



## HOME INSTRUCTION SCHOOLS

*Ramona Pizarro, Principal*

*3450 East Tremont Avenue  
Bronx, NY 10465  
Phone (718) 794-7200  
Fax (718) 794-7232*

Dear Parent/Guardian:

Your student has been admitted to Home Instruction. You have agreed upon a schedule with the teacher which has been communicated with our offices. Home Instruction is a specialized educational program provided by the Department of Education depending on your cooperation. Please comply with the following requirements.

1. Physical Conditions of the Educational Environment
  - a. A quiet, well lighted room should be available for instruction. Pets should be confined to another location prior to the arrival of the teacher.

Smoke & Substance Free

  - b. The environment must be smoke and substance free. There is a zero tolerance policy.
2. Adult Chaperone
  - a. A parent / adult must be present in the home during each lesson. If an adult is not present, the teacher will not enter the home.
3. Medical Records
  - a. Home Instruction will be approved for a specific duration. Extensions must be requested by the student's physician or psychiatrist and approved by the department of health. Necessary forms can be found at [www.homeinstitutionschools.com](http://www.homeinstitutionschools.com) These requests must be mailed to:  
  
Home Instruction Schools  
Per Session Office – Medical Review  
3450 E. Tremont Ave  
Bronx, NY 10465
4. Communication
  - a. It is imperative you communicate an active telephone number with the teacher. The Home Instruction office and teacher will utilize this number to periodically monitor your child's case. Please attempt to answer the phone during lessons as supervisors will attempt to contact your home while the teacher is present.
5. Assistance / Emergency Situations
  - a. If you or your child require assistance with a crisis situation or if your child is missing please call our Home Instruction Guidance staff at (718) 794 – 7241.

We are confident that a satisfactory educational program can be provided by Home Instruction for your child through the combined efforts of the teacher, parent / guardian and your child. If you have any questions or need additional information, please call (718) 794 – 7200.

Sincerely,



Principal

RETAIN THIS LETTER FOR YOUR RECORDS