

# WELCOME TO THE Club House and Wise Guys ROOM!

## PROGRAM and CURRICULUM

Our day starts at early. We have an ongoing “Respect and Responsibility” theme throughout the year. The morning session is from 7-9 am and the afternoon session is from 3:30-6:00 pm. Full day care is offered for holidays and school closings. During this time we will have art activities, crafts, video games, computer, reading center, dramatic play, music, homework/study time, puzzles, games, afternoon snack and outside play, etc.

Parents may sign their child up to participate in the Homework Program. There is a nominal fee charged for supplies.

*Lesson plans are written in accordance with the PA State Standards for Kindergarten and 1<sup>st</sup>-6<sup>th</sup> grade.*

Our curriculum covers the following areas:

- Self-help skills (independence).
- Art projects to develop fine motor skills and hand/eye coordination.
- Promote gross motor skills.
- Child Assessment:
  - o Fall Progress Report / Parent Conferences by request
  - o Spring Progress Report / Conferences by Request
- Theme based project approach instruction (child centered)

*The following subject areas are incorporated into the many activities and games we play:*

**Math** - categorizing, patterning, addition and subtraction, multiplication and division, sets, quantities, measuring, chemistry, cooking, etc.

**Reading** - opposites, rhymes, phonics, sequencing, vocabulary development, visual and auditory discrimination, following written directions, etc.

**Writing** – Journal writing, words, stories, scribing, labeling, etc.

**Science and Social Studies** - the environment, neighborhood, living/non-living things, weather, cultures, animals, habitats, careers, health, etc.

**Art** - shapes, colors, textures, variety of mediums, craft projects, etc.

**Social Skills** - these concepts are reinforced throughout our daily activities:

- Respect for self, property, others
- Manners and rules
- Cooperation and problem resolution
- Responsibility
- Following directions
- Independent life skills

## GENERAL INFORMATION

**Lockers:** Please put all supplies, coats, backpacks, etc. in their lockers. We encourage your child to empty them weekly. **NO TOYS** from home or cell phones are allowed in the room!

**Signing In/Out:** Parents must walk their child to the classroom in the morning and sign them in. When the students return in the afternoon, the teachers will sign them in. Parents must sign their child out when they pick up. At no time is a child to be left unattended in the building.

**Birthdays:** Parents may send in a special snack. Please be aware of food allergies (posted) of other students in the classroom.

**T.V. Day:** Friday afternoons we may show a video. We can show “G” rated movies in the Club House and PG movies that have been approved by parents in the Wise Guy room that relate to our “theme”.

**Holidays:** There will be a sign-up sheet to inform us if you need care on holidays or school closings. Additional rates will apply.

**Home Alone:** We have information for parents regarding the skills children need when they are old enough to stay home by themselves. If interested please ask for a booklet.

**PLEASE MAKE A HABIT OF READING THE DOOR AND CHECKING YOUR E-MAIL FOR  
IMPORTANT INFORMATION!!!**

**If you have any questions, please don't hesitate to see one of us.**

**We are looking forward to a very fulfilling year!**

## Classroom Information

### Infants

#### **Keystone Star Program**

This brightly decorated room is for our infants where the teacher and assistants provide loving, individual care in a comfortable atmosphere. Daily activities include feeding and sleeping schedules, infant stimulation, tactile experiences, art activities, etc. The staff interacts with the children by playing games such as peek-a-boo, singing and dancing, building block towers and knocking them down, outside play twice a day (weather permitting) among many others. The room is divided into two sections to allow age appropriate play.

### Young Toddlers

#### **Keystone Star Program**

This very spacious room is perfect for the adventurous toddler. A large portion of the room is designed to provide an environment suitable for their active, inquisitive nature. There are 2 groups formed in the room, each with a teacher and assistant(s). Each group acts independently of the other to allow for optimal, individual care with time set aside for larger group experiences. Their day is planned with many fun and exciting activities that stimulate their curiosity and encourage their independence. Activity abounds throughout the day with circle time, singing, dancing, building puzzles, eating and even napping! Toilet training is introduced with the help of the parent(s).

### Older Toddlers

#### **Keystone Star Program**

This special, cozy room is a haven for older toddlers. A smaller room with fewer children provides the perfect environment for preparing this age group for the preschool experience. Filled with art and social play, this room offers many small and large group activities. Academics are introduced such as the alphabet, shapes, colors and numbers. The finishing touches of toilet training are also addressed so that they are ready to move to preschool.

### Preschool

#### **Keystone Star Program**

#### ***Quality 3-4 Year Old Pre-School Program,***

These bright and cheery rooms are perfect for preschoolers ready to manipulate things in their world. With hands-on activities, the alphabet, numbers, colors, shapes and opposites become an integral part of the curriculum. Through child-directed play and activities, they learn about themselves and how they interact with the environment and each other, both in the classroom and outside. Themes are used to simulate thought and creativity and are spread throughout the curriculum including Pre-Reading, Math, Science and Social Studies. Gym and music class are also provided.



## Pre-Kindergarten

### **Keystone Star Program**

#### ***Quality 4-5 Year Old Pre-K Program,***

You can feel the energy as soon as you step into these fun-filled dens for 4-5 year olds. These enthusiastic learners follow a Pre-Kindergarten curriculum based on the Early Learning Standards. The teachers set the room up to allow for individual progress to accommodate those who are ready to advance to more academics and those who are still learning more at a social level. Pre-Reading, Math, Writing, Science, Social Studies, Art, Gym, Music, and Social Skills comprise the major parts of the curriculum. They use the same approach as the 3-4 year old program such as child-directed activities and themes.

## Before / After School

### **Keystone Star Program**

This busy room is for our before and after school program for children ages 6 to 12 years. A variety of activities including arts and crafts, computer, video game systems, as well as inside and outside sports are offered. Homework supervision is offered in a quiet library setting. Early dismissal and holiday care is available upon request for enrolled students. Children choose their activities and help the teachers with the planning. Limited district bussing and van transportation service is available.

## Summer Camp

### **Keystone Star Program**

We offer terrifically transformed summer classrooms that are divided by grades K to 6. Each group has a teacher and an assistant who work closely with the campers to create a fun, exciting, sometimes exhausting experience! Every week is filled with trips to area amusements, swimming at the township pool, special event days, clubs, arts and crafts, computers, video games, etc. Weekly themes help bring reading and math enrichment into the program in a fun, relaxed way. Registration for camp starts January 2<sup>nd</sup> each year. We fill up quickly so don't delay! This camp is worth every penny! Our campers love the experience so much they come back to work for us when they are 18.

All paperwork for the Summer Camp program is available the first of each year on the website:

[www.DayCareCentersInc.com](http://www.DayCareCentersInc.com)

### **CLASSROOM NAMES**

- CARE BEARS – Infants / Toddlers
- FOZZIE BEARS - Toddlers
- GUMMI BEARS – Toddlers
- TEDDY BEARS – Pre-Schoolers
- HONEY BEARS – Pre-Schoolers
- KOALA BEARS - Pre-Kindergarteners
- POOH BEARS - Pre-Kindergarteners
- CLUB HOUSE – Young School Agers
- WISE GUYS – Older School Agers

### **Sample Schedule**

7-9	Arrivals
9-9:15	Circle
9:15-10	Snack, Centers, Theme
10-11	Outside Play
11-11:30	Story Time/Learning Centers
11:30-12	Lunch
12-2:30	Nap/Rest Time
2:30-3	Snack
3-4	Outside Play
4-6	Centers/Departures

## Center Information

- A **Keystone Star** High Quality Program
- A Department of Human Services (**DHS**) Licensed Center, Office of Child Development and Early Learning (**OCDEL**)
- **Child Care Works** (formerly CCIS) **subsidized tuition** program available
- Anyone picking up a child must have proper I.D. (including parents). Parents must fill out a Permission to Release child form when a designated emergency contact person is picking up.
- **Sign language** taught in all rooms!
- Each class follows a written **curriculum** that is developmentally appropriate for their age group providing an individualized blend of academics and socialization.
- The classroom doors are **parent information boards** to keep you up to date on the weekly events and community activities.
- Children **play outside** twice every day!
- **Child assessments / Parent Conferences** are completed / held 3 times a year.
- A **nutritious snack** is provided once or twice a day depending on the age group.
- **Thursday Hot lunch** is available for those who want it. Orders are taken quarterly.
- Roslyn Library supplies the preschool classes with a new selection of books each month.
- Monthly **newsletters** keep parents up to date on each classroom's activities. These are available on our website, [www.DayCareCentersInc.com](http://www.DayCareCentersInc.com).
- Monthly **calendars** inform parents of Center-wide activities. These are available on our website, [www.DayCareCentersInc.com](http://www.DayCareCentersInc.com).
- Our innovative **website** offers information, calendar events, downloadable registration forms, child health forms, emergency contact forms, summer camp paperwork, employment opportunities, a blog, and more.

## WELCOME PARENTS

**\*Due to the Pandemic some policies and procedures have changed. Please refer to our COVID tab on the website.**

Following are just a few reminders of policies which help make our days smooth:

**The first Tuesday after Labor Day the children graduate to their new rooms.**

### **Illness:**

**ALL CHILDREN MUST WASH OR HAVE THEIR HANDS WASHED UPON ARRIVAL TO THEIR CLASSROOM.**

Children who develop fevers, diarrhea, vomiting or become ill and are not able to participate at the Center will be sent home. Our policy states that your child will not be permitted to return until they are symptom free without medication for 24 hours.\* The **health report** must be completed and returned at this time. If your child develops a fever the day you bring him or her back, you will be called again. This is the only way we can help stop the spread of communicable diseases. Please help us keep contagious germs from being spread and hopefully your child will be healthier.

**Medications** are dispensed only with approval by the office and must be in original prescription container. No over the counter medication is given without a written note from the doctor. Parents must fill out a Medication Log. **Office personnel can be found in the Wise Guy/Club House rooms every morning.\***

**Physical/Health Appraisals** must be completed and returned on time. Blank forms are located on each door of all classrooms and in the office. A new form must be completed with each **Well-Child Health Check. (At least annually)**

**Breakfast is cleaned up by 8:30.\*** Parents set it up and children feed themselves. Babies must have their first bottle before arrival.

**Hot Lunch** Forms go out quarterly and **MUST be returned by the due date** so that supplies, etc. are ordered or reserved in time. No refunds!

**HELPFUL HINT- FILL OUT THE FORMS AND RETURN THEM AS SOON AS YOU GET THEM.**

**Tuition is due Monday morning.** A late fee of \$30 per week will be automatically charged to every account that is not paid by 1 p.m. Friday afternoon of the week service is rendered. Please keep your accounts up to date. Checks may be placed in the tuition folders or in the office.\* **Payment by credit card is available.** Please talk to Sandy or Connie to set this up. **\*Monthly statements** go out the end of each week via email. **Retain these for tax purposes.**

**Late Fee - All families who are here after closing time will be charged \$25 late fee per child for every 15 minute period thereafter.** **Late fee is due upon your arrival at the Center.** Excessive lateness will result in termination of services.

Your fees and times are determined when you register your child and are based on your contracted times. Children may not be **dropped off or picked up later than** what is stated on your original/current contract. Staffing is done according to these times. This can and does throw our staffing ratios off.

**Safety - Your child(ren) may not enter our classrooms by themselves.** A parent must sign them in and out.\* Appropriate room sign-in books are located by the door. Please do not let your older children open the gates of the Toddler or infant room. This can cause problems because they forget to shut them and the children in the room then have access to the hallways. This goes along with not having your child enter a room without you (the parent) with them. **All classroom and hallway doors are to be kept closed/locked at all times for safety reasons.** **All families are to enter and exit the building from the door by the parking lot closest to the handicapped parking spots.\***

**Do not let your child run the hallways or parking lot unsupervised.\*** This is a serious problem. Please drive slowly and carefully in the parking lot.

**Calling Out - If your child will not be coming in, please call and let us know by 9 a.m.**

*If at any time you would like to have a private meeting with the teachers or office personnel instead of meeting as a large group, please feel free to ask. We would be happy to set this up.  
Any questions or concerns please bring them to our attention.*

**PARENT HELPER FORM**

Would you be interested in becoming our classroom parent? It's a wonderful way to assist the teachers and get to know other parents. Below is what is needed from the classroom parent.

1. Remind parents of what they signed up to bring in for our holiday parties (e.g. Halloween, Christmas, etc.)
2. Assist with fundraisers. Send reminders out to parents to place their orders
3. Schedule volunteers to help with our Holiday Shop.
4. Be a "Welcome Parent" for new families in your child's room. We would give you their phone number to call and welcome them and answer any questions they might have.

If you have any questions, we will be glad to answer them. The list above should not take up too much of your time. We appreciate any help you can give.

NOTE: All of the above can be joint responsibilities.

Thank you!

Please complete and return as soon as possible. If you are interested you will be contacted once this form is returned.

Child's name: \_\_\_\_\_ Room: \_\_\_\_\_

Parent (Guardian's) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ YES! I would be interested.

\_\_\_\_\_ NO! I cannot help at this time.

