

# HTSACC News



Volume 1, Issue 4

February 2017

## Program Coordinator Message

Dear HTSACC Parents,  
2017 has been off to a great start! The winter weather isn't keeping HTSACC down—kids and counselors are enjoying their time together, playing games and creating beautiful artwork. I continued visiting the programs and spending more time with the children and look forward to building relationships with our families!

### What has MTV HTSACC been up to?

**Early Birds** spent January learning about MLK Jr and the Chinese New Year. Two of the children in our program explained the celebration and the animal signs! Children created ground hog puppets, decorated snowmen, and did some beading and weaving. They played Legos, bingo, and Topple and wrote about the things they love and their plans for the New Year. Mr. Gathen read "Home Run: The Story of Babe Ruth" and the children participated in a community service project—Valentines for Vets.

**After Care** learned about MLK Jr and how puzzles were invented. They cooked up Rice Krispie Treats and pudding cups. Some kids participated in the puzzle or nail art club, while others learned how to play basketball with Mr Matt & Mr Louis. Art lovers made snowmen crafts, Cheerio scenes, and created their own Skip-Its! As a science project, kids made their own slime! A new bulletin board was created with the help of Ms. Ella & Ms. Jess and as a special program, Rizzo's Wildlife visited, bringing along lots of reptiles to learn about and even pet!

## PROGRAM NUMBERS & EMAILS

<b>Lauren</b> Program Coordinator	973-515-2449 lauren.mead@hanovertwpschools.org
<b>Selena</b> Administrative Assistant	973-637-1563 selena.appel@hanovertwpschools.org
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<b>Email</b>	htsacc@hanovertwpschools.org (use for schedule changes)
<b>MTV Child Care</b>	973-637-5502

### General Reminders:

- February 17<sup>th</sup> is a half day. We will be open until 6pm. If your child already attends ASK on Fridays, they will be dismissed to the program at 12:45. If you are not scheduled for Fridays, but need to drop in, please email Lauren to be sure there is space available. Send your child with a lunch and beverage to enjoy. Milk **will not** be served.
- Schools and HTSACC are closed on February 20<sup>th</sup>—there is no holiday care!
- Spring Break Holiday Care will run from Monday, April 10–Thursday, April 13. There will be no holiday care on Friday, April 14 or Monday, April 17. Registration materials will be available online and at the sites, starting the beginning of March.

### Homework Club

HTSACC offers a "Homework Club" to all children in ASK. After you and your child sign the Homework Club Contract, they participate every day that they are in ASK. Homework Club is held for 45 minutes each afternoon in the library, and offers your child an opportunity to START their homework with guidance from our staff. Please note that it is not our staff's responsibility to check your child's work, and depending on their grade and number of assignments, they may not be able to finish all of it in the club. We do not extend homework time into the regular program as there are so many activities that your children want to participate in, and the noisy environment of the cafeteria is not suited for concentration!

### MTV HTSACC Staff

#### Early Birds:

Miss Mary–Group Leader  
Miss Diane–Program Assistant  
Miss Nancy–Prog Assistant  
Miss Lindsay–Prog. Assistant  
Miss Anne–Program Assistant

#### After School Kids:

Miss Robyn–Group Leader  
Miss Ella–Program Assistant  
Miss Deb–Program Assistant  
Miss Anne–Program Assistant  
Miss Jess–Program Assistant  
Mr. Neel–Program Assistant  
Miss Deanna–Program Aide  
Mr. Robby–Program Aide  
Mr. Matt–Program Aide  
Mr. David–Program Aide  
Mr. Louis–Program Aide  
Miss Felicia–Program Aide  
Miss Sara–Program Aide  
Miss Amanda–Program Aide  
Miss Julia–Program Aide  
Miss Allison–Program Aide

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## **MORE WAYS TO CUSTOMIZE THIS TEMPLATE**

### **FOOTERS**

To change the text at the very bottom of each page of your newsletter, click Headers and Footers on the View menu. Use the Header and Footer toolbar to open the footer, and replace the sample text with your own text.

### **INSERT SYMBOL**

It is a good idea to place a small symbol at the end of each article to let the reader know that the article is finished and will not continue onto another page. Position your cursor at the end of the article, click Symbol on the Insert menu, choose the symbol you want, and then click Insert.

### **BORDERS**

You can use page borders and text box borders to change the appearance of your newsletter. Borders on text boxes help keep different articles separate, and can set off sidebar articles from the rest of the page. To change a text box border, select it, double click its edge and choose the Colors and Lines tab in the Format Auto Shape dialog box.

### **QUESTIONS AND ANSWERS**

Q: I would like to change some of the text box shading to improve the print quality. Can that be done?

A: Yes. To change the shading or color of a text box, select it and double click its borders to open the Format Text Box dialog box. Click the colors and lines tab and then choose the new color from the Color drop-down list in the Fill section.

Q: What's the best way to print this newsletter?

A: Print page 2 on the back of page 1. Fold in half and mail with or without an envelope. For best results, use a medium to heavyweight paper. If you're mailing without an envelope, seal with a label.

Q: I would like to use my own clip art. How do I change the art without changing the design?

A: To change a picture, click on the picture, then point to Picture on the Insert menu and click From File. Choose a new picture, and click Insert.

## **Inserting and Editing Pictures**

*Type your sub-heading here*

You can replace the pictures in this template with your company's art. Select the picture you want to replace, point to Picture in the Insert menu, and click From File. Choose a new picture and then click Insert. Select the Link to File box if you don't want to embed the art in the newsletter. This is a good idea if you need to minimize your file size; embedding a picture adds significantly to the size of the file.

To edit a picture, click on it to activate the Picture toolbar. You can use this toolbar to adjust brightness and contrast,

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*Choose a new picture, and click the Link to File box if you don't want to save the art with the newsletter.*

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change line properties and crop the image. For more detailed editing, double-click on the graphic to activate the drawing layer. ■

Q: How do I change the text and borders that appear at the bottom of every page?

A: Click Headers and Footers on the View menu. Use the Header and Footer toolbar to navigate among headers and footers, insert date or time, or format the page numbers. To change the text in the footer, select it and type your new text. To change the border, click Borders and Shading on the Format menu.

Q: Can I save a customized newsletter as a template for future editions?

A: Yes. First make any changes you want to this newsletter, then click Save As on the File menu. Choose Document Template from the Save as type drop down list (the extension should change from .doc to .dot). Save the file under a new name. Next time you want to create a newsletter, choose New from the File menu, then choose your template.

