

# Establishing Communication Checklist

Main office line: 630-463-3500

Direct classroom line: 630-463-3512

Email address: [bhelmlinger@geneva304.org](mailto:bhelmlinger@geneva304.org)

Teacher Website:

<http://www.geneva304.org/BrookeHelmlinger.aspx>

- Send me an email from every address you want included on the distribution list. Use the subject line *Add Me* to receive weekly newsletters, volunteer sign-up links, and other announcements.
- View instructions provided on my website, and sign-up for the Remind 101 texting program to receive classroom reminders.
- Obtain your invitation letter to gain access to your child's Classroom Dojo (given during supply drop-off or sent home to those not in attendance)

*\* We are teammates in making your child's first year of school a successful one. Please feel free to call me Brooke, and please feel free to reach out to me at any point.*