

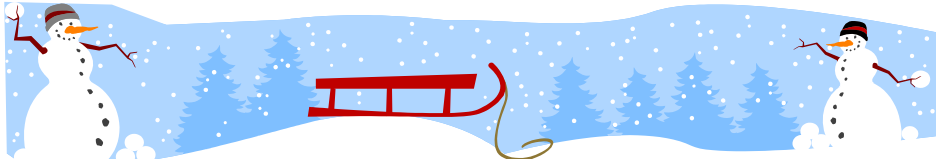


# DECEMBER, 2011

Nurturing Individual Children's Growth in a Safe, Comfortable, and Enriching Environment.

Morley Extended Day Care 860-232-5336  
morleyextended@sbcglobal.net  
morleyextendeddaycare.com

Preparing for Decemberrrrrrrrr....



## MEDC's INCLEMENT WEATHER POLICY.....

**When West Hartford schools are closed due to inclement weather or because of any other emergency situation, child care programs which are situated in school buildings must also close.**

Therefore, our policy (as stated on pages 15-16 of your Parents' Handbook) is as follows:

\*\*\*If West Hartford schools are closed, MEDC is CLOSED.

\*\*\*If West Hartford schools open one hour late, MEDC opens one hour late (at 8:15).

\*\*\*If West Hartford schools open 90 minutes late, MEDC opens 90 minutes late (8:45).

\*\*\*If West Hartford schools close early ("early dismissal"), MEDC's afternoon program will be CANCELED.

\*\*\*If school runs a full day but "after-school and evening activities are canceled" by the Superintendent of Schools (this usually happens when dangerous weather conditions seem probable later in the afternoon or evening), MEDC will stay open for ONE HOUR as a courtesy to parents, allowing extra time to pick up their children. That means that we will stay open until 4:20 on Monday, Tuesday, Thursday or Friday; and we will stay open until 3:00 on Wednesday.

\*\*\*If weather conditions during holidays or vacation days are extreme, it will be up to the Director and the MEDC Board President to make the decision to delay opening, close early, or cancel the program for that day. If MEDC must close early,

we will contact parents by e-mail. However, **it is ultimately the parent's responsibility to be aware of weather conditions and school/MEDC closings.** Parents are encouraged to listen to TV or radio reports or to call the West Hartford Source Number (860-233-2334) for information regarding closings and delays. **You are also encouraged to register with the Town of West Hartford to receive text message alerts regarding school closings and delays.**

Please establish a 'back-up' plan with your child, making sure that your child knows where to go, and with whom, if MEDC must be closed.

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## PROGRAM HIGHLIGHTS



- November's theme was Health, Nutrition, and Fitness. See page 3 for a description of the month's activities, thoughtfully and carefully planned by MEDC staff!
- During December, each staff member will introduce the children to a new game or activity that they learned at the CT After School Network Conference.



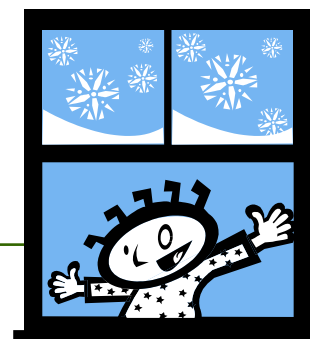
Parents,

If any information in your child's file changes ~ your address, e-mail, phone number(s), your child's medical information, food allergies, etc. ~ please remember to let us know so that we can update our emergency data.

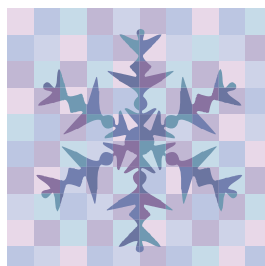


## Warm and wooly winter play...

We encourage children to go outdoors every day, unless it's raining or very cold. Please send your child to school and to MEDC dressed for the weather. We often enjoy making snow people, forts, and sledding. In order to participate in these fun and snow-y activities, children must wear snowsuits or snow pants, a warm jacket (no loose cords), gloves or mittens, hats, and snow



boots. We recommend keeping a spare set of clothing (including underwear and socks) in your child's backpack.



**STAFF STUFF**



On Saturday, November 5, thirteen MEDC staff members attended the *Connecticut Afterschool Network* Conference in Farmington. We took a variety of classes and shared what we learned at our November staff meeting.

Five staff members will renew their First Aid and CPR certifications by January 7th.

Congratulations to Amanda Ingalls on her acceptance to CCSU, where she will study Psychology.

MEDC will say goodbye to two staff members in December. Milena Tuta has been a Group Leader at MEDC since 2007. She will spend her last semester at UCONN Nursing School obtaining clinical experience. Cathy McMahon has been with us for over a year. She will be student teaching full-time next semester, as well

as completing her degree in Elementary Education. We thank both Milena and Cathy for the wonderful job they have done.

**Requests from the MEDC Office**

- Please refer to your *Parents' Handbook* for information about any of MEDC's policies and procedures.
- Please check your email and our web page often: all notices will be e-mailed and all information regarding the program will be posted on the web page.
- *Tuition is due on the first of each month.* A reminder is left in your mailbox the week before.
- *Late tuition fees are charged on the 11th, 18th, and 25th.* A child may not return to MEDC the next month if the current month's tuition is not paid-in-full.
- Please understand that, for reasons of privacy and staff availability, lengthy or confidential conversations should take place between 10 and 3 (2 on Wed.), *before* children arrive. The scheduling of babysitting dates with our staff is not permitted during MEDC hours.



**Holiday Gift-Giving**



Many generous parents have already asked for 'hints' of what they can give to MEDC and the staff during the holiday season. Some ideas that would be especially appreciated include:

- Gift cards which could be used as staff meeting raffle prizes and incentives
- Books, DVDs (rated G), CDs or games for the program
- Snacks that can be divided-up and taken home by staff members!
- Notes of appreciation are especially treasured!

**DECEMBER CLUB SCHEDULE**

- K-1: December 2, 13
- 2: December 6, 15
- 3: December 8, 16
- 4: December 1, 9, 20
- 5: Every Wednesday

**Morley Extended Day Care will be CLOSED during the Winter Vacation (December 26-January 2).**

**We will be OPEN until 6:00 on Friday, December 23.**

**We will re-open on Tuesday, January 3 at 7:15.**



**We will be CLOSED on Martin Luther King Day, January 16.**

**Reminders for Parents...**



- The school is *not* open before or after-school hours. The cafeteria (only) is open to people who are here on MEDC business. **Trips to the classrooms upstairs are prohibited during hours that school is not in session.**
- We have been asked *not* to use the side exit near the Art room. Sometimes that door is left ajar, creating a security concern for the school. **Please use the cafeteria door only.** Your cooperation is appreciated!
- Please remember to check your MEDC mailbox and e-mail daily. Your mailbox is to the left of the Parent Board and is the cubby labeled with the initial of your child's last name. **Please sign and return one copy of any Caring and Sharing note or Accident Report that is left for you.**
- When dropping off or picking up, please do not park in the reserved spaces (even for just a few minutes!). You WILL be parked-in.
- Sometimes small items such as legos or pencils are accidentally taken home. **Please return these items to us if you run across them.**
- Please remember to call or e-mail the MEDC office if your child will not attend the afternoon session. Please do NOT expect your child's teacher, the nurse, or the school office to notify us.

**PARENT APPRECIATION NIGHT**

Registration forms were distributed via e-mail on November 28 and are due no later than December 9.

**WHEN:** Friday, December 16, 6:00-8:00 pm



**WHERE:** Cafeteria

**WHY:** To thank MEDC parents for your support!

**COST:** Nothing (you are expected to pick up your child no later than 8:00 and will be charged if late)

**Children who attend MEDC on Friday afternoons may stay; all others may be brought to MEDC at 6:00.**

# MEDC Curriculum

“Quality is never an accident; it is always the result of high intention, sincere effort, intelligent direction and skillful execution; it represents the wise choice of many alternatives.”

~William A Foster

Do you ever wonder how your children spend their time at MEDC? What activities are offered? What choices are available?

At MEDC, every staff member is required to prepare and execute two or three ‘Plans’ each month. The plans revolve around a monthly theme, and children are regularly involved in the choice of theme and the planning of the projects.

In an effort to promote awareness, a white board located above the Parent Mailboxes lists each day’s activities. Please take time to check the daily offerings, as what you see each day at drop-off or pick-up time doesn’t truly reflect the scope of our curriculum.

\*\*\*\*\*

Below is a partial list of activities that were offered during the month of November. The month’s theme was **HEALTH, FITNESS, and NUTRITION.**

We played a *Food Pyramid* game with Ms. Milena.

Children made fresh-squeezed apple juice with Ms. Nazy.

Ms. Mimi played ‘*Healthy Garbage*’ with children in the gym.

Ms. Kristina introduced ‘*Healthy Food BINGO.*’

Ms. Cathy taught the children to make their own *Mancala* boards out of egg cartons.

Ms. Nazy taught children to knit and crochet. Twenty-two children contributed to the *knitted quilt* that is hanging on the ‘Artist’s Corner’ bulletin board.

Ms. Mimi and Ms Amanda challenged the children to run *relay races* in the gym.

Ms. Melissa conducted a *Zumba* class and hula hoop games.

Ms. Michelle helped the older kids decorate cupcakes for a special *Thanksgiving snack.*

Mr. Greg brought his guitar and taught the children about *music and rhythm.*

Ms. Katherine facilitated an afternoon of *fort making* using tables, cushions, and tablecloths.

In December, staff will focus on December holidays. In December and January, they will also teach games and activities that they learned at the CT After School Network Conference.