

Content  
with WORDS

PROFILE





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# WELCOME

At Content with Words, we offer professional writing services. As a subsidiary of Professional Minds MEA, (educational project managers), we support and advise our clients within the field of early childhood education and beyond.

## WE ARE:

- 📌 Content creators and writers who serve educators and small business owners.
- 📌 Able to understand what it feels like when you are lost for words within your profession.
- 📌 Able to understand that sometimes you may wish to outsource an element of your professional writing requirements
- 📌 Engaged with each of our clients, knowing that each educator or small business owner has their specific requirements.
- 📌 Committed to writing professionally, representing your values and your culture. We take the time to ask what is important to you.

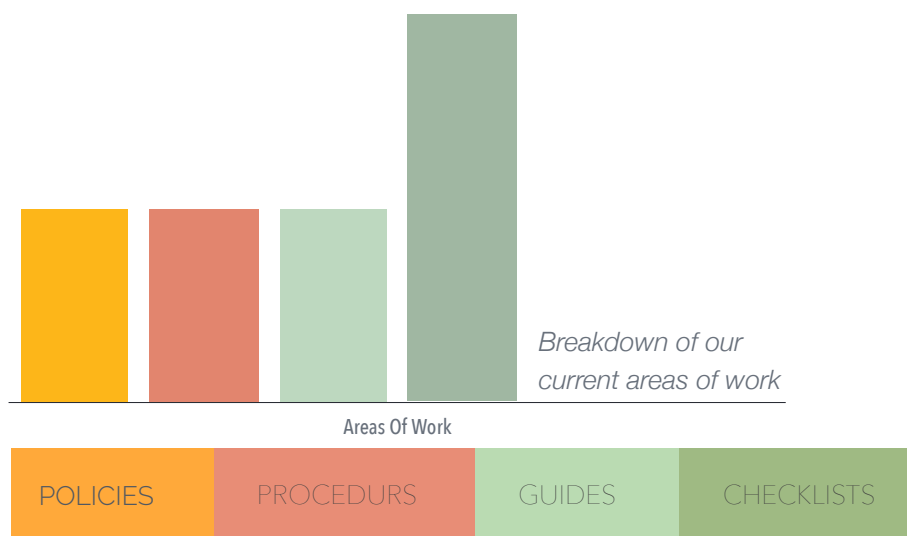
# WHAT WE DO

## WE WRITE, DOCUMENT, & TELL PROFESSIONAL STORIES

Patricia Mezu LL.M., M.A.Ed., AMI Montessori, is the founder of Content With Words. As a lawyer, Montessori Guide and consultant, her unique skills from both professions, allow for an experienced and specialist approach to content creation. Ms Mezu has over 20 years successful experience in the field of early childhood education.

## CURRENT AREAS OF WORK

- Policies
- Procedures
- Guides
- Checklists



# SOLUTIONS

Recently, our clients from preschools and kindergartens have contacted us as they prepare to reopen after the period of quarantine. We have been creating documents such as:

- Checklists
- Risk and Needs Assessments
- Guides For Sanitising
- Manuals For Reopening Preschools Post Quarantine
- Preschool Improvement Plans

Our advice is based on current research in a number of countries including the U.K., New Zealand, Denmark and Holland. It is important to clarify that all our documentation is provided, subject to the rules, regulations and protocols of each/your country, during this time, June 2020.

The onset of the virus has placed the educational community in disarray and for children between the ages of birth to six years plus, the landscape as preschools reopen will be different from elementary/primary schools and above.

All documentation is provided only as a *sample* of best practice. Our feedback so far shows that the documents have been very useful and allow leaders to start the process of reopening successfully. Our existing clients, make requisite amendments, specific to their country/state and curriculum. Each setting will have its own specific requirements, based on the pupil population, as well as the size, design and layout of the premises.

# SAMPLE CHECKLIST

## CONTENT OF SAMPLE CHECKLIST

Our *Checklists* act as a blueprint for reopening preschools/nurseries. It is a list that provides leaders with a tool to spearhead the process of change. We expect it to be updated, possibly on a daily basis, due to the nature of the pandemic. Therefore, it is a document that evolves. Here are then (10) sample items, we have at least seventy (70) on our current list:

- Prepare an action plan as if it was the first day of opening.
- Familiarise yourself with all relevant government guidelines.
- Prepare a 'Frequently Asked Questions' document
- Update your website and all social media accounts
- Prepare and share a survey for parents, to gain their views
- Contact each family directly
- Set up a designated email address, for reopening enquiries
- Create a designated phone number for reopening enquiries
- Err on the side of over communicating with staff and families
- Provide information for children with special needs

## CONTACT US

Please contact us via email. Alternatively, you may choose to subscribe to our website. All details are listed below.

We look forward to working alongside your early childhood educational establishment.

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[Please click here to subscribe](#)

