**Program Director’s Report**

**December 18, 2019**

* December break enrollment has increased a bit but it is still looking to be a low and quiet week. Administrators will be working with the kids to help cut costs. This week is a good opportunity for us to really go through and assess the program and get some cleaning and organizing done.
* Prizes for the “I Participated” program have been purchased and a few kids are very close to cashing in! There are different levels of prizes that cost different amounts of points so they can cash in early or save their points to cash in for a higher level prize.
* We will be holding our staff appreciation party in January and will be having it at an escape room in Windsor-everyone is very excited about it and we hope for a good turnout!
* Jess and I will be attending another workshop in the Program Quality Self-Assessment Tool series and we will be continuing to bring the knowledge from these workshops to our staff meetings. We recently did this at our December staff meeting and it was a great way for staff to become more familiar with the tool and process of using it. We hope to use this tool continuously to assess our program.