

# Parent Center News Letter

## Horario del Centro Para Padres

Martes y Jueves de 9:00 am—10 am	Clases de Habilidades de Crianza
Jueves, Nov. 8	Aprendiendo a Respetar las Reglas, la Autoridad y a Otras Personas
Martes, Nov. 13	El ABC de la Disciplina en el Hogar
Jueves, Nov. 15	Ayudando a su Hijo a Desarrollar Buenos Rasgos de Carácter
Martes, Nov. 20	Inculcando el Deseo de Triunfar en su Hijo



## Mensaje

Queridos Padres,  
Todavía estoy ayudando a los padres a llenar sus aplicaciones del almuerzo, los invitamos a venir a la oficina de las 8 am a las 2 pm, por favor llame si tiene preguntas al 385-646-5091

Dora Ramirez

Coordinadora del Centro para Padres y Recursos de la Comunidad



## Elimine las Distracciones a la Hora de la Tarea de Su Niño

La tarea es más fácil si los estudiantes se pueden concentrar en ella. Aquí tiene una lista de las cosas que los estudiantes dicen que causan distracciones a su estudio:

- **Llamadas telefónicas.** Cuando los estudiantes hablan por teléfono, pierden el hilo de sus ideas.
- **La televisión**—sea el ruido de la televisión en el fondo o estudiar en frente de la televisión.
- **Miembros de la Familia que caminan** dentro y fuera de la habitación, haciendo preguntas.
- **Otros ruidos recios**—la aspiradora, el timbre de la puerta, o los ruidos externos.
- **Radios** y tocadiscos compactos.

Usted no puede construir una habitación a prueba de ruido para la hora de estudio de su niño. Pero puede hacer que se cumplan algunas reglas básicas. No televisión, no llamadas telefónicas, y no música recia. También puede hacer su parte pidiéndoles a todos en la familia que participen en una actividad silenciosa durante la hora de la tarea.

## Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new

product.

You can also research articles or find "filler" articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.



Caption describing picture or graphic.

**"To catch the reader's attention, place an interesting sentence or quote from the story here."**

## Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment

upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

## Inside Story Headline

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you

can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.



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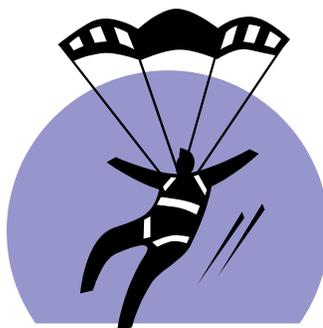
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## Organization

### Escuela de Western Hills

Primary Business Address  
Address Line 2  
Address Line 3  
Address Line 4

Phone: 555-555-5555  
Fax: 555-555-5555  
E-mail: someone@example.com

### Business Tagline or Motto

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WE'RE ON THE WEB!  
EXAMPLE.COM

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This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.

## Back Page Story Headline

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or services, you

can include a listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a good place to insert a clip art image or some other graphic.



Caption describing picture or graphic.