



INFANT 1 CLASS

MS. ELLA

Hello Parents,

Welcome to Micah Children's Academy! I am so excited to have your precious babies in Infant 1. I will strive to keep your little ones on schedule, happy, and safe as they grow, play, and learn. I know how difficult it is to transition from being at home with your sweet babies to bringing them to MCA. I want you to feel as comfortable and prepared as possible for that first day.

The babies in Infant 1 all have individualized schedules. Please complete the "GETTING TO KNOW ME" information sheet and bring it with you on the first day. Please refer to your "SUPPLY LIST" which lets you know what to bring. I will do my best to continue your established routines. As their schedules change, I will work with you to keep their schedules current.

I will send home a "DAILY REPORT" that will provide you feedback about your baby's day. Upon drop off in the morning, you will complete the top portion of the daily report so that I can continue care from there.

GENERAL INFORMATION

- Please know I have an "open door" policy". Free to call, drop by, and attend Tot Shabbat on Fridays.
- Please remember to sign in and out daily (both on the computer in the foyer and in the classroom).
- Please ALWAYS wash your hands and your baby's hands each and every time you enter the classroom (as per our DHS regulations).
- Please cover or remove your shoes prior to entering the classroom.
- Please let us know any time your baby will be absent.
- Contact me any time by calling the office phone (615) 942-5162
- I also encourage you to post the school calendar and to keep your PARENT HANDBOOK handy for frequent referral regarding our policies and procedures here at MCA.

I can't wait to see you in Infant 1!

Shalom,
Ms. Ella