

April 16, 2018

Dear Parents and Guardians of Grade Four Students:

Each year, our grade four classes hold a special assembly in recognition of Arbor Day. This day is made even more meaningful by the Suffield Garden Club, which presents each of our grade four students with a sapling to take home and plant, a Suffield tradition that dates back to 1965! This year, our Arbor Day program will take place on Friday, April 27, from 2:00 - 2:30 p.m. We welcome and encourage all grade four parents to attend this special assembly as we support our students in becoming stewards of the earth.

As you might imagine, special dismissal procedures are necessary to facilitate our students' taking their saplings home. As transportation policy prohibits students from carrying large, sharp objects (such as saplings) on a school bus, children will not be allowed to take their trees home on the bus. With this said, we would appreciate your support with the following in order to facilitate the timely, orderly and safe dismissal of your children:

- 1) If you are able to attend, please plan to take your child and his/her sapling home with you at the conclusion of the assembly at 2:30 p.m.
- 2) If you are unable to attend, we ask that you please try to make arrangements for your child and his/her sapling to go home with a friend, neighbor or relative who can attend the assembly.
- 3) We strongly encourage parents to let siblings in other grades complete their school day and go home at the regular dismissal time of 3:15, according to their normal dismissal routine (bus or pick-up).

If your fourth grade child will go home with you or another adult designated by you, please complete the attached Pick-up Note and return it to your child's teacher no later than Thursday, April 19.

We hope you will be able to join us, and we look forward to seeing you on April 27!

Sincerely,

Karen E. Carpenter -Snow
Principal

Jack Ferraro
Assistant Principal

McAlister Intermediate School

Arbor Day Pick-up Note

(Please return to your child's teacher no later than Thursday, April 19.)

My child, _____ in _____ class
(teacher's name)

will be picked up by _____ at the close of the Arbor

Day Assembly on April 27, 2018.

Parent Signature

Date