

Memo

To: All Staff

From: Rachel Tinney, Associate Executive Director

CC: Greg Moe, A/Director of Services
Gail Anderson, Director of Services
Karla Stanley, Director of Services
Amy Hardy, Director of Services
Bill Kuzemczak, Director of Services
Clara Young, Director of Finance and Administration
Thelma Morris, Executive Director

Date: December 12, 2023

Re: Child Care Services Policy Manual – Revised

Please be advised that the Child Care Services Policy Manual has been revised and will be implemented for use effective immediately.

The revised Child Care Services Policy Manual will be available on the shared Drive and Staff Portal. A copy of the manual will be sent to all community based offices.

Please contact your respective Service Manager if you have any questions or concerns.

Thank you.