

# Diamond Bar Community Preschool

400 Rancheria Road ( Diamond Bar, CA 91765 ( 909) 861-2260

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Dear DBCP Families,

Welcome to the 2018-2019 school year! My name is Quan Le Trang. My son, Evan Lee, is enrolled in the 3-day program. My older children, Megan and Ethan, graduated from DBCP in 2016 and 2018. Last year, I served on the Board as the Corresponding Secretary. This year, I am excited to serve as the Scheduling Chairperson!

Every month, I will send out an email asking for days you cannot work or days you prefer to work. Please respond by the deadline and I will try my best to accommodate your requests. Once the schedule comes out, I will not make any further changes. If you are not able to work a scheduled day, it will be your responsibility to switch days with another parent or hire a sub. (More information will be provided at the General Meeting.)

Every month, families will be scheduled to work at the school for each child enrolled as follows:

- 2-day program: approximately 2 work days plus 1 sub day
- 3-day program: approximately 3 work days plus 1 sub day
- 5-day program: approximately 5 work days plus 2 sub days

If your family will be using the sibling nursery, you will be required to work one additional day in the nursery.

I will make the September schedule and email it to everyone before our first parent meeting. Please send me an email and let me know if you are using the nursery, if there are days you prefer to work, or if there are days that you cannot work. **The deadline to submit your schedule requests will be Friday, August 10, 2018.**

I look forward to seeing each of you in September! Let me know if you have any questions.

Sincerely,  
Quan Le Trang  
Scheduling Chairperson  
[scheduling@diamondbarcommunitypreschool.org](mailto:scheduling@diamondbarcommunitypreschool.org)