



Robert F. Munroe Early Learning Academy
2022 - 2023

Dear Parents,

We are pleased to have your child enrolled for the 2022-2023 school year at RFM's Early Learning Academy. Crystal Horrell is our 3k teacher and Linda Mathers is our 4k teacher.

We are looking forward to a wonderful school year, and we would like an opportunity to meet with you prior to the first day of school. If you have not heard from your child's teacher yet, please email the appropriate teacher to schedule a conference.

3k parents - crystal.horrell@rfmunroe.org

4k parents - Linda.Mathers@rfmunroe.org

Conferences for 3k will be held August 9th, 10th, and 11th between 5:00pm and 7:00pm.

Conferences for 4k will be held August 1st through August 5th. Times available are: 9:00-9:30 / 9:45-10:15 / 10:30-11:00 / 11:15-11:45 / 12:00-12:30 / 12:45-1:15 / 1:30-2:00 / 2:15-2:45 / 3:00-3:30.

Teachers will be flexible if another time slot is needed.

Conferences are extremely beneficial for all parties. It allows students the opportunity to meet teachers and see classrooms prior to the first day of school. This will help them become familiar with their environment before they are expected to stay for a full day of school. It also allows parents and teachers an opportunity to discuss pertinent information that is needed to ensure a successful school year.

When you come to your conference, please make sure to have the following forms to be placed in your child's cumulative folder:

- Copy of Birth Certificate (current students should already have this)
- Proof of Immunization (must be current)
- Physical Examination Form (must be current within one year of school start date)
- Personal Data Form (including persons who are **authorized pickups** for your child) *
- Emergency Contact Information *
- Proof of Medical Insurance (a copy of your card is fine)

*The Personal Data and Emergency Contact forms can be found on our school website:
www.rfmunroe.org.



You are also welcome to bring school supplies to your conference if this would make the first day of school easier for you and your child. School supply lists can also be found on the school website. In addition, we have a “gently worn” clothes closet with uniforms that have been donated back to the ELA. You are welcome to help yourself during our conference!

VPK students will need to apply for a Child Certificate of Eligibility which is issued by the Early Learning Coalition if you have not already done so.

Thank you for allowing us to work with your child in this exciting new educational venture. We look forward to a rewarding relationship with your family.

Sincerely,
Crystal Horrell
Early Learning Academy Director