

# Oak Hill Elementary School

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Dr. Brenda Gammans, Principal

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August 2, 2021

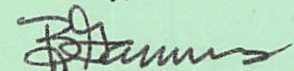
Dear Parents and Guardians,

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

1. All children will need to have a water bottle. Please write your child's name on their water bottle. Masks are encouraged but are not required.
2. Some very important information will be sent home today. Please complete the clinic card and the information yellow card. We will not be able to check students out without the yellow card. A supply list will be sent home and can be found on our website.
3. Unfortunately, parents cannot walk their children to their classroom this year. 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 [ohfax@newton.k12.ga.us](mailto:ohfax@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.

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