

## **Classroom Newsletter Procedure**

**Policy:** Classroom newsletters are sent home on a weekly basis and provide ongoing information about the classroom, the school, and community activities. A sample newsletter is attached. The Lead teacher is responsible for publication and distribution. Parents are encouraged to add items of interest by contacting their child's teacher.

*Performance Standard 1302.50 Family Engagement*

### **Procedure:**

- Newsletters should be sent home each Friday.
- An At-Home Activity sheet should be attached for the parent to complete, sign, and return to the class.
- A copy of the newsletter should be emailed/faxed to the Human Resource Manager.
- A copy of the newsletter should also be turned in with the End of Month Report.
- Newsletters should contain the following information:
  - Center Name
  - Date
  - Upcoming Field Trips/Events
  - Important dates to remember
  - Parent meetings/workshops
  - Volunteer opportunities
  - Special events in the community
  - Classroom News
  - Thank-yous
  - Schedule changes/closings, etc...
  - Curriculum ideas/plans