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**Memo: Operational hours changing March 31, 2025 at the Immaculate Conception Site**

Hello Discovery Early Learning & Care Immaculate Conception Site Families,

We hope you are beginning to get to know the new team at the Immaculate Conception Site and are settling into our policies and procedures. We appreciate your patience and support as we work to build strong relationships with you and our new team members. We continue to mentor the team as they embrace our Vision, Mission, and Values.

As mentioned during our registration evening in December, we have been reviewing our operational hours to align with those of our other four sites. We understand that a small number of families may need to adjust their drop-off and pick-up schedules, and we thank you in advance for your understanding. We are confirming that, effective Monday, March 31, 2025, our operational hours will change to 6:30 a.m. to 6:00 p.m.

When making decisions regarding our operations, we carefully consider both the financial viability and the impact on our families and teams. Aligning our hours across all sites helps ensure consistency, efficiency and financial viability.

I want to extend my gratitude to the entire Leadership Team for their dedication and presence at the Immaculate Site, supporting both the team and the children each day. As time progresses, you will notice a gradual reduction in the presence of additional Program Supervisors as the team gains confidence and independence in our programs.

I would also like to thank the Immaculate Conception Elementary School Team for their warm welcome into the school community. We look forward to further engagement and collaboration with them.

Thank you for your continued support.

Kind regards,

Tracy Saarikoski, RECE, AECEO.C, BA

Executive Director

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