



# BACK TO SCHOOL

August 2009

## Inside This Issue

- 1 Welcome Back from the Director
- 2 A Message from the CEO
- 2 Back to School Updates
- 3 Back to School Updates
- 4 Upcoming Events

## Welcome Back!

This was my first summer at PCHC and I had a wonderful time with the children. We had a mobile zoo and touch tank here, went on picnics, enjoyed a Carnival with Willy Woo, participated in Jump Bunch classes, went bowling and roller skating and the teachers planned many special projects as well. We closed out with a fantastic end of summer picnic! Thanks to all the parents who came to our Talent Show. It was a great success! The children and staff worked very hard to impress you.

Remember that all returning families will be required to pay a re-enrollment fee of \$75.00 by October 5<sup>th</sup>. Please update your child’s immunization records and emergency cards by September 11.

We now look forward to an exciting new school year at PCHC. We have expanded our space and this will allow us to provide care for more children. We will now have two school-age classrooms and two 2 year-old classrooms.

Welcome back to our returning families and we are happy to have many new families. I am looking forward to getting to know each individual child

Ms. Pat, Director

## A Message from Ms. Florence

It was great while it lasted! But all good things must come to an end and the start of the school year reminds us that the lazy days of summer are almost over!

As we prepare to get back into our normal routine, I wanted to share with you some of our plans for the new school year. This year, we are planning to focus on the following:

1. Continue to improve communication with parents
2. Engage parents in projects to improve our center and the community as well. We plan to encourage recycling, and participate in community service projects.
3. Continue to teach sign language across all age groups.
4. Continue to teach foreign language across all age groups.
5. Introduce a Yoga Program and provide for a parent option to have your child participate in Jump Bunch.

It is our hope that the career day program will highlight the importance of learning about what moms and dads do during the day while the children are here at PCHC.

6. Launch a Career Day Project for classrooms with parent volunteers.
7. Continue to improve teacher training at all levels to ensure improved instruction.

As you can see, we have a full agenda for the upcoming school year and we are looking for your support and help in ensuring that we successfully accomplish our goals. We aim to provide a holistic approach to educating our children, combining academic, social, and recreational activities for a wholesome year ahead.

As usual, if you have any concerns, questions, or suggestions please do not hesitate to contact me at 301-806-6014 or email me at [ffreeman@homeworkcenters.com](mailto:ffreeman@homeworkcenters.com).

I am looking forward to a successful school year ahead!

Florence Freeman, MBA  
President/CEO

---

*Our goal is to improve our overall program by providing a holistic approach to educating young children.*

---

## Back to School Updates

Please do not hesitate to contact Ms. Pat or Ms. Mia with any questions you may have. We encourage you to read through this information carefully and save this copy as a reference especially if you are a new to PCHC.

### EMERGENCY CARDS

All families will be required to fill out new emergency cards for the 2009 – 2010 school year. With the impending flu outbreak, it is important to have new & updated information on file for all the children. The deadline to return these cards is Friday, September 11, 2009.

### SCHOOL REACH

Pasadena Child Care & Homework Center is currently using the school reach program to help us contact families when we have school closing for snow or emergency purposes. The information that you give us on your emergency card will be used for school reach. Please ensure that you list all contact telephone numbers such as home, work and cell.

### TUITION AND LATE FEES

Tuition is due at the center on Monday each week. On Wednesday mornings, a **late fee of \$30** will be charged for payments that have not been received **effective August 31<sup>st</sup>**. If your tuition is not received by Friday your child will not be able to return to the center until your balance is paid in full. Delinquent accounts are turned over to our collections agency.

### IMMUNIZATION RECORDS

For the 2009 - 2010 school year your child's Immunization Record will need to be updated. Parents will need to bring in a copy of their child's updated Immunization Record by **September 11, 2009**.

### CAREER DAY Program

The new school brings new improvements in our program. Once a month, each class will invite a parent, guardian, grand parent or relative to serve as our career guest of the month. Please look for sign up sheets in each class to volunteer at a time that is convenient to you and your child's teacher. The children will love to know that their Mom or Dad is coming to their school to tell their class about what they do during the day!

## Back to School Update Cont'd

### H1N1 INFLUENZA (PANDEMIC FLU)

Please read our flu policy in its entirety in attached or on the web at [www.homeworkcenters.com](http://www.homeworkcenters.com). This summary provides the steps PCHC will take to prevent the spread of flu at the center.

1. PCHC will implement a consistent hand washing, coughing, and sneezing training for all children in its care. Younger children will receive this training on a daily basis during circle time and school age children on a weekly basis. Posters will be placed up around the center to remind employees and children about hand washing, sneezing, and coughing procedures. Children will be taught to cover their cough and sneeze appropriately.
2. We will seek to improve hand hygiene by frequent hand washing with soap and water and using hand sanitizer where appropriate.
3. Surfaces and toys will be wiped down on a daily basis and as needed.
4. Personal Protective Equipment (PPE) such as masks will be available for employees to wear when caring for sick children at the center.
5. Parents and employees are encouraged to get the seasonal flu vaccine for themselves and their children.



### ELECTRONIC NEWSLETTER

We need your emails. Our newsletter has been electronic for the past year. Help us save trees and go green by including your email address in your emergency cards. *We have made accommodations to print this issue only of our newsletter to enable us to disseminate these important messages to all parents.*

### SCHOOL YEAR CALENDAR

We are providing each family with a 2009–2010 school year calendar. The calendar will contain important dates about field trips, picture day, activities, school closing etc. This should be very helpful to all families. A copy is attached and will be placed on the parent notification board in the reception area and on our website.

### PRESCHOOL SUPPLY LIST (THREES & FOURS)

Please bring the following items in by **August 31, 2009**:

1. One Container of wipes
2. One Bottle of glue
3. One Box of Crayons – 24 pack
4. One pack of primary pencils – 12 pack
5. One box of tissues

## Upcoming Events

Here are some important deadlines and dates to remember:

<b>Fall academic program begins</b>	Aug 31
<b>Center Closed-Labor Day</b>	Sept 7
<b>Emergency Cards due</b>	Sept 11
<b>Preschool supplies due</b>	Sept 11
<b>Updated Immunizations due</b>	Sept 11
<b>Grandparents Luncheon at noon</b>	Sept 15
<b>Tuition due weekly</b>	Monday
<b>Late fee applied weekly</b>	Wednesday Morning

### Administration

*Florence Freeman, MBA  
President/CEO*

[ffreeman@homeworkcenters.com](mailto:ffreeman@homeworkcenters.com)

*Pat Seiple  
Director*

[pseiple@homeworkcenters.com](mailto:pseiple@homeworkcenters.com)

*Mia Lane  
Asst. Director*

[tlane@homeworkcenters.com](mailto:tlane@homeworkcenters.com)