



Kate Sullivan Elementary School Extended Day Enrichment Program

Nationally Recognized for Quality in Education

Transforming Education through the Arts

To: Before Schools Parents & Guardians

From: Stephanie Menard

EDEP Director

Kate Sullivan Elementary School

Date: October 13, 2020

Re: Temporary Leave

Dear parents,

Good afternoon parents. It is with great sadness that I report my absence from the program come November. I will be taking a temporary leave for personal reasons starting Friday, November 6, 2020. I will be out for four weeks. Fear not! Ms. Madison will be here while I am gone. We are currently working on a schedule for office hours. Once that is solidified then we will update you. I will still be responding to emails and remind messages occasionally. We apologize for any inconvenience this may cause. Thank you for your continued support, patience and understanding. I'll try my best to send out any further communication regarding updates. If you have any questions please feel free to contact Ms. Menard at menards@leonschools.net

Please call me at 850-488-1834 from 10:00 a.m.-5:30 p.m. if you need any additional information.

Thank you,

Stephanie Menard

EDEP Director

850-488-1834

menards@leonschools.net

Kate Sullivan Elementary School

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Tallahassee, Florida 32308



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