

January & February 2024

Front Office: 502-261-7144, ext 22

Text: 502-276-7780

Dear families,

Happy New Year! I hope everyone had a merry and memorable holiday season filled with valuable time with family and friends. The holiday season here at Puzzle's was a joy as always. Big thanks to everyone who participated in our Grinchmas event! Not only was it a fun evening, but together we were able to help 87 children have a Merry Christmas through your generosity.

My family and I recently returned from a trip to sunny Arizona, and found that winter had arrived to Kentucky while we were gone! With the cooler temperatures, our teachers still make an effort to visit our playgrounds or take short walks whenever the temperature is above freezing. Please send your child with a jacket and hat every day so they are able to participate. As more winter weather may be on the way in the coming weeks/months, know that Puzzle's always makes an effort to stay open as long as we can do so safely. We use our OneCall System to notify families of potential delays or closings. Make sure your contact information is up to date so you are able to receive those important updates!

Over the next few months we have a lot more fun planned. We have Valentine parties scheduled for February 14th, as well as a whole week of fun to celebrate Read Across America week from February 26th-March 1st. We would love to invite parents, grandparents, or other family members to come read a book to your child's classroom during our week-long celebration. Be on the lookout for more information about signing up next month!

As always, thank you for entrusting your children to us every day. It truly is a privilege and we are grateful to be part of your lives!

-Ms. Anna



**2023 Tax Statements & New 2024 Enrollment Packets**

Each year, per state regulations, all childcare centers must have new paperwork on file. You will receive an email through One Call that will have the 2024 enrollment packet along with a Federal Food Program Form. All paperwork should be completed and returned no later than January 19th.

The annual supply fee of \$150 per family is also due at this time. The fee can be paid via cash or check. Unfortunately, we cannot run this charge through ACH. Please plan to return the paperwork and fee at the same time.

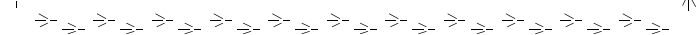
Once the packet and supply fee have been returned, you will receive your 2023 Tax Receipt. You will receive two separate forms: a physical copy from our old software system (Jan-Sept 2023) and an emailed copy from our new system (Oct-Dec 2023). See Ms. Rebecca with any questions.

Thanks in advance!



**Important Dates:**

- January 12th- 2024 Enrollment Packets sent
- January 17th- Polliwog Puppet Show, Ages 2+
- January 19th- 2024 Enrollment Packets due
- February 14th- Classroom Valentine Parties, see teachers for more information
- February 26th-March 1st- Read Across America Week, lots of fun planned!
- March 4th and 5th- Spring Picture Days



## Kindergarten Readiness

Our children are ready to go here at Puzzle's! Did you know our Pre-K program is for 3, 4, and 5 year olds— and it's a 4 star program! Your children start preparing for Kindergarten well before 5 years old. From tearing paper and tracing, to squeezing glue bottles and handwriting, all while expanding social skills... it's a long process with a purpose. And it works! Thanks to Ms. Courtney H, Ms. Maggi, Ms. Karen, Ms. Cassie, Ms. Kortneigh M, Ms. Mary, and Ms. Olivia R. You all make a huge impact along the way!!

## **Snow—NO!!!!**

Puzzle's always does our best to be open during inclement weather. If we can clear the lot and staff can safely attend, we will be here. If you are new to Puzzle's we use the "One Call Now" system to alert everyone via text of weather delays or closing. If your number has changed, please update it on your 2024 paperwork.

- \* \* \* \* \*
- \* If you are new to Puzzle's we welcome you! \*
- \* Please let us help you by getting to know our \*
- \* management staff: \*
- \* Ms. Anna— Director \*
- \* Ms. Megan— Executive Assistant \*
- \* Ms. Molly— Training Manager \*
- \* Ms. Rebecca— Office Manager \*
- \* Ms. Carolyn— Kitchen Manager \*
- \* Ms. Jodi— Training Supervisor \*
- \* Ms. Brandy— Floor Manager \*
- \* \* \* \* \*

## Read Across America Week!

Celebrate Dr. Seuss' birthday with a week of fun! We will be having special snacks and crafts, along with the following dress up days:

Monday, Feb. 26th— It's "My Many Colored Day"— everyone wear your favorite color from head to toe!

Tuesday, Feb. 27th—Join "The Cat in the Hat" by wearing your favorite hat!

Wednesday, Feb. 28th— Be a "Fox in Socks"— wear silly or mismatched socks!

Thursday, Feb. 29th— Wear comfy PJs for "The Sleep Book" and a day of cozy reading fun!

## Friendly Reminders...

- Morning drop-offs need to be by **10:00 am**. If your child will be absent or coming in from an appointment, please contact the office at 261-7144, ext. 22 no later than 8:30. This helps with planning and meal preparation. Breakfast is served daily until 9:00 am, so please bring your children no later than 8:45 am if you'd like them to eat with their class. We hate to throw away food, so we appreciate your help with planning ahead!
- Please refrain from parking in our handicapped spaces unless you have a tag, as well as the "Employee Only" designated spots.
- Immunization certificates must be kept up to date with the office. Ms. Rebecca will send a courtesy reminder the month they are due, so remember to follow up with your doctor and return your updated form. This is a state requirement that we must fulfill, so we appreciate your prompt attention to this matter!

## Want Free Tuition??

**It's easy! Refer a friend to Puzzle's Academy and receive a week of free tuition (new child must be enrolled for 12 weeks full time).**