

Diamond Bar Community Preschool

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

Dear DBCP Families,

Welcome to the 2022-2023 school year! My name is Lisa Wong and my daughter Gabby is enrolled in the 5-day program. I will be serving as the scheduling chairperson.

Every month starting in September, I will send out an email asking for days you are unable to work or days you prefer to work. Please respond to the email by the deadline and I will try my best to accommodate your requests. Once the schedule comes out for the next month (which will be the last week of the current month), there will be no further changes on my part. If you are unable to work a scheduled day, you will be responsible 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 there are days you prefer to work, if there are days that you cannot work, and/or if you will be using the nursery. **The deadline to submit your schedule requests will be Friday, August 5th, 2022.**

I look forward to meeting you in September! Please feel free to reach out if you have questions.

Sincerely,

Lisa Wong
Scheduling Chairperson
scheduling@diamondbarcommunitypreschool.org