**Program Director’s Board Report**

**March 20, 2019**

* Summer calendars went out with the registration packets at the beginning of the month. We’ve got a full summer with a lot of exciting things planned! I plan to reach out to the Giving Garden again as well to continue our work with the garden club. Field trip and Swim Trip packets will be going out soon as well.
* I was able to finish the Family Handbook Policies and those went out with packets as well. Included in the policies was a new “Cell Phone Policy”, a separate letter went out regarding this update. This new policy applies to our staff as well, as they will typically have their phones on them to take pictures and access activity plans. To alleviate the need to have their phones on them, I ordered 4 iPads that will be distributed for staff use throughout the building. This will be a huge help to the staff as the laptops are not always available and do take some time to start up. I have set them all up and will be introducing them to the staff next week.
* Cragin Memorial Library contacted us and offered for us to come and pick through books leftover from their book sale. Lindsay and I went and walked away with two shopping bags full of free books for our program!
* I will be planning our Afterschool/Early Childhood Professionals Appreciation Week (April 22-26) and coming up with a week full of treats and surprises for our staff.