

Oak Hill Elementary School
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Covington, GA 30016
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Dr. Brenda Gammans, Principal

Mrs. Tara Lynn, Asst. Principal

February 17, 2021

Dear Parents and Guardians,

Welcome back to school! Our staff is looking forward to working with you and your child. Please be sure to read your child's agenda. The purpose of this letter is to give you some information and reminders.

1. All children will need to wear a mask and have a water bottle. Please write your child's name on their water bottle.
2. Please send the student agenda's with them each day. In addition, we will need to have the workbooks and manipulatives back that were sent home because we will need them for class.
3. Unfortunately, parents cannot walk their children to their classroom. This is a NCSS requirement. We will have staff that will be helping children get to their class.
4. It is very important that the school has your correct email and phone number. If you are not receiving school emails or phone calls, please contact the office so that we have your most current information.
5. **Children should not be dropped off before 7:05 a.m.** The door for student entry to the school does not open until 7:05. All children arriving to school after 7:05 will report to their classroom. Also, for safety reasons, **student check-outs after 1:45 p.m. are not permitted.** To check out a student, the person must ring the buzzer system, have ID, and be listed on the child's information yellow card as having permission to check out the child.
6. In order to speed up the car rider line in the morning, please have your door unlocked and your child ready to exit the car. Staff members will be present to direct and supervise students as they enter the building. **Car riders should not be dropped off at the side doors or the rear doors.** We do not have staff there to supervise your child.
7. Please visit our school website often. It contains links to e-learn, e-books, a school calendar, and various other information. Our address is <https://ohes.newtoncountyschools.org/>.
8. The Newton County Fire Marshall has asked us to remind you not to park in the fire lane. (It is the entire length of the front of the building.)
9. **Students that are car riders in the afternoon are required to have the new car rider ID tag.** If you do not have the new car rider tag, you will need to get them before 8 a.m. or after 2:15 p.m. Afternoon car riders will not be released using the old tags.
10. **If you need to change the way your child goes home, please send a signed and dated note with a phone number for verification.** Transportation changes can be made by email using ohefax@newton.k12.ga.us. Please do not email teachers or staff for transportation changes. All transportation changes must be made before 1:30. We are unable to make transportation changes over the phone.
11. Please do not send children that are running a temperature or who are ill to school. If you have questions about this, please contact the school nurse, Ms. Malone.

If I can assist you in any way, please contact me. On behalf of the faculty and staff of Oak Hill Elementary School, thank you for the opportunity to educate your child.

Sincerely,

Brenda Gammans, Ph.D.

Principal