

Procedure:

1. Lead Educators are responsible for creating and distributing a monthly newsletter.
2. Site Newsletter information should include:
 - Site Name and Contact Information
 - Site Events: Field Trips, Socializations, Special Guests
 - Site Updates: Schedule, Site Changes, Announcements, Reminders
 - Family Education Opportunities: Parenting Information, Parent Trainings, Special Events
 - Committee Updates and Opportunities: Policy Council, Parent Committee Meetings
 - Community Resources and Events
 - Volunteer opportunities
 - Thank you notes
3. Lead Educators will include their Program Manager, Family Support Specialist and Classroom team, when they distribute the Newsletter.