

HELC NEWS

VOLUME 23 ISSUE 1

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Important Procure Registration Information

As we discussed at the Parent Orientation Meetings, we are moving to a new childcare management system, called Procure. With this system, **every** person picking up or dropping off your child or children, will need to register. Please help us by following these steps:

- Registration will take place starting tomorrow, from **11:30 AM to 5:00 PM**. Registration will not take place at morning drop-off
- You will obtain your number from someone at the front desk, type in your number, and then use your fingerprint to complete registration.
- Additional family members or people picking up and dropping off will be registered after all parents are registered.



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HELC Website
www.harriselc.org



HELC Administrative Staff

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HELC Office Hours

7 A.M.—6 P.M.



Hi Mama Daily Reporting App

HiMama is the Daily Reporting App we use in place of paper reports. If you still haven't set up your account, just follow the directions on the email you received from your child's teacher. Also, be sure to download the correct app, as the company has now merged the teacher and the parent app into one: HiMama-The Childcare App (it is yellow with a train).



One thing you may not know about the app is that you are able to add family to your "Crew" to view pictures and other information from your child's report. You can add "crew" members through the app or you can visit their website: www.himama.com. There you will find instructions under FAQ, as well as other information regarding the app.



If you run into any issues or have questions, please contact Diana Blackwell at dblackwell@harriselc.org.

REMINDER

HELC will be closed on Monday, September 3rd for
Labor Day!



SchoolCast Used As Parent Notification System

HELC will continue to use SchoolCast as a form of communication with parents for two different purposes. Most importantly, we will use SchoolCast to alert parents of school closings, school delays, or emergency situations. This system can be used to email, call, or text all families as soon as we need to get in touch with you. We will use the numbers and emails you provided on your emergency contact sheet. In addition to using this during emergency situations, this system is used to send the HELC Newsletter, to notify you of upcoming events and to send reminders through email.

You received a letter in your child's folder with your Login information and instructions to change and update any contact information. Please let us know if you do not have an email address or if you have any questions.



Parent Rep Information

- You should have received an email regarding the Parent Representative Group, My School Anywhere, and Planet Fundraiser. Please contact the Parent Rep Leader, Anne-Michelle Barnett (helc.parentrep@gmail.com or anne-michelle.barnett@bbva.com) if you have not received anything.
- Please consider signing up to be a Parent Representative for your child's classroom through My School Anywhere
- The first Parent Rep Meeting on September 19, from 12-1 PM in the Chicka Room. All parents are welcome!

Parent Reminders

- **Payments**– Please be sure to make the following payments:
 - \$180 Supply Fee
 - \$150 for the week of August 27-31 (new families only)
 - September Tuition
- **Immunization Forms**– You can submit your child's up to date Immunization Form at the Front Desk
- **Medication Forms**– Don't forget to complete a form for any medication, diaper cream, lotion, etc. your child will need while at school
- **Handbook Acknowledgement**– Please turn in a signed form if you have not already done so

2018 Upcoming Events/Closings

September 3— *Labor Day HELC CLOSED*

September 12 — *Vision Screening*

September 19— *Parent Representative Meeting*

September 25-27— *Speech and Hearing Screening*

November 12--*Veteran's Day observed– HELC CLOSED*

November 21-23--*Thanksgiving Holiday*