advance, for your time!

It is imperative for me to know your child’s transportation arrangements for the end of each school day! Please complete the transportation form and return it to me on Tuesday, August 28, 2018, from 5:00-7:00 at our Back to School Night. If your child rides a bus, please tell me where he or she will be going such as the name of a daycare or home address. **It is very important** **for me to know your child’s bus number!** If you have any questions regarding bus transportation, please contact the transportation director Gina Cress at 734-529-2350 EXT. 11011 or via email at Gina.Cress@dundee.k12.mi.us.

Breakfast and hot lunch are available for purchase at Dundee Elementary School. If you would like to apply for a free or reduced priced school meal plan, you can do so online via the Dundee Community Schools’ website. If you have further questions, please contact Shelita Farris, Director of Food Service, at 734-529-2350 EXT.11014 or via email at shelita.farris@dundee.k12.mi.us.

Attending school all day can be very exhausting. I want you to know that I will be very patient and compassionate with your child. I always treat every child the way I would want my own daughter to be treated. Please make sure your child receives appropriate amounts of rest and eats healthy foods. I want your child to be very happy, healthy, and successful at school!

I know I could not have possibly covered everything in this first communication with you, and I do not mean to overwhelm you. I am just trying to be thorough and address any questions you may have. I will keep in contact with you regularly. Once or twice a month, I will send home a newsletter informing you of what we have been learning and other events.

If we work together, we will make this an unforgettable school year for your child!

Your Partner in Educating Your Child,

Tracy A. Geiger-Vergiels

Proud, Professional, Dundee Educator