



**Lunt School
74 Lunt Road
Falmouth, Maine 04105**

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John G. Flaherty, Principal**

September 2, 2009

Dear Friends,

Welcome to the 2009-2010 school year at Lunt School. It is exciting to welcome our 420 students in Grades Kindergarten through Two. My hope is that you have had an opportunity to relax, recreate and enjoy your families during the summer break.

The purpose of this letter is to provide information for our new families, and to review some of our procedures for those who are returning. Please note that the student handbook is available online at the Lunt School website. You should find the information helpful. Many questions that you may have about the procedures and logistics of our school can be found in the handbook. If you need to have a hard copy, please call our office at 781-7424.

General Daily Schedule

8:45 First bell
8:55 School starts
10:30 - 10:50 First Grade Recess
11:30 – 11:50 Second Grade Recess
11:50 - 12:10 Second Grade Lunch
11:40 – 12:00 Kindergarten Recess
12:00 – 12:20 Kindergarten Lunch
12:10 - 12:30 First Grade Recess
12:30 – 12:50 First Grade Lunch
1:40 – 2:00 Second Grade recess
3:05 Children called for pick up
3:10 Children called for buses

Wellness

We will be providing regular updates on the H1N1 influenza. Sue Raatikainen, our school nurse practitioner, will work closely with our district nurses, medical

professionals and the Center for Disease Control in order to give you the most current information. You will be able to find details on the Falmouth School Department website.

Upcoming Events

Friday, September 18 - 5:30 PM – PTO Ice Cream Social

Monday, September 21 – 6:00-7:00 PM – Kindergarten Open House

Wednesday, September 23 – 6:00-7:00 PM – Grade 1 Open House

Thursday, September 24 – 6:00-7:00 PM – Grade 2 Open House

Wednesday, October 21 – School Picture Day

Home / School Communication

We employ several methods to provide parents with information.

- Teacher Newsletters: Classroom teachers send regular newsletters that will keep you updated on the news from your child's classroom. These notes are most often sent electronically via email in an effort to minimize the use of paper.
- Principal's Notes: This weekly publication is emailed to you each weekend. In the Principal's Notes you will find information about upcoming events, PTO news and items of interest. Both Lunt School and Plummer-Motz School contribute to the Principal's Notes.
- Parent / Teacher Conferences: We hold conferences in November and March. This is a wonderful opportunity to have a conversation regarding your child's progress in school.

If you do not have access to email, please call our office. We will make sure that you receive hard copies of any of the previous information.

Transportation

If you have questions regarding bus transportation, please refer to the student handbook, or call our school office. If your question involves specific times for pick-up or drop-off, please call Phil Dobson at 321-0030.

Safety Procedures / Pick-up / Drop-off

- Parking – The parking lot next to the school is for STAFF PARKING ONLY. The lot adjacent to the playground is used for VISITORS and STUDENT PICK-UP.
- Supervision – Supervision of first and second grade students begins at 8:30 on the playground (weather permitting). A team of staff members from Lunt and Plummer-Motz are on duty at all times.

- Kindergarten students are dropped at the front entrance and are greeted by a staff member. They go directly to their classrooms upon arrival.
- If a child is being dropped off, please direct him/her to the front entrance of the school, not the side entrances. We need all students to enter through the front door of the main building.
- Children may be dropped off at the front entrance after 8:45. Please allow your child to walk to class on his/her own. This helps her/him feel more safe and secure in our school environment!
- The beginning and ending of the school day are times when teachers “set the learning tone” and “wrap up and remind”. These need to be child-focused times for the teachers. If you need to speak with a teacher, please make an appointment when the children are not at school.
- Early dismissal of students is strongly discouraged. **ALWAYS DISMISS YOUR CHILD FROM THE MAIN OFFICE.** The child’s name, the date, the time and your signature must be recorded in the dismissal notebook.
- Children cannot be dismissed from the playground without a dismissal slip, available in the office.
- If you are planning to pick your child up at the end of the day, be sure to send a note in the morning, or call our office before 12:00. Please go directly to the gym through the exterior door at 3:05. Children are called to the gym at 3:10. A staff member on duty will release your child. Be prepared to show picture identification until we become familiar with you.
- Please do not congregate in the front hallway, because bus lines are held there just prior to loading.

**Thank you in advance for your understanding.
SAFETY FIRST!**

If you have any questions, please call our office and speak with Ms. Joyce Riley or Mrs. Paula Kennedy.

Respectfully,

John G. Flaherty