Memo

**To:** All Employes

**From:** David Chofsky

**Re:** Spring Classes

**Date:** Today

I wants too remind everyone that our spring classes will be starting. I expect all instructors to be at the school 30 minutes before their class starts. Make sure you are wearing your “David’s Driving School” polo shirt.

If you need a day off, let Chantal Thomas know at least three weeks ahead of time.

When your students arrive, please check them in according to the following procedure: