

To: Pre-K SPED Teachers and Staff
From: Roni Bader-Tables, Dolores Mendoza

Date: Mon 4/14/2008

Subject: Open House and Transition to Kindergarten Staffings

Dear Pre-K Teachers and Staff: This is a reminder that Friday, April 18, 2008 is our Pre-K Open House day for entering Pre-k children from 9:00 am-11:30 AM. Please let office staff know and have a sign in sheet available with parent contact information in case the parents wish to speak to you after school about your program. Remember that placement decisions are made at IEP meetings. You may not share information about the children in your classroom with any visitor – THIS IS CONFIDENTIAL. You are to do your daily routine and parents may call you after school or you can call them with any questions or concerns. YOU ARE NOT TO STOP WHAT YOU ARE DOING TO SPEAK WITH PARENTS. This may also be a good day to send parents to observe another Pre-K program that you are considering for a particular child in your classroom for another Pre-K SPED classroom/program for next year.

Roni and I have been attending some transition to kindergarten staffings and want to commend all of you for your preparation and hard work. I do want you to come with draft goals already written even if on a piece of paper to speed up the meetings. The best would be if you could review some of your proposed goals with the parent and get their input. At the meeting it is easier to amend goals written with the kindergarten teachers then to create them there. The parent does know the child best at home but you know the child best in school.

Dolores Mendoza, Supervisor
Prekindergarten Program for Children with Disabilities
Miami-Dade County Public Schools
5555 SW 93 Avenue, Miami, Florida 33165
Phone: 305-271-5701
Fax: 305-598-5253
dmendoza@dadeschools.net