



Child Care Chatter

childcare@stjamesgettysburg.org

March 2017

Dear Friends and Families,

Will March come in like a lamb and out like a lion, or will we see the lion first? With the crazy weather patterns this winter, only time will tell! As part of our quality improvement plans this year, one of our goals was to improve communication with families. I am happy to announce that e - mail accounts have been set up for each classroom. Beginning March 1, 2017, staff will check their emails each morning and during naptimes for important information that you may wish to communicate to them. Emails will not be checked throughout the active part of our mornings or afternoons so that our attention can be focused on the children. The email addresses for each individual classrooms are as follows:

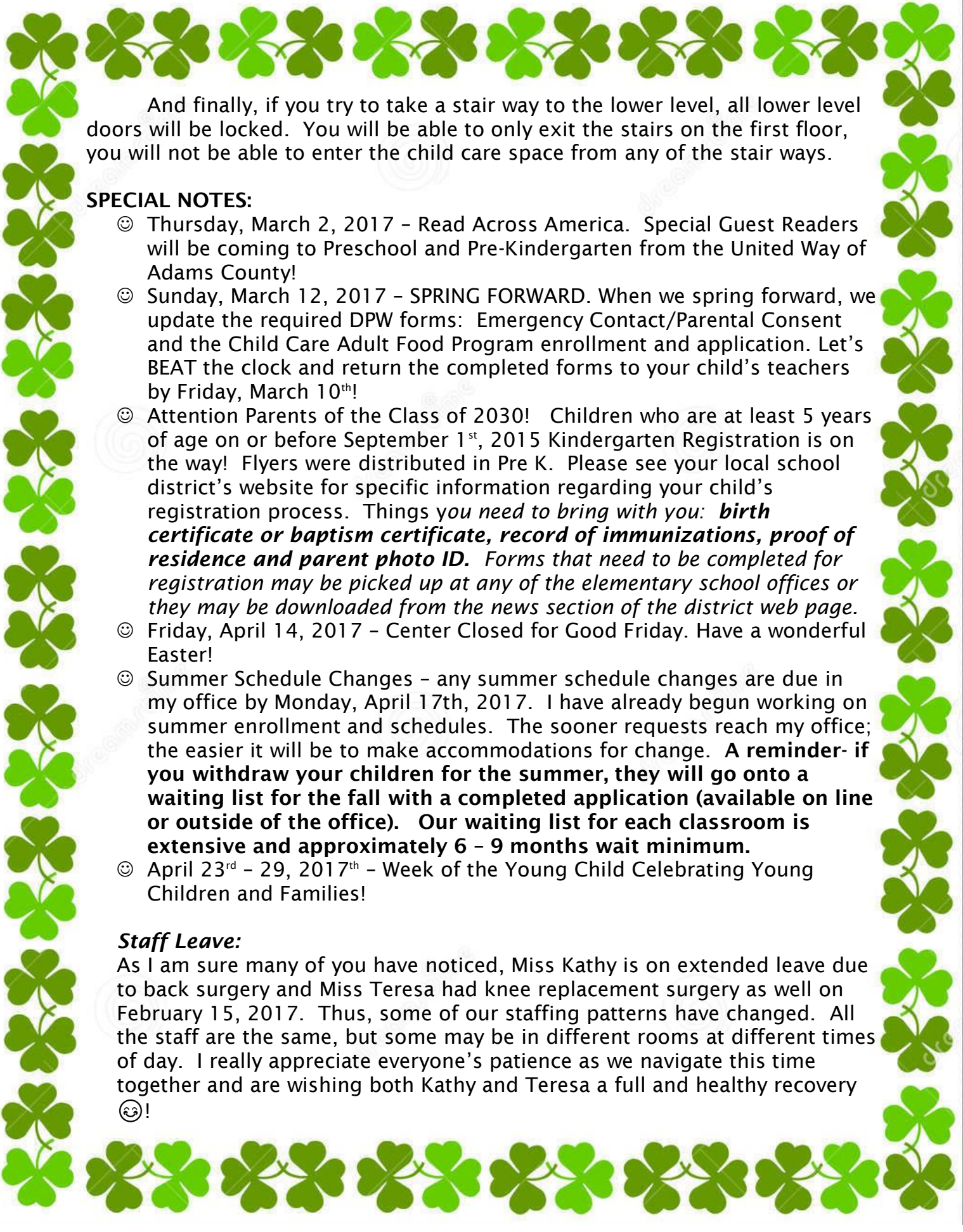
- ☺ Infants@stjamesgettysburg.org
- ☺ YT@stjamesgettysburg.org
- ☺ OT@stjamesgettysburg.org
- ☺ PS@stjamesgettysburg.org
- ☺ PK@stjamesgettysburg.org
- ☺ KC@stjamesgettysburg.org

If you have information that needs to be communicated immediately to the staff during the school day, please be sure to call the center directly to contact the staff. As always, the children's health and safety are our priority, and constant supervision is important too.

We are also working to actively lock down the lower level in a more secure way. In the next few weeks you will see gates go up on the first floor of the church before you reach the sky lighted stairway as well as one on the child care level at the end of the hallway behind the dining room, outside the Kids Club classrooms.

As a result, the ONLY way to access the lower levels of the building will be with key cards through the front or side doors. If you have lost your key cards, you will need to pay to have them replaced. The cost is \$20.00 payable by check made out to St. James Child Care. When you do that, I will need to have the number of key card you currently have so we can deactivate the lost key card. It is imperative that we use our key cards and not rely on staff opening the doors on the lower level. When staff have to leave the classroom to answer the door, it leaves classrooms out of ratio which is a compliance issue.

In the near future, we will have a buzzer installed on the front door so we can buzz people in from the classroom but this will take a little more time. We understand that occasionally people pick up children that do not have cards. The buzzer will help to relieve this issue. Until the buzzer is installed, all non - key card persons will need to ring the bell for admittance to the building or seek the assistance of the church staff.



And finally, if you try to take a stair way to the lower level, all lower level doors will be locked. You will be able to only exit the stairs on the first floor, you will not be able to enter the child care space from any of the stair ways.

SPECIAL NOTES:

- ☺ Thursday, March 2, 2017 - Read Across America. Special Guest Readers will be coming to Preschool and Pre-Kindergarten from the United Way of Adams County!
- ☺ Sunday, March 12, 2017 - SPRING FORWARD. When we spring forward, we update the required DPW forms: Emergency Contact/Parental Consent and the Child Care Adult Food Program enrollment and application. Let's BEAT the clock and return the completed forms to your child's teachers by Friday, March 10th!
- ☺ Attention Parents of the Class of 2030! Children who are at least 5 years of age on or before September 1st, 2015 Kindergarten Registration is on the way! Flyers were distributed in Pre K. Please see your local school district's website for specific information regarding your child's registration process. Things you need to bring with you: **birth certificate or baptism certificate, record of immunizations, proof of residence and parent photo ID.** Forms that need to be completed for registration may be picked up at any of the elementary school offices or they may be downloaded from the news section of the district web page.
- ☺ Friday, April 14, 2017 - Center Closed for Good Friday. Have a wonderful Easter!
- ☺ Summer Schedule Changes - any summer schedule changes are due in my office by Monday, April 17th, 2017. I have already begun working on summer enrollment and schedules. The sooner requests reach my office; the easier it will be to make accommodations for change. **A reminder- if you withdraw your children for the summer, they will go onto a waiting list for the fall with a completed application (available on line or outside of the office). Our waiting list for each classroom is extensive and approximately 6 - 9 months wait minimum.**
- ☺ April 23rd - 29, 2017th - Week of the Young Child Celebrating Young Children and Families!

Staff Leave:

As I am sure many of you have noticed, Miss Kathy is on extended leave due to back surgery and Miss Teresa had knee replacement surgery as well on February 15, 2017. Thus, some of our staffing patterns have changed. All the staff are the same, but some may be in different rooms at different times of day. I really appreciate everyone's patience as we navigate this time together and are wishing both Kathy and Teresa a full and healthy recovery

☺!