

E-News & Notes Submission Policy

We would like to make the information pathway to our families as direct as possible. In order to do this, former Wednesday Envelope policies are being re-instated.

- Flyers: Flyers require approval by Gail Harrell before being posted to the website. Please email the flyer to Connie Schneider who will get the approval. When approved, she will forward it to Laurie Brant for posting. Paper flyers are not sent home.
- News & Notes: A subject article concerning the flyer (i.e. Enchanted Evening, Fund Raisers, etc.) is to be submitted for the News & Notes. The complete article (including dates, times, prices, etc) is to be emailed to Sheryl Citta. Submission date for articles is one week prior to posting date. See below for posting dates.
- Parent Email: The email to parents on Wednesday's (also known as the "blast") is a reminder for parents to view the updated website. Reminders for events, programs, etc. will not be added to the blast if there is no flyer or News & Notes article to support it; and will only be added with approval by Gail.
- The idea is to have the article in the News & Notes be the main document and source of information for our school families. If there is a flyer to support the article, it will be posted the same time as the News & Notes. A flyer is not mandatory.
- Web Updates: Major programs appear on the front page of the website. If you are the coordinator for the program, and have updates to it, please email the updates to Laurie Brant in order to keep the program current. Updates should also be sent to Sheryl Citta for the News & Notes in an article format.

News & Notes Posting Dates:

Jan. 14, 28

Feb. 11

Mar. 4, 18

Apr. 1, 22

May 6, 20

June 3

News and Notes submission: Sheryl Citta, sheryl.citta@hfsj.org

Flyer submission: Connie Schneider, connie.schneider@hfsj.org

Website Updates: Laurie Brant; laurie.brant@hfsj.org