A logo with colorful leaves

Description automatically generatedMonthly Newsletter Tips

Please note we are requiring this school year that classrooms send out monthly newsletters to the families. Below is just a template. The sections in the template are required and the information in them are different ideas on what you can include. Please feel free to add your own pictures, fonts, colors and really make it your own. Please email the ed team if you would like an electronic copy. **Don’t forget to add the CEO Logo!!!**

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| Family Engagement  This is where you would write about:   * Family cultural/dual language events happening in the classroom or center. * Any upcoming family fun days in the center and classroom. * Ed Team will send out information to add about the school readiness goals and committee. * When school readiness activities begin again this is where you can put that information as well. * What families could do at home to support school readiness. | Curriculum News  This is where you would write what is happening in your classroom. You can include   * Studies. * Individual goals you are working on (remember confidentiality). * New school year could include information about yourselves. * Share rules/routines. * Special things planned for this month. * Include pictures from last month. * Share a mighty minute. * Share a song you sing with the children. * Family Activities from Teaching Strategies that support your curriculum for the month. |
| Important Dates to Remember:  This is where you can add important dates:   * Parent Teacher Conferences * Home Visits * Classroom Specific Dates * Center Specific Dates | Important Reminders:  This is where you could remind parents to:   * Don’t forget to sign your child in and out * Please no outside food in the building * Bring extra clothes * Summer/Winter attire * Family Photos * Don’t forget to check Learning Genie and if you need to contact us, please do so with the app. |

DUE DATE:

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| Due to Ed Team and Your Center Manager | Send to Families |
| 9/23/2024 | 10/1/2024 |
| 10/28/2024 | 11/4/2024 |
| 11/20/2024 | 12/2/2024 |
| 12/16/2024 | 1/2/2025 |
| 1/27/2025 | 2/3/2025 |
| 2/26/2025 | 3/3/2025 |
| 3/24/2025 | 4/1/2025 |
| 4/28/2025 | 5/5/2025 |