**THE NEW YORK CITY DEPARTMENT OF EDUCATION**

**CARMEN FARIÑA, *Chancellor* CSD 13/ CFN 211**

 *Ronald Edmonds Learning Center, MS 113* **Dawnique Daughtry***, Principal 300 Adelphi Street, Brooklyn, NY 11205* **Richard Gadsby,** *Assistant Principal*

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September 2017

Dear Parents/Guardians:

Welcome!

I hope that you and your scholar enjoyed the summer vacation and are ready to get to work. I am excited about the possibilities that lie ahead and look forward to a productive and successful academic year.

In order to ensure your child’s success, I need your partnership, participation and presence. We need and expect everyone’s cooperation and commitment to making this a nurturing, academically stimulating and safe environment.

 I encourage you to do the following:

* **Take advantage of our open door policy and make regular and frequent visits. You do not need an appointment to stop by and/or spend a period or the day with us. We welcome your presence.**
* **Know your child’s homeroom class number, your child’s teachers and at least 2 of your child’s classmates.**
* **Download our school app – available for androids and I phones. See reverse side for details.**
* **Check our school website at least a once day,** [**www.relc113bk.com**](http://www.relc113bk.com)**.**
* **Make certain that you have the school’s monthly calendar.**
* **Attend the monthly PTA meetings.**
* **Make certain your scholar is prepared for school each day with materials and school uniform**
* **Check your scholar’s homework daily.**
* **Make certain that your scholar arrives to school on time. 8:10a**
* **Consider volunteering at the school at least one day per month.**
* **Visit and meet with teachers every Tuesday school is in session from 2:30-3:45p during our weekly parent engagement day**

Finally, please remember and note our school hours for 2016-2017 are from 8:10-2:30p every day. If you have questions, concerns and/or suggestions, please contact me via email at ddaught@schools.nyc.gov.

Sincerely,

Dawnique Daughtry

*Principal*