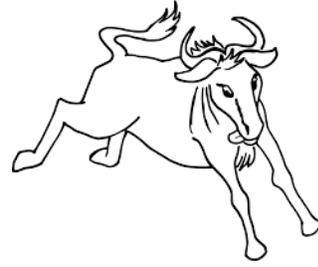


**AMERICAN INTERNATIONAL SCHOOL OF MONROVIA
EARLY CHILDHOOD EDUCATION (ECE) III**

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Dear Parents,

Welcome to the 2018/2019 AISM Year of the Wildebeest and Early Childhood Education (ECE) III. I am so looking forward to a wonderful year. This is my second year in Liberia and I am excited to be teaching my favorite age group! I am both a Canadian and American citizen and am entering my 12th year of teaching. I have lived in Canada, the US, Mongolia, Kazakhstan, Malawi, and now Liberia. I am married and have three children, all of whom are grown and living in Canada.

For new students, please attend AISM's New Student/Parent Orientation on **Friday, August 17th between 2:00-3:30**. Come and see your classroom, your school, and meet your teacher and other school staff. For returning students, the first day of school is **Monday, August 20th**.

ECE III is a transitional year for young learners. Your child will be working hard to build stamina as a learner. Please be sure each day that your child has **lots of rest the night before and a good breakfast.**

In addition to the basic **supply** list found [here](#) could you please be sure your child comes to school with the following:

- A change of **clothes** in a plastic bag **labeled with your child's name**
- A pair of **rainboots/gumboots** to be kept at school until the rainy season is over

New parents/students please feel free to drop your supplies off during orientation.

School/separation anxiety: if your child is anxious about school, please feel free to send in a "cuddle buddy" or something similar (a picture of your family, or anything small and special). This will be kept in your child's cubby and your child can visit it any time they may feel worried.

Allergies: if your child has any allergies could you please let me know in writing before school starts.

Lunch/Snacks/Water: each child needs to bring a **water bottle** to school every day. Be sure snacks and lunch containers are easy to open, with minimal to no help. Learning to be independent is an important ECE skill.

Discipline: In ECE III we follow AISM's discipline policy, the goal of which is to stimulate self-discipline through reflection on how individual actions affect others and to establish procedures on dealing with breaches of expected conduct. It is implemented in the classroom through:

1. Daily Stoplight

Everyone starts on green

Yellow - had a few reminders /did not respond

Red - serious discipline infraction or multiple unheeded reminders

Consequences can include, but are not limited to: take a break; special seating; and, notes/emails home. More serious infractions can result in think sheets (student reflection on behavior and consequences) as well as office referral.

Students fill in their stoplight color on a daily basis using a daily calendar sheet in a folder. This is sent home, initialed by parents, and returned the next day. Besides providing daily communication this helps students learn to recognize numbers and read a calendar.

2. Recognition of positive behaviors

This positive behavior support includes both verbal praise/recognition and stickers.

Stickers and praise may be for targeted in class behaviors such as on task behavior, following class and school rules, positive social interactions and so on.

Each time a sticker is earned it is placed on a chart. This helps students learn to recognize numbers and read an object graph.

Additionally, for each sticker earned child places token in a goal jar. When full as a class vote on reward such as extra recess or a movie/popcorn afternoon. This an excellent and very concrete way to introduce young learners to the concept of goal setting.d

Parent/teacher communication: besides the folder mentioned above, most communication is done through AISM's Jupiter portal online.

I am usually able to respond to emails within 24 hours but please be aware that during the day I am active teaching and usually check emails only at the beginning and end of each day. If there is an urgent matter, please feel free to contact the school office.

Additionally, I send home a weekly newsletter via Jupiter which provides updates on our week as well as information about upcoming events and curricular activities.

I hope the above has provided a basic introduction to the expectations for ECE III students. If you need further information, please do not hesitate to contact me. Again, welcome to the year of the Wildebeest! Looking forward to a great year!

Mrs. O