

# Staff April Newsletter



## ☐ Staff Reminders

### ✓ ID Checks = Safety First

Always check IDs if you do not recognize the person picking up a child. This is a *non-negotiable safety measure*.

If anyone gives you a hard time, call the office—support will be provided. You are **never wrong** for verifying identity.

### \* Sunscreen Policy

If families would like staff to apply sunscreen, **atopical form must be on file**.

Encourage parents to bring a **small, labeled bottle** for storage.

☐ No aerosol sprays permitted.

### ☐ Label Everything

Cups, bottles, lunch boxes, backpacks—**if it comes in, it must be labeled**. This helps prevent mix-ups and keeps classrooms running smoothly.

### ☐ New Cleaning Company

We now have a cleaning company that will **vacuum and take out the garbage daily**. Please continue to maintain your classrooms throughout the day so they are ready for cleaning each evening.

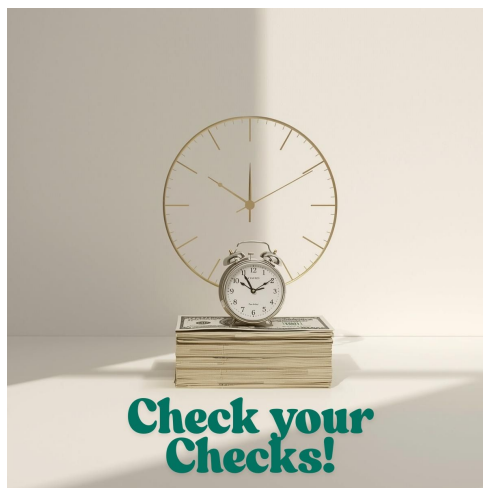
### ☐ Clocking In & Out

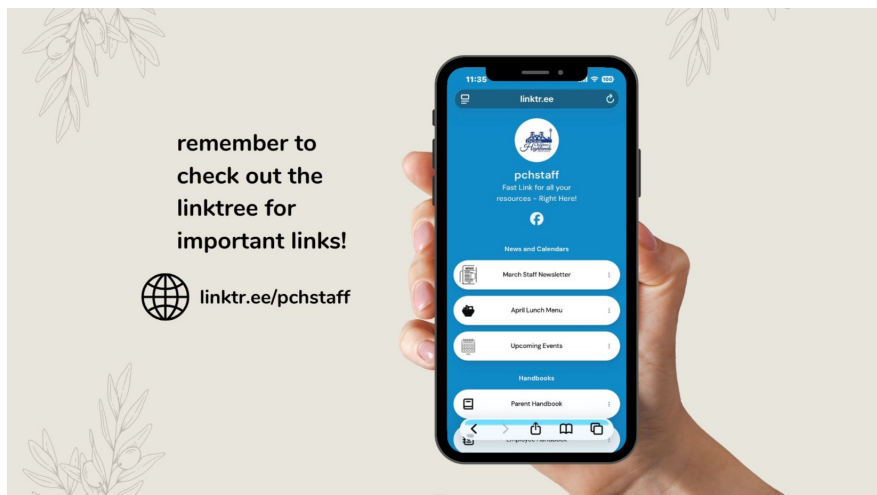
Staff must **clock in and out inside the building**—not from your cars. This ensures accuracy and compliance with timekeeping procedures.

### ☐ Payroll Check Reminder

With our new bookkeeper, please make it a habit to **review your time and pay details on Monday or Tuesday** each week.

If anything looks incorrect, notify Kelly **before payroll is processed** so corrections can be made in time.





remember to  
check out the  
linktree for  
important links!

 [linktr.ee/pchstaff](https://linktr.ee/pchstaff)

□ **Holiday Reminder**  
PCH will be **CLOSED on Good Friday, April 3rd.**  
Wishing you all a joyful and restful Easter!



□ **Reminder: Professional Development Hours**  
All staff must have their **required professional development hours completed by June 1st.**

If you still need hours, you can complete them through the **staff Linktree ([linktr.ee/pchstaff](https://linktr.ee/pchstaff))**, which includes several websites.



We also want to highlight the benefit of in-person trainings. Being with other teachers, sharing ideas, and learning new strategies can be extremely valuable—not just for completing hours, but for your own growth as an educator.

Professional certifications, like CDAs, are important not only for you but also for the families we serve. They demonstrate that you understand what is developmentally appropriate and help build trust with parents. We encourage everyone to pursue a CDA or ask us how to get one. It takes some work - but it's worth it.

When choosing trainings, focus on your classroom age group:

- Infants/Toddlers: trainings for your age group
- Preschoolers and School Aged: trainings specific to your students

Our goal is for every staff member to feel successful, confident, and ready to be a resource for families when they have questions or need guidance. Professional development isn't just a requirement—it's a foundation for the strong, nurturing care we provide every day.

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**Reminder: Summer Attendance & Withdrawals**

Please do not talk with families about their plans for the Summer. If a family asks about adjusting enrollment, politely let them know that all changes must go through administration—you do not handle enrollment changes.

If a family wishes to withdraw their child, we must receive a written notice at least two weeks in advance.

Thank you for helping us keep procedures consistent and clear for families!

