

Dear Learning To Learn Families,

I want to take a moment to explain the various ways we communicate to our families. We will use text messages, print material placed in your child's art file, post material on our doors and bulletin boards and upload information to our website.

We have two texting apps. If you see these numbers sending you information the following explains why:

(707) 735-2187. We use for mass messages that are usually urgent in nature. Though we have, and might again, used this text app for less urgent matters its primary purpose is for outgoing urgent messages. This would be the main source we use in cases of emergency. You have the option to respond back to the text but our ability to answer your responses **might** be delayed depending on the circumstances. In other words, these messages are intended for us to tell you something- one-way communication.

(707) 723-6406 We use this number to text individual families about specific information pertaining to just them. Sometimes this could be to let you know of a minor injury, forms we need signed, payments that are overdue or any other information specific to your family. Just like our mass text this text is for outgoing messages. In the past families have responded and sometimes we see the response in a timely manner but more often we do not. The best way to communicate immediately with us is by calling 584-4224. If your call is urgent you can call 584-9062.

Print material that will be placed in your child's art file include accident reports, bills, receipts and notes specific for your family. On occasion we will put printed, all school, information in art files but this will also be done in conjunction with group email and or website.

Our Bulletin Boards have newsletters, snack & hot lunch calendars, lesson plans and other mandated licensing information. On our doors, we post the next day we will be closed and current known contagious illnesses.

Our Website has general information for new families looking for information as well as a parent section intended for current families. [The Parent: School News and Information](#) currently has lesson plans and newsletters. My goal is to increase the amount of information on this page.

Email is a great two-way communication. We will send emails for upcoming events throughout the year. If you have not received emails from us this school year, please check your spam folder. If nothing is in your spam, please confirm with our office that we have your correct email. This can be done best through email so that we can cut and paste the address to eliminate errors. We check our emails often and it helps us stay focused on the children's needs until we can attend to the office work.

Recap:

Text messages are meant for us to communicate to parents, meant as one-way communication.

Please check art files and notices on door daily. [Parent section](#) of website is good to check weekly

Email: Eric- [workingwithchildren@yahoo.com](mailto:workingwithchildren@yahoo.com) Shannon- [learningtolearnrp@sbcglobal.net](mailto:learningtolearnrp@sbcglobal.net), is great way to contact office.

Non-urgent calls 584-4224 goes to voicemail if we are busy tending to the children needs

Urgent calls 584-9062. We have this phone with us at all times.

Sincerely,  
Eric O'Neil  
Director

