

St. Henry Creative Learning Center  
5303 West Main Street  
Belleville, IL 62226



Dear Families of St. Henry C.L.C.,

I am writing this to inform you that I will not be continuing work at St. Henry in the fall. I have been offered an opportunity to work in the Normandy school district over in St. Louis as a PreK teacher. I start training Wednesday July 28<sup>th</sup> so I will be making my last day at St. Henry on Friday July 23<sup>rd</sup>.

This is a very bitter sweet moment for me because I started working here fresh out of college 4 years ago and have grown very close to this center and the families that it serves. I was even hesitant on accepting the new position but I knew even when I started working here that this job wasn't going to be forever and if I have a chance for new experiences as well as progressing in my profession, I need to take it when it's available.

I wanted to wait until everything was set before bringing this to the families' attention. I received my official start date this week and felt that sending this email out would be the easiest and quickest way to get this out instead of trying to talk at the door. I am open to talking to any families and answering questions about this.

I am so blessed to have been able to work with such amazing families over these last few years. Watching families grow with new babies and teaching the young siblings of past students has been an absolute joy, having the chance to work with the same families year after year. I hope that I have made your time with me as enjoyable as I have felt my time has been with you. I have always strived to put the best interest of my children and their families in the forefront of everything I do which led me to assume the assistant director position with the intentions of remaining here for another year. However, now I must think of my own best interest and take this step forward in my life journey. I wish you all the best and I will always consider St. Henry C.L.C. as my "Home away from home".

With much love,

Ms. Clarissa

