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Potomac, August 31. 2016

Dear Parents,

After their summer break many cheerful and motivated students returned to the Elementary School. Students experienced happy reunions and new students received a warm welcome in their homeroom community. Our first graders were very excited on their first school day and had a lot of fun attending the performance of our big second graders. Our youngest students in our School Entry Level have also adjusted quite well and study in a playful learning environment!

Our Elementary School teachers also welcome all students and are looking forward to a successful school year with your children and a cooperative partnership with you. For questions, you can meet with us in person in a parent-teacher conference (please register with the teacher in advance) or contact us by email. [You can click to the weekly parent-teacher-conference times here](#) or find them in the password-protected member area of our website at **ACADEMICS > Faculty > Contact your teacher.**

For our new families we would like to take this opportunity to give you an overview of our daily start in the morning on school days:

Our school entrance door will be opened at 7:55 a.m. Please say your good-byes to your children outside of the school, if you drop them off by car. This way, the homerooms of our students remain exclusively their learning environment. This regulation strengthens the homeroom community. Before class, students can walk to their classrooms, stow away their back packs, talk and play. They are also welcome to play a little on our school grounds outside. Supervision is provided until school starts at 8:10 a.m. The bell rings at 8:05 a.m. alerting children to come inside and to get ready for class at 8:10 a.m. This regulation will help your children become more independent and help us to start on time with our lesson.

An exception will be made for our first graders only. For two weeks after school has started, students may be accompanied by you to their homerooms. Thank you very much for your support.

We wish you and your children a successful school year!

With kind regards,

Monika Rodrigues
Principal Elementary School

Britta Scholl
Deputy Principal Elementary School

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