

**Frank I. Brown Elementary School
37 Highland Avenue
South Portland, ME 04106**

**Margaret Hawkins, Principal
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**Telephone 207-799-5196
FAX 207- 767-7742**

September 9, 2008

Dear Brown families,

The first few days have gone very smoothly. Everyone seems happy to be back greeting old friends and meeting new friends.

Our Family Handbook is almost ready to be distributed but in the mean time I thought I should highlight a few items that everyone should be aware of:

1. **Birthdays** – We celebrate each child’s birthday by inviting him/her to have lunch with me one day during their birthday month. We provide a birthday cupcake and a special birthday pencil. Summer birthdays are celebrated in June before school ends. Please do not send birthday cakes or cupcakes to school to celebrate your child’s birthday. We have found that the system we are using works well as it cuts down on the number of sugary treats that come into the classrooms, avoids problems with food allergies and cuts down on lost teaching and learning time.
2. **Dogs** – Please do not bring dogs to school. Although most of us love dogs school is not a place to bring them. Some children have allergies and some are very frightened of dogs. So please come to school, but leave your dog at home.
3. **School Pictures** – In the totes today you will find the information and payment envelope for school pictures which are scheduled for Thursday, September 18th. Please read through the information and make your choice of which package you would like. The money must be in by the day that the pictures are taken. Please enclose the exact amount as we do not have the funds to make change.
4. **Lunch/Milk Money** – When sending money to school for lunch or milk please put it in an envelope and make sure your name is clearly written on the envelope to insure proper credit. You may pay as far in advance as you wish. When the balance reaches a certain low point you will be notified by the School Lunch Program.

Feel free to contact me if you have any questions.

Sincerely,

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