



THE SEED SCHOOL OF MARYLAND

200 Font Hill Avenue, Baltimore MD 21223

January 19, 2016

Dear Parents and Guardians,

Greetings! I hope this letter finds you well. I am writing to welcome you and your child to our **Biology** class. I am excited about this school year and look forward to working with both you and your child. To prepare our students for future challenges in this course, we have chosen a program that includes an active approach to learning and problem solving skills. This school year promises to be full of opportunities for learning and I am confident that your child will be successful. I look forward to being part of the academic progress your child will make.

Attached are the Learning Contract, Parent Survey Sheet and the Classroom Policies & Procedures. I am requesting that you sign the Learning Contract & Parent Survey and return it by next week.

If you have any concerns or questions about your child's progress in class, feel free to call me at **(410)843-9477 extension 720**. If I am unavailable, please leave a message and I will get back to you in a timely fashion. In your message please leave your name and your child's name. You can also email me at mlegaspi@seedschoolmd.org if that is more convenient for you. I hope to build strong relationships with all my students and their parents or guardians.

You can follow the daily activities and requirements of the class through our new website at which will be communicated at a later date. I look forward to frequent communication with you as we work together to ensure your child's success and to bring about a rewarding and successful school year.

Yours sincerely,

Dr. Mini Legaspi, M.D.

Instructor

TEACHER AVAILABILITY:

*Students, parents and guardians are always welcome to discuss subject matter concerns and academic status with me. I will be available every **Tuesday and Wednesday at 8:20 AM – 9:30 AM**, and by appointment during other days with at least a 2-day prior notice.*

All documents and forms that need to be read and signed by the student and his/her parent(s) or guardian(s) will count toward a homework grade if submitted on January 25, 2016.