



Public School 117 - Magnet School for Theater Arts & Music Through Technology
Achieving Excellence Together
tinyurl.com/ps117queens

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Dear Parents/Guardians:

Today your child is coming home with a **Teachers and Parents COMMUNICATOR** folder. This folder will be used daily as a tool to strengthen our home-school connection. This folder is an excellent way to communicate correspondence between the teacher and you concerning your child's academic activities. All students in grades Pre-Kindergarten through fifth will use this folder.

When you open up the folder, you will notice that it is divided into two sections: *RETURN TO SCHOOL* and *KEEP AT HOME*. Inside the communication folder in the section titled, *KEEP AT HOME* you will receive flyers, response tear-offs, notes, PTA notifications, letters from administration, monthly calendars, trip slips, tests and classwork, etc. **As part of daily homework it is your child's responsibility to bring this folder to school every day. It will be your responsibility to empty the folder each evening so that you will remain current with school affairs.** Please place all returned tear-off slips, envelopes, etc. inside this folder for your child in the section labeled *RETURN TO SCHOOL*. In the section titled, *KEEP AT HOME*, you will find corrected work, the tops of tear-offs, and any other completed student work that the teacher feels can be kept at home will be placed in this section. In the back of this folder you will find a page divided into three sections entitled: *NAME OF CLASS, WEEK ENDING DATE and PARENT SIGNATURE/COMMENT*. Please use this sheet to communicate any questions and/or concerns about your child's homework.

It is our hope that you will look forward to receiving the communication folder each evening and that you will review the information that we send home to you. I feel that this is a great communication tool in reinforcing the strong existing bond and partnership between home and school.

I am looking forward to having a successful 2014-2015 school year. Keeping families informed will help to support our work at P.S. 117.

Sincerely,

Paula Cunningham
Principal