

HELEN WILCOX SCHOOL LIBRARY

Dear Parents/Guardians,

Our school library will be open this year for classroom and student use. **ALL Kindergarten and First grade students are NOT to take their books home when books are checked out, but, instead, leave them in the classrooms.** Students in Second and Third grade will be eager to share books from the library with you throughout the year. I hope you will find a few minutes each day to read and share a book with him/her.

When library books are brought home, please help us by:

1. Reminding your child to wash their hands before handling books.
2. Providing a special place for them away from younger children (they love to write and color in the books), food and animals.
3. Helping your child to be responsible in the care of the books and explain to them the importance of returning them on time.

Students come to the library once a week and may check books out. Most books are checked out for two weeks. Students may keep their books the full two weeks or return them each week at library time and get new books.

If library books are lost or damaged, the student is responsible to pay for the cost of replacing the book. If the fines have not been paid by the end of the school year, your child will not receive his/her report card. Please fill out the bottom and return it to his/her teacher.

Thank you,
Judy McClure
School Librarian

For second and third graders only. Please fill in your child's name, check the appropriate box and return the bottom of the form.

Child's name _____ Teacher _____

My child (grades 2nd and 3rd) may check books out and take them home. _____

(I am responsible for paying for the book if it gets lost or damaged)

My child may check books out, but must be left at school. _____

My child may not check any books out. _____

Parent signature _____ Dated _____