



Welcome to Pre-first and the Elementary Section of ASFG

Recess - Pre-first has two recesses, one at 9:30-10:00 and a second one from 1:15-1:45. Children are encouraged to eat at their first recess and play at the second one. (They may eat again if they like.) We ask that children sit at a table for the first ten minutes of the first recess. Tables are assigned to each classroom so that teachers are able to control the cleanliness of the area. However, teachers are not expected to sit and eat with the children. Several teachers and teaching assistants supervise the recess areas – cafeteria, play structure with bark chips, soccer field, basketball courts, and the *Green for Everyone* area. (Pre-first students will not be allowed in the green area for the first few months of school.

Pre-first students are escorted to and picked up from all recesses and activities.

Lunches – please consider sending a lunch with your child, at least for the first month.

Activities – Pre-first and all other Elementary classrooms participate in the following activities: Library, Art, Music, P.E., Swimming, Computer Lab., Science Lab., and Human Development classes.

Six-day cycle – Our Elementary section runs on a six-day cycle. This six-day cycle allows for a smooth flow of curriculum in which activity classes are never missed. Each of the six activity classes are scheduled at 1:45 on Day 1, 2, 3, 4, 5, or 6. The computer and science labs are also scheduled into the six-day cycle but at a time other than 1:45. This schedule has allowed us to free up our computer and science labs so that teachers have more opportunities to integrate within their curriculums. You will receive a schedule of activities during the first week of classes and a monthly calendar showing other events.

ASFG and Elementary Website – Our school wide goal is to be as paperless a school as possible. Please check our website on a regular basis for updates and information. If you are unsure how to do so, Ms Judith Kimmel, our Computer Lab specialist, will be glad to show you. Please feel free to schedule an appointment to meet with her.

Pinks/Reds Behavior Program – We have a very effective behavior management program in Elementary. We have found it to be an excellent way of communicating with the parents and for helping children modify negative behaviors. Most Pre-first teachers use a classroom management system of red/yellow/green lights. But, in the case of a child breaking a rule and having been told three times, a pink slip is issued. *There are times, however, when a pink slip is given without three warnings*. A third pink slip converts into a red slip. In the case of a red slip, the child, his/her parents, the teachers,

THE AMERICAN SCHOOL FOUNDATION OF GUADALAJARA, A.C.

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THE NATIONAL AUTONOMOUS UNIVERSITY OF MEXICO, AND THE SECRETARY OF EDUCATION OF
MEXICO

COLOMOS 2100 • GUADALAJARA, JALISCO MEXICO • APDO 6-280
TELEPHONE +52 (33) 3648-0299 FAX +52 (33) 3817-3356 email asfg@asfg.mx

www.asfg.mx

and an administrator must participate in a *climate meeting* where we look for ways to help the child understand the consequences of his/her actions and help him/her change the behavior.

Please help us by listening to and cooperating with your child's teachers. Good home/school teamwork almost always assures success for every child.

Parent Involvement – Each teacher is different but we encourage parents to be a part of their children's education. As far as decorating classrooms for events such as Halloween and Christmas, we like to have parents involved but we also like to use the students' work to decorate as much as possible. Please check carefully with your child's pre-first teachers to know if help is needed, with any classroom decorating.

Please mark your child's name on uniforms, sweaters, and jackets that are taken off frequently. Also, please teach your child to tie shoe laces and to dress themselves quickly for swimming.

Dismissal for the first week back – Monday, August 20 - Pre-first parents must come to a *Meet the Teacher* session at 9:30 a.m. Parents are expected to **bring their P1st child's complete set of supplies** with them on Monday.

Tuesday, August 21 – Pre-first children's first day in Elementary. Classes begin at 7:55 a.m. and end at 12:00 p.m.

Wednesday, August 22 – Classes begin at 7:55 a.m. and end at 1:00 p.m. for Pre-first students.

Thursday, August 23 and Friday, August 24 – Classes begin at 7:55 a.m. and end at 2:30 p.m.

We are going to ask that all Pre-first parents pick up their children at the classroom door at dismissal time for the first few weeks of school or longer, if child is insecure. This should help children to be less anxious as parents walk their children to the exit where they will be picked up on a daily basis. Pre-first teachers ask that parents fill out a form that indicates the exit parents want child to go to. Pre-first teachers will direct students but they will not be escorting them to each exit. It is just not possible. Teachers are usually in the classroom for 10-15 minutes at the end of the day but may have meetings to attend so they cannot wait until a parent shows up. Pre-first children will be told to wait just outside the Pre-first classrooms for their parents or they will be taken up to the Elementary office to wait for parents. Please try and be punctual. There are always two teachers on after school supervision duty, from 2:35-3:00 p.m., near the structure and along the Pre-first corridor.

Monday Morning Flag Assemblies - Every Monday students should go to the auditorium if they arrive late. For the first month, we will put a TA on duty to take late children to the auditorium. We have *Hotlines* presented once every five weeks for P1st. Although we try our best, not every child gets a hotline every year.

Security - For security reasons, any parent who needs to take their child out during school hours must come to the Elementary office for an Office Pass. In the case that the actual parents are unable to come for the child, the Elementary office requires that a form

be filled out by the parents authorizing that the person whose photo is attached is able to take their child off campus. School identification cards are used by all students, staff, and parents.

Pick Up – Please complete a form, in the Elementary office, if you wish to make use of the Filadelfia parking lot pick up system.

Feel free to get in touch with me should you have any questions or concerns regarding the Elementary section.

Respectfully,

Dawn Lussier-Hernández,
Elementary Principal
(dawn.hernandez@asfg.mx)