

Wednesday, 10 August 2011

Dear Parents,

Welcome to ECLC and the coming 2011-2012 school year! It is both an honor and a pleasure for me to be part of your child's exciting journey into the world of education. Following is information I hope you will find helpful as we begin the new school year:

Administrative Staff (* indicates new members of staff to ECLC)

Head of School	Mr. Andy Whitney
Deputy Head of School	Mrs. Younhee Chung
Administrative Assistant and Admissions Officer	Mrs. Esther Jang*
Receptionist	Mrs. Mira Park

Toddler:

Einstein	Mrs. Younhee Chung and Mrs. Monica Oteng-Boateng
Edison	Mrs. Sylvia Klinkhammer and Miss Seung-won Lee*

Preschool:

Eric Carle	Mrs. Jenny Lee and Miss Terri Davis
Dr. Seuss	Mrs. Jianne Kim Han and Miss Anna Cho*
Leo Lionni	Miss Namhee Kim and Mrs. Mrinal Lakhiani

K1 (Junior Kindergarten):

Van Gogh	Mrs. Lucia Kim and Miss Kimberly Thomson
Monet	Miss Esther Byun and Miss Molly Nickeas*
Picasso	Mrs. Hye Young Rhee and Mrs. Christy Thompson*

K2 (Senior Kindergarten)

Da Vinci	Miss Concha Hernandez and Miss Susan Kong
Galileo	Miss Nikki Nel and Miss Susan Kong

Specialist Teachers

Physical Education	Mr. Mansel Beaumont
Health and Safety Coordinator	Mr. Mansel Beaumont
Library	Mrs. Casey Lavender
EAL (English as an Additional Language)	Mrs. Casey Lavender
Music	Miss Christina Kim

Support Staff

Custodian	Mr. Hong
Housekeepers	Mrs. Hong, Mrs. Cho, Mrs. Kang, and Mrs. Kim
Bus Drivers/Monitors	Bus A: Mr. Kim / Ms. Soh
	Bus B: Mr. Suh / Mrs. Jeong
	Bus C: Mr. Cho / Mrs. Kim
	Bus D: Mr. Yoon / Ms. Park
	Bus E: Mr. Lee / Mrs. Lee

Forms

In this packet, in addition to our Parent/Student Handbook and Annual School Calendar, you will find the following forms which need to be completed and returned to school at your earliest convenience:

- Information update form (only to be completed if any contact information has changed since application)
- Food Survey
- Blanket Field Trip Permission Slip
- Car drop off and pick up procedures agreement

For those new families who still have Medical Forms to return, please be sure to do this during the orientation morning. It is of particular importance to return this form in order that we can be aware of any allergies or medical needs of the children before they start school.

Once school has commenced you will receive an updated Student Directory and information from the class teachers helping you to get a better understanding of what your child's days will look like in school, including which days your child will have PE, music and library.

The School Day

School officially starts on Wednesday, August 17 for all children.

(Toddler students will have an abbreviated day for the first 3 days of school. Each Toddler student will be assigned a 1.5 hour time slot to attend with several other Toddlers in his/her class to allow a more personal introduction to the teachers and classroom. Toddler parents will be notified by email outlining the procedures regarding their child's time.)

The School Day starts at 09.00 and finishes as follows:

Toddler:	Half Day:	9:00 – 12:00 noon
	Full Day:	9:00 – 14:00
Preschool:	Half Day:	9:00 – 12:00 noon
	Full Day:	9:00 – 15:30
Kindergarten 1		9:00 – 15:30
Kindergarten 2		9:00 – 15:30

School doors will open at 08.45. We are unable to provide student supervision before this time.

Car Line

It is essential that the ECLC car line guidelines are read, understood and adhered to. I ask that you please read and understand the attached car line pick up and drop off guidelines, sign the contract (and your driver, if applicable) and return it to school on Wednesday, August 17. I ask for your understanding and cooperation as we try to make the car line process as safe and efficient as possible.

Snack and Lunch

Snack

The school provides a healthy snack for the children mid-morning and, for full day children, in the mid-afternoon. If your child has a specific allergy which prohibits him/her from eating the school snacks, please inform your class teacher and provide a replacement snack in a labeled bag or container.

Lunch

Please provide your child daily with a healthy, nutritious lunch in a child-friendly lunch box or container that can be opened easily. Food should be prepared in a manner which enables the children to eat it easily and independently. We ask that you limit sweet food and please do not send candy to school. In order for you to monitor what your child has eaten we instruct all children to put any uneaten food back in their lunch boxes to bring home. A daily check of your child's lunch box will enable you to determine what has been eaten and help you adjust portions accordingly. Please note that there is drinking water readily available to which your child will have access at all times.

Please Note: *School staff cannot heat up students' food in the microwave.*

In the interest of those children in the school who have food allergies, we ask that children do not to share their food with their friends. While "sharing" in general is an admirable quality we encourage at school, we explain to the children that the food that is brought from home is for their personal consumption only. Your support as parents in this matter would be greatly appreciated.

Clothing and Footwear

Children need to come to school dressed in practical clothing and shoes. Please be sure your child wears comfortable, casual clothing to school. Running shoes or "sneakers" are strongly encouraged rather than sandals or dressy footwear. Due to the nature of our program it is likely that your child, on occasion, will spill some paint or get dirty from the playground. While we try to keep these incidents to a minimum they are part of an active and adventurous early childhood program. For this reason, expensive and/or dressy clothing would be inappropriate. Since all children have several opportunities a day to run around on our playground, footwear must be suitable for running, climbing, kicking a ball, skipping, jumping, hopping and all the other fun things the children enjoy doing at school. For safety reasons, Crocs and other unsecured, loose footwear are **not** to be worn to school.

On wet days, children should come to school appropriately dressed in wet weather clothing. We will not have them outside in the pouring rain but a light drizzle should be fine for a breath of fresh air.

Physical Education (PE)

ECLC provides a PE uniform. It will be sent home with the children and it is expected that they wear that full kit, including appropriate footwear, on the days that they have PE. Your child's class teacher will provide you with a schedule indicating the day of the week that your child will need to come to school dressed for PE.

Field Trip Kit (School T-shirt and small back pack)

All children will be provided with a Field Trip T-shirt and back pack.

School Bags

All new children will receive an ECLC School Bag/Back Pack at the beginning of school.

Orientation Morning

On Tuesday, August 16 the school staff will be available during an informal orientation morning for all new children and their families joining ECLC this August. Families new to ECLC are welcome into school any time between 10:00 am and 12 noon to visit the classroom and meet your class teachers in preparation for the big day on Wednesday. This is not obligatory but you are most welcome.

Class Placement

You will be receiving an email notification of your child's classroom, teacher assignment and, if applicable, busing information on Tuesday, August 16. Please understand that a significant amount of time and effort has gone into the development of these class lists to ensure that classes are balanced according to gender, language abilities, ethnicity, learning styles, special needs and temperaments. We are reluctant to make changes to these lists at this point except for the most compelling reasons.

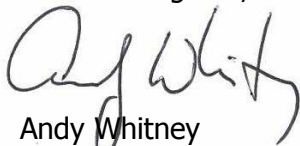
Parking at ECLC

To be frank, there is no parking available at ECLC. The area directly in front of the school is for the temporary drop off and pick up of children only – as is technically a 'no parking' area. We have been required by the local city government not to allow cars to be parked in front of the school. We regret this inconvenience to parents but, at the same time, want to be welcoming to those who wish to come in to the school. In this case, you will have to find an alternate place to park and walk to the school or be dropped off to be picked up later. Again, we apologize for this situation.

I hope this letter helps to clarify some of your questions. We will make every opportunity to keep you informed of events and important matters as the school year progresses. Feel free to contact me at school (795-8418) with your questions and/or concerns. You can also email me at andywhitney@eclcseoul.com.

I look forward with great anticipation to seeing your child in school on Wednesday, August 17.

Warmest regards,



Andy Whitney
Head of School