

To: Families with enrolled children

From: Shannon Phelps, Early Childhood Programs Director

**RE: Picking up your child**

We are very excited and pleased that we are able to offer services to your children. We are also honored that you trust us to care for your children.

It is the goal of the NMCAA Child Development programs to meet family needs. This is the reason we are offering a variety of programming. I also want to let you know that, as an employer, I also hope to meet the needs of my staff. Therefore, I ask your cooperation in picking up your child at or before the posted closing time of the center. I’m sure you can appreciate that I need to give staff assurance that they will be able to leave work on time.

Please sign the attached agreement form.

Thank you and please contact me at (989) 302-2812 or 1-800-632-7334 with any questions or concerns you may have about our programs.

Have a great year!

**Shannon Phelps**

Northwest Michigan Community Action Agency

Early Childhood Programs Director

989.302.2812

418 S. Cedar St.

Kalkaska, MI 49646

[www.nmcaa.net](http://www.nmcaa.net/)

Distribution: Teacher completes at orientation, Parent keeps letter

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