



September 13, 2010

Dear Parent or Guardian,

Hello! My name is Eric Shieh and I am excited to be your child's Crew Leader for the year. This may be a change from the first day of school: we made some changes to ensure that each Crew class had a small number of students. In Expeditionary Learning schools, each student is known well by at least one adult within the school, and because of its size, Crew is one of the most important structures for developing this relationship. As Crew Leader, I will be in regular communication with all your child's teachers, I will advocate for your child, and I will serve as a contact for you regarding any questions or concerns you may have.

Additionally, Crew is a graded class that meets each morning, and provides each student with opportunities to explore his or her capacities for leadership in a small group of crewmates. Throughout the year, we will engage in activities focused on such topics as teambuilding, learning styles, goal-setting, health and fitness, sustainability, and – of course – outdoor adventure. I can tell you right now that, as a former director for an outdoor youth leadership program, Crew is one of my favorite times of the day and I look forward to sharing my enthusiasm for it with your child and you.

Below, you will find some questions regarding your contact preferences. Please return (1) the bottom portion of this letter with your student as soon as possible, along with his or her (2) blue Emergency Contact Card and (3) Food Programs form, (4) Medical form, and – if included – (5) Photo release form.

If you have any questions, do not hesitate to contact me!

Eric Shieh  
Crew Leader & Music Teacher

school phone: (718) 286-3500  
e-mail: [eshieh@metropolitanschools.com](mailto:eshieh@metropolitanschools.com)

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Student Name: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

In the event that I need to be contacted, the best way to contact me is:

Preferred Phone #: \_\_\_\_\_ home work cell (circle one)

Preferred E-mail (if applicable): \_\_\_\_\_

The best time to reach me (M-F) is: \_\_\_\_\_

I prefer: Phone E-mail (circle one)