

January 4, 2012

Dear Parents and Guardians:

I hope you and your family had a Happy New Year and I can't tell you how happy we are to have your children back with us, recharged after the holiday recess.

I am writing to update you on the construction process. In mid-December we began the window replacement phase. The window replacement has begun in the Primary wing. The construction takes place after 3:30 p.m., but we have experienced some impact on the students during the day. In particular, at the beginning of the construction process when the windows are covered with plastic, we have found the classrooms to be dark. Once the windows are replaced, but before the shades have been reinstalled, we have found a problem with glare from the morning sun. Finally, because of the amount of glass, we have found the hallways to be cold throughout the construction process. We expect each classroom, weather permitting, to be completed in a three-day time frame from beginning to end.

To help reduce the impact of construction on education, we have freed up two classrooms, and space in the library, so that teachers are able to relocate their class. We have also requested a more definitive schedule from the contractor, so we will be better able to notify everyone. Finally, because of the temperature in the hallways, students might benefit from wearing long sleeves or a sweater.

I apologize for these inconveniences and thank you for your cooperation. If you have any questions or comments, please do not hesitate to contact me.

Sincerely,

Stanley T. Steele
Principal

Cc: Dr. Valencia Douglas
Jay Scotto-Friedman