

Sunnyside Garden Daycare Centre Spring Newsletter

Spring is finally here and summer is right around the corner! All of the staff are hard at work organizing summer and for those of you who are attending our summer program, there are a lot of amazing trips and activities planned. If you haven't returned your summer forms yet, please do so asap. For those of you who are withdrawing from the program, just a reminder that we require four weeks notice in writing or the summer forms returned stating that your child isn't returning this fall. Summer calendars and permission forms will be out the last week of May.

IMPORTANT CHANGE TO THIS SUMMER'S PROGRAMMING FOR FDK AND SA PARENTS—WE WILL ONLY PROVIDE LUNCHES ON FRIDAYS.

Another reminder that we will start using sunscreen soon so if your child needs their own sunscreen you will need to bring some in soon. They also need a hat every day. Please label the sunscreen and hats, along with any water bottles, etc.

Important Dates to Remember:

May 20th—Closed for Victoria Day

May 27th—AGM and BBQ 6:00—8:00

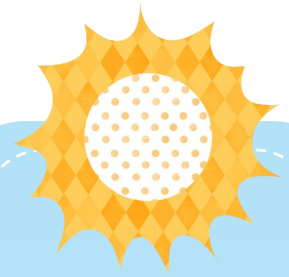
June 7th— PA Day

June 27th—Last day of school

June 28th—PA Day

July 1st—Closed for Canada Day

August 5th—9th—Centre Closed



Sunnyside Garden Daycare

Centre Staff

Director: Barbara Gillespie RECE

Asst. Director:

Opal Hassock-Davis RECE

Program Supervisors:

Lorna Seeley RECE

Satesh Singh RECE

Toddler Room:

Miss Talisha RECE

Miss Stephanie RECE

Miss Anastasiia RECE

Preschool Room:

Miss Renee RECE

Miss Haylee RECE

Mr. Tas RECE

FDK Room 109

Mr. Sayanth RECE

Mr. Michael RECE

FDK Room 110

Miss Tamia RECE

Miss Deeba RECE

School Age Room 101

Miss Tracy RECE

Miss Shannon

Room 104

Miss Kemoy RECE

Room 105

Miss Lorna RECE

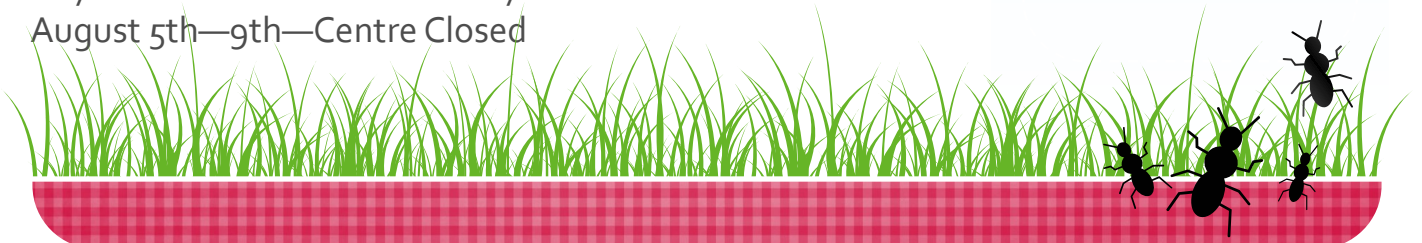
Room 106

Miss Stefanie RECE

Miss Katerina

Full Time Float Staff:

Miss Selma RECE



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 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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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.

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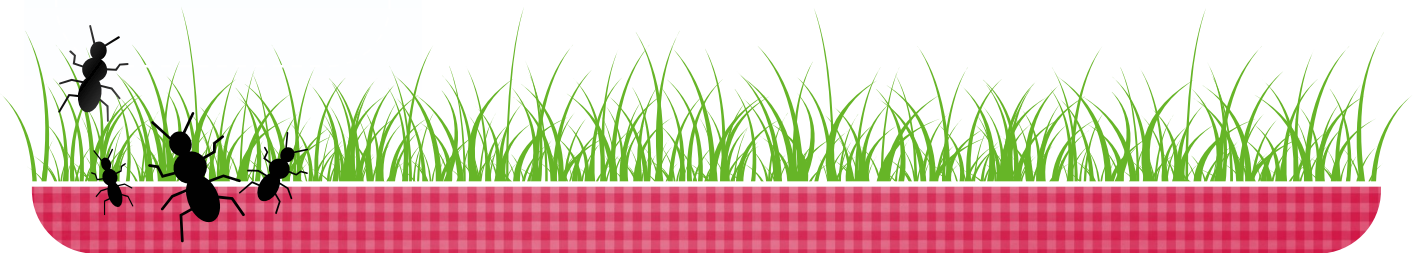
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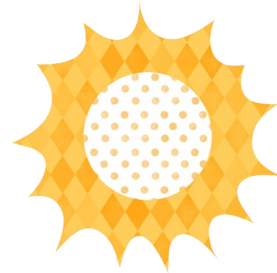
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"To catch the reader's attention, place an interesting sentence or quote from the story here."

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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 product.

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

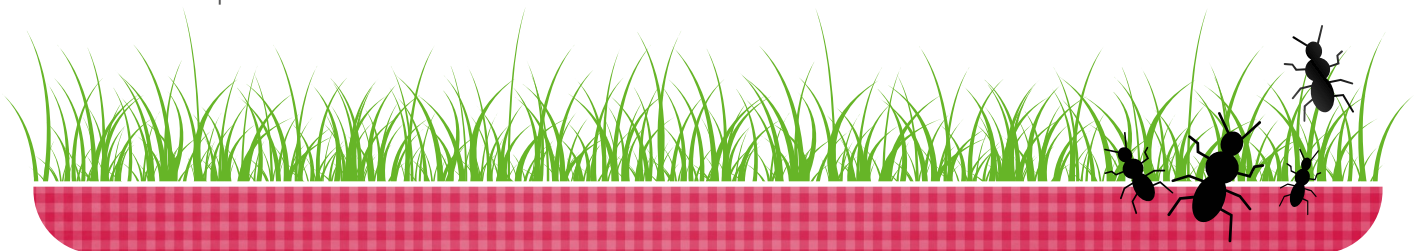
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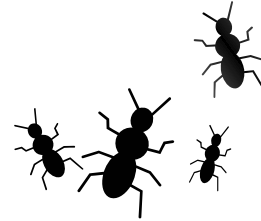
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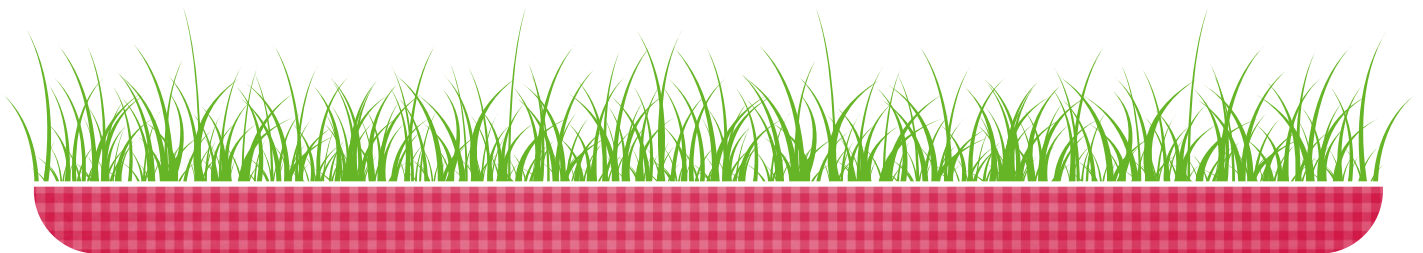
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Caption describing picture or graphic

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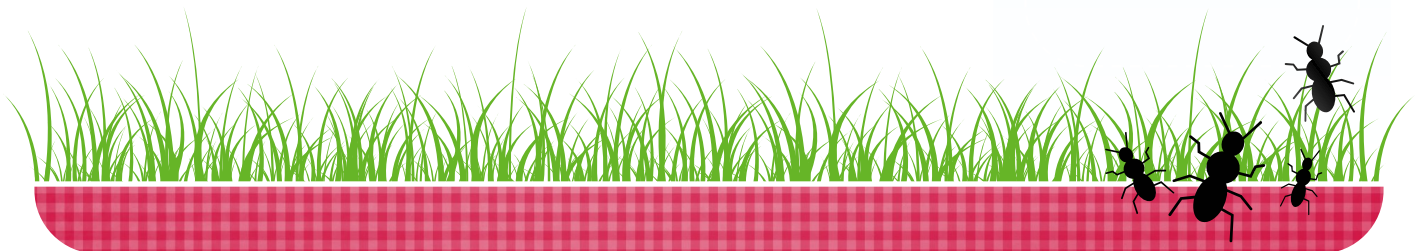
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Back Page Story Headline

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 biannual charity auction.

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

Your Name
Your Address Line 1
Your Address Line 2
Your Address Line 3
Your Address Line 4

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

PLEASE
PLACE
STAMP
HERE

Mailing Address Line 1
Mailing Address Line 2
Mailing Address Line 3
Mailing Address Line 4
Mailing Address Line 5

