

September 18, 2018

Dear Parents/ Guardians of Bay Head School,

I want to introduce myself to you all; my name is Jana Phelps and I am the new School Counselor at Bay Head School. Along with being a Certified School Counselor, I also hold Master of Arts degrees in both English and Special Education. My unique background enables me to support your child academically, socially, and emotionally.

As I know this is a new position for the school, I would like to offer a few details to make you aware of our comprehensive counseling program. To begin, I am jumping into the new school year by attempting to get to know all of the students as quickly as possible. To that end, I am intermittently visiting the classrooms as well as providing introductory lessons throughout the month. In addition, I have been holding informal lunch groups where I have invited students to eat lunch in my room and chat. During our conversations we have discussed topics such as the qualities we look for in a friend, best/worst parts of school, and general interests and hobbies. These sessions are meant to generate the rapport necessary to enable your child to reach out to me if they ever are in need of support in the future.

In the month of October, I hope to meet with every student in grades 4-8 individually to discuss academic and social goals so they are once again comfortable talking if the need ever does arise. I will continue to offer classroom lessons throughout the school year and plan to implement new programs and projects through which the students will have the opportunity to become involved.

Please know that a home to school connection is of the utmost importance to me and my role is to support and advocate for your child. Feel free to contact me if you have any concerns or if there is anything I should know to better assist your child with being successful at school. My email address is [phelps@bayheadschool.org](mailto:phelps@bayheadschool.org" \t "_blank) and my phone number is 732-892-0668 ext. 126.

I look forward to a wonderful school year and truly believe we are off to a wonderful start.

Best,

Jana Phelps

*School Counselor*

*Bay Head School*