

Hello Teachers,

A quick check in as to where we are with a few things:

You have received-

- A memo from Matt as to plans for closure and work options
- A memo from Dawn with a list of things that can be happening in your classrooms and as the weeks go forward for those choosing to be in the classrooms and work options.
- A memo from Matt with Information as to how to access your email.

Coming-

- Instructions of how someone (preferably the lead teacher ☺) from your classroom will be in touch and engaging with the parents on a daily basis. (See attached)
- Activities for you to use/share with your parents. You may use things that you too have collected or found that are appropriate for your class but this will help you get started.
- Professional Development activities you can link into and do. These will count as work hours either from the classroom or home and can be watched by any teaching staff.
- Documentation sheets to keep track of your interactions with your families.
- Documentation sheets to record the professional development you are doing.
- A section on the website where all of this will be listed (under construction)

Timesheets-

- Please make sure that everyone is getting their timesheets started for this pay period ASAP.
- Details as to how to fill them out in the future, depending on where you are working are not available yet, but should be coming.

I know it is a lot and we are doing our best to plan it completely, make it as easy as possible and to keep you informed as soon as things are ready to go.

You have been very patient and have sent many supportive comments that we REALLY have appreciated in these times that are new to us and downright just a bit crazy.

Please share the information with your team as well.

Thank you for all you are doing and will be doing as we proceed! Stay in touch and take care!

*Dawn Cazin*

Education Manager

Head Start and Early Head Start

Community Action of Southeast Iowa

2850 Mt. Pleasant St. Suite 108

Burlington, IA 52601

Phone: 319-753-0193

[dawn.cazin@caofseia.org](mailto:dawn.cazin@caofseia.org)

