Dear Parents and Guardians:

You are cordially invited to visit your child’s class during American Education Week on Thursday, November 21, 2013, designated as the official visitation day for all elementary schools.

The hours for visitation at the elementary schools are as follows:

- Ms. Mulee’s Pre-School Class – 9:15 a.m. – 10:45 a.m. and 1:00 p.m. – 2:30 p.m.
- Mrs. Barrow’s Pre-School – 9:15 a.m. – 10:45 a.m. and 1:00 p.m. -2:30 p.m.
- AM Kindergarten – 9:15 a.m. – 10:45 a.m.
- PM Kindergarten – 1:30 p.m. – 3:00 p.m.
- Grades 1 – 5 – 9:15 a.m. – 11:15 a.m. and 2:00 p.m. – 3:00 p.m.

You will be receiving a class schedule from your child’s classroom teacher indicating the various instructional activities that will occur during this day. At this time, you are invited to see your child’s class. Please limit your stay to thirty (30) minutes per teacher so that we may accommodate all of our visitors. Visit only your child’s classroom.

Please Note

We will be taking some necessary precautions to be certain that our children remain safe. School visitations during this time will be subject to certain prudent restrictions. All visitors must present personal identification at the school entrance. Parents’ names will be checked against school rosters. We ask you not to bring packages into the building. Any other family member, such as grandparents, will only be permitted to visit classrooms with the written permission of parents or guardians. Please complete the tear-off below, for visitors other than yourself, whom you are authorizing to visit your child’s classroom, and return it to the office prior to Monday, November 18, 2013.

Since this visit is designed to let you see your child and his/her classmates at work, we ask that you help us in the following ways during your visit:

1. Please enter via the main entrance and check in at the welcoming table to present personal identification (Photo ID).
2. Pre-school age and other children are not permitted in the classrooms.
3. Please take a seat in the chairs provided. We ask that you refrain from conversation, which distracts both the teacher and students.
4. Parents are not to bring into the classroom: food, drinks, cameras, other children, or large satchels.
5. Parents’ cells phone may not ring. Please turn off or place on vibrate.

Thank you for your cooperation. We are looking forward to seeing you on Thursday, November 21, 2013.

Sincerely,

Richard D. Erck
Principal

American Education Week Parent Visitation Day Permission Form – Thursday, November 21, 2013

Visitor’s Name ____________________________ Relationship to Child ____________________________

Child’s Name ____________________________ Teacher/Class ____________________________

Date/Time of Visit ____________________________

I authorize the individual named above to visit my child’s classroom as indicated above.

Parent Signature ____________________________

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