**WEEKLY WRITING JOURNAL: Week of March 10 – March 16, 2019**

For my internship, I am working under Ms. knowlan, a compliance supervisor for friends crown heights child care cooperation. Her job is to make sure that all childcare center's complies with the health departments, DOE and ACS rules and regulations. She is also responsible for providing documentation that provides each center with the information that they need to be up to code. Under her supervision, I was given the task of editing an afterschool handbook and to produce additional documentation. During our first meeting, she provided pdf files of he afterschool handbook and the division of child care services relegations and policed documentation.

My first task was read to thoroughly through the document and compare it to the current after school handbook. I was told to identify parts, etc. of the rules and regulations that were missing from the after school handbook. For all the child care centers to operate under the correct regulations, it is imperative that no information is left out. After identifying that the things that were missing from the after school handbook, I was instructed to come up with an informal editors report on how the document should be edited and improved.

After recognizing the issues in the document, I came up with some solutions:

I pointed out that the information it the after school document was not in an efficient order.

Being that the document is 30 pages long, I determined that the likely hood of a parent reading the entirety of that document would be slim . So I suggested that the most essential information that the parent would want to know should be put in the first 15 pages.

I also suggested that the document was a bit too wordy and that would cut out some of the information it contained.

I pointed out that according to the SACC guidelines that there was some information that we must have, that was not in there. Such as information concerning fire safety and childhood obesity.

My recommendation was that we could provide this information in supplementary information pamphlets. Rather than having the parents read large documents, they can have smaller fewer documents making it more manageable.

After our discussion she agreed with most of my suggestions.