

Daycare Memo

To: Interviewing Parents

From: Marcia

Re: Introducing myself

Hello! Thank you for your interest in my daycare. Whether you are changing daycares or starting daycare for the first time, I understand how traumatic it can be for both the parents and children involved. Finding a daycare that meets your child's needs and at the same time finding a provider that you feel you can entrust with your child can be very nerve racking. I feel it is very important for the parents and the provider to have a very open and friendly relationship to best meet the needs of the children.

To tell you a little bit about my family and myself...I'm married and have two children, Shawn (18) and Jenny (16). I've been doing daycare for sixteen years. I chose to do daycare because of my love for children, not just because I wanted to stay home with my own children. That was an added bonus. I am licensed to take care up to twelve children. I believe in running a controlled and safe, but friendly environment. I am very proud of the fact that children love coming to my house and complain when it's time to go home even when they've been here the entire day.

My daycare is a family daycare. Although I have many preschool projects that I do with the children, I do not treat my daycare like a preschool. We have a family setting and my focus is to teach the children life skills such as respecting others, sharing, polite manners, following instructions, responsibility, anger control and problem management. I feel these skills are mandatory before children enter a school setting. I've had many children, including my own, who did not attend a preschool, but who are excelling in school because of the skills they have learned in my daycare. Many parents who come from bad experiences are amazed at how quickly they notice the wonderful changes in their children after they start here.

My husband's name is Mike Reagan. He works in the sales department at Regent Broadcasting. Mike makes sure he interacts with the children each day when he comes home for lunch. This allows the kids to get to know him and build a relationship with him. Mike is my substitute when I need to make appointments during daycare hours. Since the kids know Mike, they are comfortable when he is here and enjoy the times when he's in charge.

My children, Shawn and Jenny, are also very interactive with the kids. They are both very experienced with children and excellent role models for kids younger than them.

My hours for daycare are 7:00 a.m. to 5:30 p.m. I'm always willing to work with a change in schedule that fall within these hours. If I'm able, I'm willing to go outside these hours on occasion. I ask that you respect these hours and be here on time to pick up your children. My own kids are involved in evening activities that quite often require me to get across town by 6:00 p.m. If you have a job that would make it difficult to be here by 5:30 on some evenings, then I ask that you have a back-up option for someone else that could pick them up on time.

My vacation policy states that I will take up to four weeks of vacation time per year. One week I take off in January is a paid vacation. The remaining three weeks are unpaid. This time off is prescheduled with plenty of notice given for you to find back-up daycare. I send out two memos a year to notify you of my vacation time for the upcoming months. I realize the importance of having a dependable daycare provider. In the ten years that I've done daycare, I've had two sick days. Once was because I was too sick to do daycare and once was because my kids were too sick to have other kids here.

I've had many happy families go through my daycare. I take pride in how satisfied I've been able to keep the families that have chosen this daycare. I've had several families who have stayed for numerous years until their children enter school. I've also had many families return after circumstances such as a job lay-off, loss of job or a move forced them to leave. Although I know it is possible to find a less expensive daycare than mine, I also know that it would be hard for you to find a higher quality daycare than mine. Thank you for considering my home for your child's enjoyment and development!