

Draft
CLC Parent/Family Newsletter Template

Masthead

- Provide “branding” for your CLC by consistently using any unique name and/or logo for the program
- Provide key leaders (site coordinator, academic coordinator, etc.) names and contact information

Calendar of Upcoming CLC Events and Activities

- Normal days and hours of operation
- Upcoming closings or modified hours of operation
- Parent/Family night schedule and activities
- Reminders of due dates on permission slips, activity sign-up, etc.

“Coordinator’s Corner”

- A message from the coordinator that is the most important information for parent to be aware of

Feature story (program related)

- Focus on upcoming program or activity (promoting participation)
- Review of recently held special event or end of cycle (summary of participation levels, evaluation findings, etc.)
- Photos of students/families engaged in program activities
- Reference to website or resource where more information might be found (if available)

Staff Profile

- Feature staff member working directly with students (rotate with each edition to introduce as many staff members as possible)

- Include interesting information to make staff member familiar to parents
- Provide photos of staff member working with kids

Partner Profile

- Feature a partner that contributes to the program's success
- Provide list of resources/opportunities the partner makes available to students and families
- Provide name of partner, logo for the agency or company, and contact information
- Encourage parents/families to thank these representatives when they encounter them

Student Profile (optional, as it may be difficult to provide fair representation to a significant number of students, and it may also unintentionally subordinate others when elevating the few))

- Student or club or grade of the month/quarter to be featured
- Interview and provide responses on what the student(s) enjoy in the CLC and how the activity has been helpful to them

Opportunities for Parents to Participate

- List of where volunteers may be needed
- List of resources that are needed
- Opportunities to provide feedback (visit our website, join our advisory council, etc.)
- List of ways to contact us (phone numbers, web address, facebook page, text or e-mail addresses)