

September 2, 2011

Dear Parents of QISS Students,

Our Lower School Open House is scheduled for Thursday, September 8. We will begin at 6:30 P.M. with a faculty introduction in our campus theater. After the introductions, there will be a short Power Point Presentation showcasing multiple activities from our first weeks of this academic school year.

Please follow our schedule below for visiting your child's teachers. Open House is a time for parents to meet our teachers and become familiar with your child's learning environment. It is not a time for individual conferences to meet teachers regarding your child's progress. Make an appointment with your child's teacher to set up a future meeting for a private conference with your child's teacher.

Any concerns regarding student progress is best done in a private conference with teachers. After you set up a conference time, you may bring up concerns and questions regarding individual student progress. Thank you for your cooperation and understanding.

Buses will be available at the conclusion of our Open House. The buses will drop off at only a few drop off points to be determined later.

Sincerely,

Alberto Gutierrez, Lower School Principal

#### Lower School Open House Schedule

6:30 Theater for:

- Faculty Introductions
- Short Power Point Presentation

Time	Who to See	Who to See
6:45-6:55	ESL/Chinese Teachers	*PE, Art, Music Teachers
7:00-7:20	Pre-K Through Grade 2 Teachers	Grade 3-5 Teachers
7:25-7:35	ESL/Chinese Teachers	*PE, Art, Music Teachers
7:40-8:00	Pre-K Through Grade 2 Teachers	Grade 3-5 Teachers

**\*The PE, Art and Music teachers will be available in the Lower School Building Room #204.**

Buses will leave promptly at 8:05