



Annual Paperwork Update

Each spring, S.E.E.K. Early Learning Center completes an audit of enrollment records. Some forms must be updated every year, including the Emergency, Information and Immunization Record Card, Allergy Action Plan and Allergy Acknowledgement. These forms will be sent home with your child the week of January 13th. Thank you for taking the time to update these forms.

Have a Successful Morning

It is important to understand that your morning routine serves as the foundation for your family's entire day. You can create a morning routine that not only helps your day to begin more smoothly, but also teaches your child important skills that he needs to become more independent and confident. A morning routine can also reduce challenging behavior such as crying, whining and tantrums.

- Use a visual schedule
- Set a consistent bedtime and bedtime routine
- Plan ahead, use the bedtime routine to plan for the next day
- Give reasonable choices, "First, get dressed. Then you get to choose, cereal or pancakes for breakfast?"
- Include bonding time in your morning routine

A morning routine is a daily opportunity for you to build and nurture a positive relationship with your child. When you follow a repetitive morning routine you allow your child to gain practice with important skills such as dressing, bathing and grooming and give him a feeling of confidence and success. A calm, loving morning routine at home sets the tone for the entire day for both you and your child.



Save The Date February 27th

What: Raising Readers Workshop

Who: Parents and students

When: Thursday, February 27th
5:00-7:00pm—
Pizza from 5:00-5:30pm

Where: S.E.E.K. ELC

This workshop will focus on strategies that parents can implement at home to foster a love of reading and make their children lifelong learners.



S.E.E.K. Early Learning Center

1848 N. 52nd Street
Phoenix | 85008
480.902.0771
www.SEEKEarlyLearning.org

January 2014

Nut-Free School!



We recognize that food allergies can cause serious, life threatening conditions for some children. To keep all our children safe, S.E.E.K. Early Learning Center is asking that all products containing nuts or have been processed in a facility that has nuts not be sent to school with your son or daughter. We will maintain a no-nut environment in our classrooms during pre-school hours. Please continue to label all food items sent to school with your son or daughter each day: breakfast, lunch, snacks and drink cups. Thank you for your continued support.

Free Childcare!

Refer a friend and receive ONE WEEK FREE childcare upon enrollment! Speak with Jenna Hamilton for more details.



Fun Family Event!

Itty Bitty Open— January 18th—

A free event for 3, 4 and 5 year olds. Each golfer will receive a set of plastic golf clubs, golf balls, golf bag and a visor. Each child will learn the basic skills of golf taught by an instructor. After the clinic there will be a fun, non-competitive golf tournament. A special contest with prizes will also be held at each session for the Best Dressed Golfer and Caddie Team. Register online at www.jgaa.org/itty-bitty-open.



Important Dates

- ☺ January 20th: **NO SCHOOL**
Teacher In-Service Day
- ☺ January 24th: **PICTURE DAY**

Reminders

- ☺ Coffee with the Directors, first Friday of each month from 7:00-9:30am
- ☺ Please **do not open the front door** to anyone you are unfamiliar with during drop-off and pick-up.
- ☺ Thank you!

This Month's Themes

100th Day of School Letter "R"	12/30-1/3
Polar Animals Letter "S"	1/6-1/10
Polar Animals Letter "T"	1/13-1/17
MLK Jr. Day Letter "U"	1/21-1/24
Healthy Habits	1/27-1/31

Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new prod-

uct.

You can also research articles or find "filler" articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So,



Caption describing picture or graphic.

when you're finished writing your newsletter, convert it to a Web site and post it.

Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or

an editorial. You can also profile new employees or top customers or vendors.

"To catch the reader's attention, place an interesting sentence or quote from the story here."

Inside Story Headline

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message



Caption describing picture or graphic.

you're trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are

also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.

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S.E.E.K. Early Learning Center

Primary Business Address
Address Line 2
Address Line 3
Address Line 4

Phone: 555-555-5555
Fax: 555-555-5555
E-mail: someone@example.com

Business Tagline or Motto



Organization

Back Page Story Headline

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all

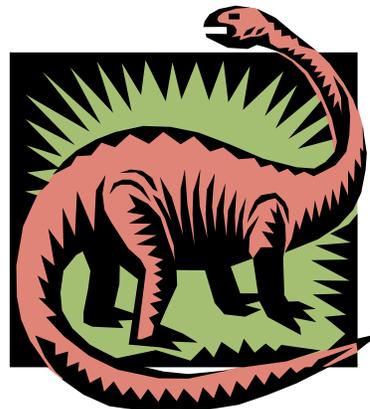
employees.

If you have any prices of standard products or services, you can include a listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a bi-annual charity auction.

This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.



Caption describing picture or graphic.

If space is available, this is a good place to insert a clip art image or some other graphic.