



# Policy on Methods of Parental Notification

Zadie's understands that daily communication between parents and our teaching staff is important. Please be mindful that the staff, while providing you with daily highlights and updates, is still responsible for the safety and well-being of all the students in their classroom. We respectfully ask that parents keep conversations during peak times (ie. drop off and pick up) brief.

## DAILY SHEETS

Daily sheets keep parents informed about your child's activities and experiences during their time at Zadie's. These sheets will be placed into your child's cubby or bookbag at the end of the day for Infants and Toddlers (ages 6 weeks-24 months).

## NEWSLETTERS

Newsletters provide center news, events, announcements, etc. These newsletters are available monthly for all parents.

## CONFERENCES

Conferences with an administrator and/or your child's teacher can be scheduled at any point during the school year. Formal conferences for parents and teacher(s) occur at least once per year for children 3 years of age and older. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns immediately and together we will work towards a satisfactory resolution.

## EMAIL

We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters, general updates, and school closure. If you would like to be notified of accidents your child may have during the day via email please initial below.

## COMMUNICATION BOARDS

Located throughout the center, communication boards provide center news, upcoming events, reminders of holiday closing dates, announcements, etc. Additional information about Zadie's "happenings" can be found on our internal community website. Membership must be requested. Log on to <http://zadiesden.ning.com> today to request your exclusive membership.

## CELL PHONES

We value our teachers personal time with their families, therefore we do not allow our teachers to share their personal cell phone numbers with parents. If you need to communicate with your child's teachers, you can call the center or email an administrator to facilitate a phone conference.

By signing below, you are acknowledging that you have read and fully understand Zadie's Policy on Methods of Parent Notification.

**CHILD'S NAME:** \_\_\_\_\_

**PARENT'S NAME:** \_\_\_\_\_

**PARENT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_