

# Linda's After School Care

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**Before and After School, Pre School and Summer Day Care Programs.**

August 20, 2020

To whom it may concern,

Today I am writing a letter for my very dear friend Juanita Phillips-Bell. When she started with myself and Dave, my husband and business partner, we had no idea what a strong leader and friend she would become.

In 2008 she joined Linda's After School Care, she and started out as a part time caregiver. This is where our professional journey began. Juanita is an amazing co worker, advocate for myself and the children in our care. I did not realize how her kind, firm and sweet demeanour would be the guide to all our Programs in the future years and especially now. Juanita became a full-time employee quickly and morphed into an administration roll naturally. She helped me make my center the place I always wanted it to be and some parts I never realized I needed it to be. She spearheaded our safety requirements, Parent handbook and cleaning procedures. She visualized and visualizes our needs before we know it is needed. She has the passion and grace to execute what is needed in place and issues plans to help guide myself and my employees. She is continuing to do so while also acquiring her Early Childhood Education Certificate (since 2019). Her knowledge, passion and just who she "is" is beyond what I can put into words.

The decision to make Juanita our official Administrator Manager was one of the easiest, streamline and best decisions for our center and families. Juanita's day to day responsibilities were scheduling, monthly payments, pre school activities and crafts, and looking after the older After School children. She also was the main communicator between the administration side and the parents. Every year she would make the summer scheduling, September Pre School schedules and after school scheduling. She made sure we signed up for programs that were offered to help parents and ourselves with the incentives that pertain to our needs. She also streamlined our Parent Handbook, registration forms, medical forms, and any other important needs that our families and licensing required/requires year after year. I feel this does not even cover all the little details that just got done by Juanita.

Juanita is a such an asset to me, personally and professionally, in the past and now! Juanita helps my staff continue her amazing hard work and has been growing the administration side. This has also helped myself and the staff with moving forward to diversify the responsibilities. Her knowledge of programs, children/staff needs, and forward thinking is abundantly exceptional. She is a great friend, co worker and leader. I look to her to guide myself and my staff when we have no idea where to go.

Thank you, Juanita for your continued support and love.

Linda Watson