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December 20, 2017

Dear parents,

December is almost over! We hope that all of the parents enjoyed our program and Christmas party last week. It very much seemed like the kiddos enjoyed it!

Candace and I want to thank the parents that have and are bringing in treats and gifts to our teachers. For those that have contributed toward our teacher's Christmas gifts, we have them ready to go for our Christmas Party which happens tomorrow evening after we close. Thank you! Thank you! Thank you!

This is a friendly reminder, that to ensure clear communication, that we encourage parents to communicate directly with Candace or I regarding the following issues. While our teachers are glad to talk to you regarding these topics, to ensure that you get accurate information and that vital communications are passed to each of the teachers, it is very important that Candace and I are the ones that are communicated with. Additionally, if one of the teachers leaves early or plans to be off, Candace and I can ensure that the communication is shared with other teachers. *And to be 100% honest, our new teachers may not even know what to do with your information yet. There is a learning curve here.* Here is a list of important details that must be discussed with Candace or I:

- Medications - Medications must be brought directly to the office. Never to the classroom. They are not allowed to be in the classroom, and we need a special form completed to meet state guidelines.
- Food – Birthday or any other treats must be peanut free, and peanut safe. This can be tricky. Please don't bring food in at all without talking to Candace or I first. If you bring food in that we can't serve, we will call you to replace it.
- Drop offs/Pick Ups – Candace and I don't like to be surprised when random people pick up your kiddos. If it is a routine thing, feel free to write it on the note pad by the sign in/sign out desk. If it is someone new picking up, please discuss it with Christa/Candace. We must make sure they are on the authorized list to pick up, and we must check their ID at the door. Please never give anyone your door code. It really freaks us out when someone we don't know just walks on in.
- Allergies/Medical Concerns/Illnesses – If your child hasn't been feeling the best, or if you have any restrictions of any kind, you must speak to us.
- Attendance – If your child won't be here, please let Christa or Candace know.

Our teachers are working very hard throughout the day to provide top notch care for your kiddos. They will never intend to provide you inaccurate information or to fail to share your communications with other teachers, however, please understand that they have a lot to do throughout the day ensuring your child's safety and activities. If you want the best of communications, please come to us. We are your first source of any and all communication.

For convenience, Candace and I don't mind communicating via any of the following forms:

Office: 573-659-7550

Christa's Cell/Text: 573-619-5436

Candace's Cell/Text: 573-418-0360

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Thank you for continuing to choose COURTYARD!

Sincerely,

Christa A. Luebbering, MBA
Courtyard Early Learning Center - Owner