



基立学院 JUBILEE CHRISTIAN ACADEMY

Saved to serve with love and excellence for the Great Commission.

DATE : MARCH 18, 2021

TO : PARENTS / GUARDIANS OF PRESCHOOL

FROM : MRS. CAROL B. SEMING
Principal, Preschool Department

SUBJECT : 1. PARENT-TEACHER CONFERENCE (PTC)
2. PARENTS – PRINCIPAL CONFERENCE (PPC)

Greetings in the name of our Lord Jesus Christ!

1. PARENT-TEACHER CONFERENCE

To further extend the lines of communication among parents and teachers, a Monthly Parent-Teacher Conference (PTC) will be held on Tuesday, March 30, 2021, and every fourth (4th) Thursday of the month in the succeeding months from 12:30 PM to 3:00 PM.

The PTC is an important opportunity for parents to discuss with teachers the 1) academic progress, 2) deportment, and 3) enrichment or intervention strategies to support students. Through the PTC, we may arrive at effective measures to support students' development.

There will be regular classes on PTC day.

Please see procedures below for setting an appointment and attending the conference time:

- 1.1 Enlist for the PTC by emailing the Subject Teacher via his / her official JCA email and indicating your preferred time slot from March 19 to 26, 2021. You may select from the given time slot below:

SCHEDULE		
12:30-12:40 PM	1:21 - 1:30 PM	2:11 - 2:20 PM
12:41-12:50 PM	1:31 - 1:40 PM	2:21 - 2:30 PM
12:51-1:00 PM	1:41 - 1:50 PM	2:31 - 2:40 PM
1:01-1:10 PM	1:51 - 2:00 PM	2:41 - 2:50 PM
1:11-1:20 PM	2:01 - 2:10 PM	2:51 - 3:00 PM

- 1.2 Due to time constraints parent or guardian will be allowed to consult at most two (2) teachers to accommodate more individuals.
- 1.3 Schedule for consultation is on a first-sign-up, first-served basis.
- 1.4 After the enlistment period, the Subject Teacher will email the student / parent / guardian the consultation time and the Meet link.



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- 1.5 Parent / Guardian is expected to log in the Meet link sent via email on the scheduled consultation time.
- 1.6 All consultations will be conducted via Google Meet and will run for 10 minutes.
- 1.7 Should parent / guardian need more time to confer with the subject teacher, an appointment for the following week may be scheduled via the department.
- 1.8 If parents cannot be accommodated on the consultation day parent or guardian may be scheduled the following week during the teacher's available time.
- 1.9 All consultations will be recorded for reference purposes.

Aside from the designated PTC days, parents / guardians are also welcome to consult by emailing the subject teacher/s, class advisers, or any of the school administrators. Please allow for reply to be sent within 5 days.

2. PARENTS – PRINCIPAL CONFERENCE (PPC)

In our desire to continue reaching out to parents to clear their concerns on online learning and other school matters, there will be an online Parents-Principal Conference (PPC) on March 30, 2021, 9:00-10:00 am.

Should you be interested to join, please fill in the Google Form [PPC Sign up Form](#) by March 26, 2021. Only those who have registered will be given the Google Meet Link through email.

Each session will be recorded so that in case you cannot attend it, you can access the recording. Simply email ps@jca.edu.ph to request to view the recording. Viewing will be available from April 5-6, 2021.

For a more productive PPC, we request parents to conduct themselves with proper decorum; failure to do so would merit a PPC reset or cancellation.

We look forward to meeting with you in the upcoming PTC/PPC to further build our strong partnership, and together we can continue to find ways to work together to ensure your child's success.

Thank you.