

July Staff Newsletter



Welcome Back!

We hope everyone had a safe, relaxing, and enjoyable vacation week with family and friends. As we return, we are excited to finish our summer program strong and make the most of the weeks ahead with our children.

At the same time, we are already preparing for the 2026–2027 school year. There is a great deal happening behind the scenes as we work to ensure a successful start for our students, families, and staff. Thank you for your continued hard work, flexibility, and dedication to the children in our care.

Let's work together to make the remainder of the summer a positive, engaging, and memorable experience for our children while setting the stage for another outstanding school year at PCH.



Welcome Letter Reminder

Welcome Letters for the 2026–2027 school year are due to Mrs. Sam by **July 17th**. Please email your letter to me as either a **PDF** or a **Google Document**.

Please do not send Microsoft Word (.doc or .docx) files, as they often require reformatting before they can be distributed.

If you would like a copy of your Welcome Letter from last year to use as a reference, please send me a message and I will be happy to see if I have one available.

Sign In, Sign Out, & Attendance

To help ensure all children are accounted for each day, classrooms must mark absent children by **9:30 a.m.** If a child arrives after being marked absent, the attendance can be adjusted. It is our responsibility to ensure that every child is properly signed in and accounted for each day.



End-of-Day Sign-Out Procedures

All afternoon staff must check in with the front desk before leaving for the day. This helps ensure:

- All children have been properly signed out.
- Any classrooms needing assistance at the end of the day can receive support.
- Staff who are leaving early due to low enrollment can assist where needed.
- Attendance records are complete before the center closes.

This process helps ensure that all children are signed out and that closing procedures are completed in a timely manner.



Attendance Books

It is imperative that both **electronic and paper attendance records** are completed and available at all times. The paper attendance book serves as a backup to Procure and provides an additional source of verification if needed.

Moving forward, Sam will be conducting random attendance checks throughout the week by collecting attendance books to verify that attendance is being completed accurately and on the same day.

Emergency Contact Forms

Your classroom attendance book and emergency contact forms should remain together and accompany your class wherever you go. This includes trips to the playground, fire drills, severe weather events, evacuations, field trips, and any other time your class leaves the classroom.

If you need updated emergency contact forms at any time, please send Sam a message on Slack and she will print new copies for you.

These documents are critical for ensuring accurate attendance and providing immediate access to emergency contact information if needed. Please make it a habit to bring both items with you whenever you leave the classroom.

Be Ready Anytime!



Playground Expectations



Playground Interaction Expectations

We understand that the weather is hot, but staff are expected to remain actively engaged with children while on the playground. With the ratios we maintain, teachers should be interacting with children, supervising play, and taking turns utilizing shaded areas as needed.

Actively participating in playground activities helps:

- Strengthen relationships with children.
- Teach social and physical skills.
- Encourage cooperative play.
- Create a positive environment for families and visitors touring our center.

Please feel free to bring items that help you stay comfortable outdoors, such as water bottles, cooling towels, hats, or other appropriate items. However, staff should remain actively involved with children by playing games, encouraging participation, and engaging with children throughout outdoor time.

Classroom Assignments

Classroom assignments may change from time to time based on enrollment, staffing needs, ratios, and daily operations. However, unless you have been notified otherwise by a Director or Team Lead, you should always report to your assigned classroom first at the beginning of your shift.



If changes are needed, a Director or Team Lead will communicate those adjustments to you either in person or in writing. Reporting to your assigned classroom first helps ensure that all classrooms have appropriate coverage and that ratios are maintained as we begin each day.

ARRIVAL TIMES & BREAKS



Reminder Regarding Arrival Times and Breaks

As a reminder, break periods are scheduled to provide staff with a rest period during their workday while ensuring appropriate classroom coverage and licensing ratios are maintained throughout the center.

If you arrive late to work, your scheduled break will generally remain unchanged unless otherwise approved by a Director. Breaks are not intended to be used to make up time missed due to a late arrival.