

Greetings Parents/Guardians,

Welcome to the Super Friends' room. My name is Ms. Cindy. I have been the Group Supervisor of the school age and summer camp programs since 2003. I am a college graduate with a bachelor's degree in History and a completed educational background. Our program focuses on children in first through sixth grade. The children follow a daily schedule that may change due to scheduled field trips, weather conditions, group size, etc. On any day the classroom may have up to twenty-four children, with two staff on hand at all times. There are two types of schedules that the children follow; one for the school year and the other for summer camp. Below you will find those schedules.

Throughout the school year the children receive a valuable education. My goal is to help the children reach their educational potential as well as meet their emotional and social needs. That includes maintaining a safe classroom environment. Lessons learned during the school year do not end in June. During the summer months, lessons in science, history, reading, writing, and math continue in activities. The children interact in activities such as Storytelling (creative writing, reading to others or individually), mixing and measuring items, investigating nature, exploring and discovering other places through technology, and creating beautiful works of art. The children not only have wonderful experiences in the classroom but also on field trips to places such as the Pennsylvania Renaissance Faire, Indian Echo Caverns, Sight and Sound Theatre, and Longwood Gardens, just to name a few.

Many children spend long hours at the center which leads to stomachs talking. Each child enrolled may receive breakfast, lunch and snack that is lovingly prepared by our fabulous onsite cook, Ms. Lou. Occasionally, before or after lunch or arriving from school, there is a child who will require a little extra rest in order to function. A nap is always permitted for those children. When children realize that sleep is what they lack they tend to request a nap mat and a time to rest.

The staff at Steps to Success is here to help your child succeed in all aspects. If you or your child become concerned or have questions, please do not hesitate to speak with myself, a staff member in the Super Friends' room or Ms. Michelle directly. We are here for you. I hope to welcome you personally into the Super Friends' family.

Sincerely,

Ms. Cindy

School Year
Before and After School Schedule

Morning Schedule:

- 6:15 – 7:40 Quiet play in Super Friends' room
- **7:00 – 7:35 Breakfast
- 7:40 – 7:55 Cleanup and Bathroom
- 7:55-8:05 Bus pick-up

**All children must arrive prior to 7:35 in order to have time to eat breakfast. Anyone arriving at or after 7:35 will NOT eat breakfast. This includes all school delays.

Afternoon Schedule

- 3:00 – 3:15 Arrival, Bathroom and hand washing
- 3:15 – 3:45 Snack Time
- 3:45 – 4:30 Homework and Quiet Activities
- 4:30 – 5:00 Outside/Gym/Room play
- 5:00 – 6:00 Small motor activities

Once your child has completed their homework or if they do not have homework, they will sit quietly with a book, puzzle, an activity scheduled for that day or to rest. If they should become disruptive during this time of study, they will be removed from the group. If you do not want your child to work on their homework at the daycare, you must speak with Ms. Michelle or I so other arrangements can be made.

Super Friends' Classroom Rules

1. Respect self, others, and their property
2. Follow teacher directions

Unacceptable Behaviors

- Using inappropriate words and tone while talking or responding to a friend or an adult
- Talking back and arguing with the teacher while being disciplined or another friend is being disciplined
- Lying to adults
- Using hurtful words towards others
- Touching others inappropriately such as hitting, pushing, kicking, and biting

Immediate Consequences

1. Removal from activity away from the group
2. Sit for one minute per year of age to calm emotions and think about acceptable behaviors
3. Talk with teacher about behavior and how to solve the problem
4. Talk with friend(s) who were involved about their solution

Problems Continue

- A privilege lost for a time chosen by the teacher
- A meeting will be held with a parent

Acceptable Behaviors

- **Remembering** and **practicing** Jesus' teachings about loving and forgiving others
- Using **kind words** talking to friends and adults
- **Knowing** and **admitting** to when you have done something wrong
- Being **respectful** in words and actions towards friends, adults and during prayer
- **Listening** and **following** teacher directions the first time
- **Helping** others solve problems in a positive way
- **Teaching** others new ideas
- Showing **positive behaviors** and being a **positive role model** in group activities and games
- **Politely responding** when a friend or adult speaks to you
- Being a **good listener** to friends who need to talk
- Being a **friend** to everyone you meet.

