



# November NEWSLETTER

NOVEMBER 1, 2021

IN THIS ISSUE

## H A R V E S T

by Kindra Jackson

"The seeds you are harvesting today were planted by the words of your mouth yesterday"

We as teachers understand that the words that we speak to the children may set them for life. We either speak life or death in our children. Here at KPC, we speak life into each child as we encourage and promote healthy learning.

As a whole, I encourage you all to SPEAK life into your child. Such works should be acknowledgement of both successes and obstacles. Such as..Johnny, I see that you are trying very hard to get your shoes on but It's not working very well. Here, let me help you so that you can learn how to put your shoes on all by yourself. Is that ok?" It is important to ask them if they want the help, this will allow them to chose whether they want to continue to work alone or with support.



November 23, we will have a little feast for the children before the Thanksgiving break. Food will be provided by staff. Each classroom has their own celebration of Harvest activities. Ask your child's teacher for details.



### DATES TO REMEMBER

- 8-Picture for absent/new children
- 11-Veterans Day-CLOSED
- 19-Staff training and cleaning-CLOSED
- 23-Harvest Feast
- 24,25,26-Thanksgiving-CLOSED
- TBA-Building construction

## CENTER NEWS

Thank you for using Brightwheel to check your child in and out. If you are having difficulties, please let me know right away.

## NEW STAFF

As we welcome back our newest staff member, Tkeyah Stewart, we will have to say goodbye to Obielette Chapman. She will be missed.

## NEW EXPANSION

During the month of November, we are expanding our building. We are will be opening an area in the kitchen to combine suite 4 and 5 together. During this transition, we will have to CLOSE for 1 day due to the kitchen closing and cross contamination from the dust and dirt. Unfortunately, I have to plan this date according to when the contractor is ready. This date will be determined Nov. 2!

As we get prepared for the Holidays, it is time to get prepared for the weather changing. At the beginning of the Summer, we collected clothes for your children to change into in time of need. It is time to switch those clothes for warmer clothing. Please put your child's clothes in a labelled ziplock bag and give them to your child's teacher. We go outside everyday, please make sure that your child have socks, boots, hat, mittens and a winter coat in order to go out with the classrooms.



## THANKFULNESS VS. GRATITUDE

by Henri Frederic Amiel

“THANKFULNESS IS THE BEGINNING OF GRATITUDE.  
GRATITUDE IS THE COMPLETION OF THANKFULNESS.  
THANKFULNESS MAY CONSIST MERELY OF WORDS.  
GRATITUDE IS SHOWN IN ACTS”

THANK YOU MY FRIENDS FOR ALLOWING US TO  
EDUCATE, LOVE AND PROTECT YOUR CHILD!

Ms. K

## HEADING 4



42%

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## FOR MORE INFORMATION

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HEADING 5  
Contact Info

## Formatting Tips

by [Article Author]



### Sidebar Setup

The sidebars in this template use simple, single-row tables for the gray-shaded headings and thermometer charts shown below for easy alignment.



### Add Sidebar Content

Adding content into a column to create a sidebar is no different from adding text. As noted earlier in this template, apply the styles provided for headings, sidebar text, and even pictures to align them quickly and easily.

## FAST FACTS

68%

Learn about these “thermometer charts” in the article at right.

This placeholder article provides the following tips: *Caption 2 style is used to add picture captions. Captions are in thermometer charts using tables, as shown at left.*

- ➔ Creating “thermometer charts” using tables, as shown at left.
- ➔ Setting up multipage articles.
- ➔ Wrapping text around images
- ➔ Adding article titles and bylines

### Creating the sidebar thermometer charts

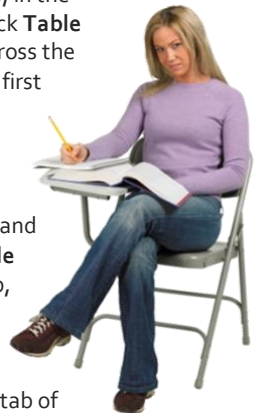
When you work in Word 2010 (or PowerPoint 2010), you have the full power of Excel 2010

charts (provided that Excel is installed on your computer). Insert a chart in Word from the **Insert** tab, in the **Illustrations** group. Charts are easy to create and use and automatically coordinate with your active document theme.

However, notice in the sidebar at left that the “thermometer charts” were created using single-row Word tables. This is because they automatically fit the tight space without having to remove any chart elements. And you might be surprised to learn that it’s easy to make them essentially mathematically accurate.

To use a table as a thermometer chart, do the following:

1. On the **Insert** tab, in the **Tables** group, click **Table** and then drag across the grid to select the first two cells in the first row. Click to insert a two-cell, one-row table.
2. Click in the table and then, on the **Table Tools Layout** tab, in the **Table** group, click **Properties**.
3. On the **Columns** tab of the **Table Properties** dialog box, change the **Measure In** setting to **Percentage**. You can then set the percentage to up to one decimal point in accuracy.



### Setting up multipage articles

Word is designed to allow text to automatically flow from one page to the

next. So, when you want an article to continue on the next page, just keep typing.

In the case of this placeholder article, it is separated into two placeholder content controls (one on this page and another that starts at the top of the following page) just so that you can still see the layout of the following page while you begin adding your own text on this page. As mentioned on the first page of this template, remember that it might look like the layout is skewed when you replace a long piece of placeholder text by starting to type your own, but it is not. As you add your content, the layout that follows will move down automatically and back into position.

To remove the second placeholder control that starts immediately following this one, just select it and then press any key. You can then continue typing from this page and your text will automatically flow onto the next.

## Wrap text around images

The photos in this article that are angled with

white borders are “floating” images. That is, they are setup for text to wrap around them—which is why they can span multiple columns in a three-column section. Additionally, as mentioned earlier, the photo of the young woman in the body of this article is set to wrap text so that text will flow around the image as you add your own text.

To select text wrap settings, start by selecting the image and then do the following:

Notice the image of the young woman that’s within a text column on the preceding page. The background has been removed from that image to allow text to wrap directly around the subject.

Office 2010 introduced several new and improved picture formatting tools in Word, PowerPoint, and Excel. Among those is the Remove Background tool that you can use to



1. On the **Picture Tools Format** tab, in the **Arrange** group, click **Wrap Text** and then select either **Square, Tight, or Top and Bottom**—depending on how you want the text to wrap.

You might be happy with the default behavior as soon as you do this. Otherwise, continue to step two for customization options.

2. To set a specific position or control behavior (such as whether or not the image moves with text), on the **Picture Tools Format** tab, in the **Arrange** group, click **Position** and then click **More Layout Options**.

- ➔ On the **Text Wrapping** tab of the **Layout** dialog box, you can set a specific distance from the image for text to wrap and control whether text can wrap on both sides, one side only, or just above and below the image.
- ➔ On the **Position** tab of that dialog box, you can set a specific position for the

newsletter are created in text boxes. This is because text can wrap around a text box just like it can around a picture. Similarly, the orange divider bars that you see on pages containing more than one article are shapes set to wrap text. So, these text boxes and shapes can easily span multiple columns without having to insert a section break or change the number of columns for just that portion of the page.

When you select a text box or a shape, on the **Drawing Tools Format** tab, in the **Arrange** group, you have the same settings for text wrapping and positioning that are described above for wrapping text around pictures.

Note that, because text is set to wrap around the orange divider bars, your article might appear to slip below or above a bar, depending upon length. To adjust the position of a divider bar shape to accommodate the length of your articles, just select the shape and then use the up and down arrow keys on your keyboard to nudge it to the proper position.

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image on the page and select or clear the option to allow the picture to move with text.

## Adding article titles, bylines, and dividers

The article titles and bylines for this

remove backgrounds from your own images, similar to the sample image on the preceding page.

To do this in Word, first insert your image into the document (on the **Insert** tab, click **Picture**), and then select it. Then, on the **Picture Tools Format** tab, in the **Adjust** group, click **Remove Background**.

The Remove Background feature automatically displays what it believes to be the central subject of the image. However, it’s easy to adjust this if the immediate result is not what you need.

On the **Background Removal** tab, click **Mark Areas to Keep** or **Mark Areas to Remove** and then drag your mouse pointer in a line across the portion of the image you want to



add or remove. When you are finished making adjustments, click **Keep Changes**.

### FOR MORE INFORMATION

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HEADING 5  
Contact Info

# Remove Image Backgrounds

by [Article Author]

# Title Lorem Ipsum Dolor

by [Article Author]

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## AROUND TOWN



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## November NEWSLETTER

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[City, ST ZIP Code]

[Addressee]  
[Street Address]  
[City, ST ZIP Code]