

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

Mrs. Tara Lynn, Asst. Principal

August 1, 2019

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 agenda has lots of important information. The purpose of this letter is to give you some information and reminders.

1. Newton County schools has a common start time for elementary students. **Students are late if they are not in their classroom at 7:40.** If your child is a morning car rider, please make sure that you leave your home so that your child will have time to exit the car and walk into their classroom. Please note that car rider traffic is at its worst between 7:25 and 7:40.
2. **Children should not be dropped off before 7:05 a.m.** The door for student/parent entry to the school does not open until 7:05. All children arriving to school after 7:05 will report to either their classroom or to the cafeteria to get breakfast. Also, for safety reasons, **student check-outs after 1:45 p.m. are not permitted.** To check out a student, the person must report to the office, have ID, and be listed on the child's information card as having permission to check out the child.
3. 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.
4. 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/>.
5. We have another way to send out information. This year you can follow Oak Hill on Twitter - @OHES_Covington.
6. 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.)
7. **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 must come to the office and get one. Afternoon car riders will not be released using the old tags.
8. Just a reminder - all parents and non-school personnel must enter and leave the building from the main entrance and must go to the office, sign-in, and receive a visitor's badge. When leaving the building, they must come back to the office, return the badge, and sign-out.
9. In order to promote self confidence and independence, beginning Tuesday, August 13th parents do not need to walk their child to class. We will have staff available for students that need assistance. If you choose to walk your child to class starting the 13th of August, you will need to sign-in in the office.
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. **Curriculum Night is August 22nd at 6:30 p.m. There will be a brief PTO meeting and Title I Orientation.**

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