

## Responsibility Entry Procedure Form for KP-2<sup>nd</sup> Graders

Dear Parents of KP, Kindergarten, 1<sup>st</sup> Grade & 2<sup>nd</sup> Grade students,

This year, one aspect we as teachers in the primary grades will be working very hard on with our students is RESPONSIBILITY. We have chosen two techniques from the book "Teach Like a Champion" to help us on our quest, and those techniques are "Entry Routine" and "Do Now". We ask that the children enter the classroom on their own each morning and follow the entry procedures established by each classroom teacher. We also ask that children have an activity on their desks to work on until the 8:00 a.m. bell rings to prepare for announcements.

We would like to phase in the procedures over the next several weeks by the following schedule below:

### **KP, K & 1<sup>st</sup> Grade Students:**

1<sup>st</sup> Week of School – Parents may come in & help their child put things away with a quick good-bye.

2<sup>nd</sup> Week of School – On M/W/F: Parents may come in & help their child put things away with a quick good-bye. On T/TH: Children will enter the classroom on their own with a quick good-bye outside the door, as they must walk over to mass with the class. 1<sup>st</sup> Gr. attends mass all year, K starts attending mass one morning per week in the 2<sup>nd</sup> nine weeks, and KP does not attend. It is important to be on time!

3<sup>rd</sup> Week of School – Again, On M/W/F: Parents may come in & help their child put things away with a quick good-bye. On T/TH: Children will enter the classroom on their own with a quick good-bye outside the door, as they must walk over to mass with the class. 1<sup>st</sup> Gr. attends mass all year, K starts attending mass one morning per week in the 2<sup>nd</sup> nine weeks, and KP does not attend. It is important to be on time!

After Labor Day – All children will start entering the classroom on their own with a quick good-bye outside of the classroom doors or at drop-off from this week until the end of the school year.

### **2<sup>nd</sup> Grade Students:**

1<sup>st</sup> Week of School – Minimal parent help needed in the mornings before school.

2<sup>nd</sup> Week of School – Students will enter the classroom on their own and prepare for the day.

For those of you whose children come into the building on their own or with siblings, please know that we will be in the classroom to help them as needed. **Please make note of these dates in your records/calendars if need be.** Please pass on this procedural information to anyone else who may be dropping off your children to school during the year. We thank you in advance for your cooperation as we continue at Holy Family to strive for excellence in all we do for the love of your children!

I have read and will abide by the Entry Procedure form for the primary grades KP-2<sup>nd</sup>

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

