

Children's Center Programs, LLC Newsletter



This Newsletter is given to our Program participants and employees associated with the Adult Program. It is intended for INTERNAL USE ONLY

Coming Your Way

April:

12 - Dance and Music
15 - 18 - Program Closed
19 - 20 - Optional Days
21 - 22 - Program Closed

May:

3 - Dance and Music
27 - Dance and Music
30 - Program Closed

NEW Adult Program
Website coming soon

3rd Annual Customer
Satisfaction Survey

On Going Around the Adult Program

CPR certification for employees
Employee Development
Up to date with State Policies and
Mandates

What would you like to read
about? Send in topic suggestions
for our next newsletter.

Our Stars



The Children's Center could not run as smoothly as it does without our facilities and maintenance department, directed under the watchful eye of Nancy Staplar. Nancy's vision, hard work, and dedication to the Children's Center over these last 27 years is evident in the campus' beautiful landscaping and clean, safe, and secure buildings. One example of Nancy's creativity is the Natural Trail that runs the length of the campus, home to a variety of small animals, birds, gardens, paintings, and more. Nancy's team of 24 exemplary employees work day and night to maintain the integrity of the campus. While working behind the scenes, this team of stars always rise to the occasion. According to Nancy, "My maintenance, security, and facility's team is a dynamic ...

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group of hard-working individuals." She added, "They are responsible for our clean, safe, and secure campus. More often than not, they are asked to go above and beyond their daily tasks and they are always willing to pitch in wherever and whenever needed." For instance, the team makes sure everything in the Adult Program is up to date with state guidelines and codes. As a department, they take ownership of all campus upkeep, including but not limited to electrical, fire safety, plumbing, heating, ventilation, landscaping, and directing traffic.

In the Adult Program, we have the pleasure of: Guy in Building 6, Brian in Building 8, and Joe in Building 7 during the daytime hours. These three ensure we receive excellent care throughout the day. As per Keith, our Maintenance Supervisor and Jack of all Trades, help is just a "Facilities Request" away. It is not atypical to see the maintenance crew helping with transportation, delivering mail, completing purchase orders, and interacting with our men and women in the Adult Program.

Our night partners take over when Participants have left for the day. They make certain everything is ready for morning by cleaning, disinfecting, and sanitizing every nook and cranny of the Adult Program and campus. From the care afforded every doorknob to the creation of tissue paper roses in the bathrooms, our team does more because they want to, not because they have to. These special touches continue to be a topic of conversation every morning. The next time you see one of these amazing employees make sure to give them a shout out!

Guy, Keith, Joe, Brian, Edmond, Olatunde, Ian, Kalito, Mary, Ashia, Stephanie, Lisemene, Gemaine, Luis, Emmanuel, Craig, Erron, Claudia, Glen

Clean, Safe, Secure

Meet Our Interns

From September to December 2021, we had the privilege of having three Monmouth University Interns with us in the Adult Program: Isabella Hanna, Erin Gilsenan, and Catherine Kiefer. Catherine, a Health Studies major, assisted us with our Movement Program. She graduated in January and is now with Jersey Shore Medical Center. Isabella and Erin continue to work with us on updating and developing our marketing materials, social media presence, and the Adult Program's updated website. Erin is a senior majoring in Business Administration with a concentration in Marketing. Erin will continue on to complete her MBA at Monmouth with a focus in Data Analytics. When asked what her favorite part about working for CCP is, she responded, "The welcoming and caring staff and participants who make CCP a friendly and a happy environment." Isabella is a junior majoring in Business Administration with a dual concentration in Marketing and Management. Isabella likewise loves working here, saying, "I am sincerely thankful for the opportunities CCP's Adult Day Program has afforded me in the last seven months. I've especially enjoyed learning under Alan, Zareen, and Phylice; I feel their guidance has definitely added to my professional skill set!" Both Isabella and Erin have rolled up their sleeves from day one, helping us create new print materials ready for distribution, various social media pages, and a new and improved website. Words cannot express how grateful we are to have worked alongside three of the most skilled, talented, knowledgeable, and personable interns ever.

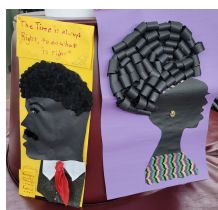
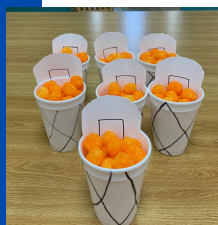


Black History Month Celebrations!

Room Supervisor in Building 8, Nishira, passionately planned a building-wide celebration honoring Black History Month. From playing music that paid homage to different black artists to a life-size Connect Four game to unique crafts-- the event was a hit. Julie, the Building Supervisor, described how proud she was of Nishira and the whole building for coming together to participate in these activities. "It was nice seeing everyone have a good time after being isolated for so long," said Julie. Everyone in Building 8, including staff and Participants, had a great time learning about famous people of color while also taking part in exciting activities. Nonetheless, this was a joint effort from all Building 8 personnel. On one hand, Stephanie helped brainstorm the concept of the event, providing numerous ideas; on the other side, Nishira and others were able to make those concepts and ideas come to life. Andrea, the building secretary assisted with anything that was needed throughout the whole process.

March Madness

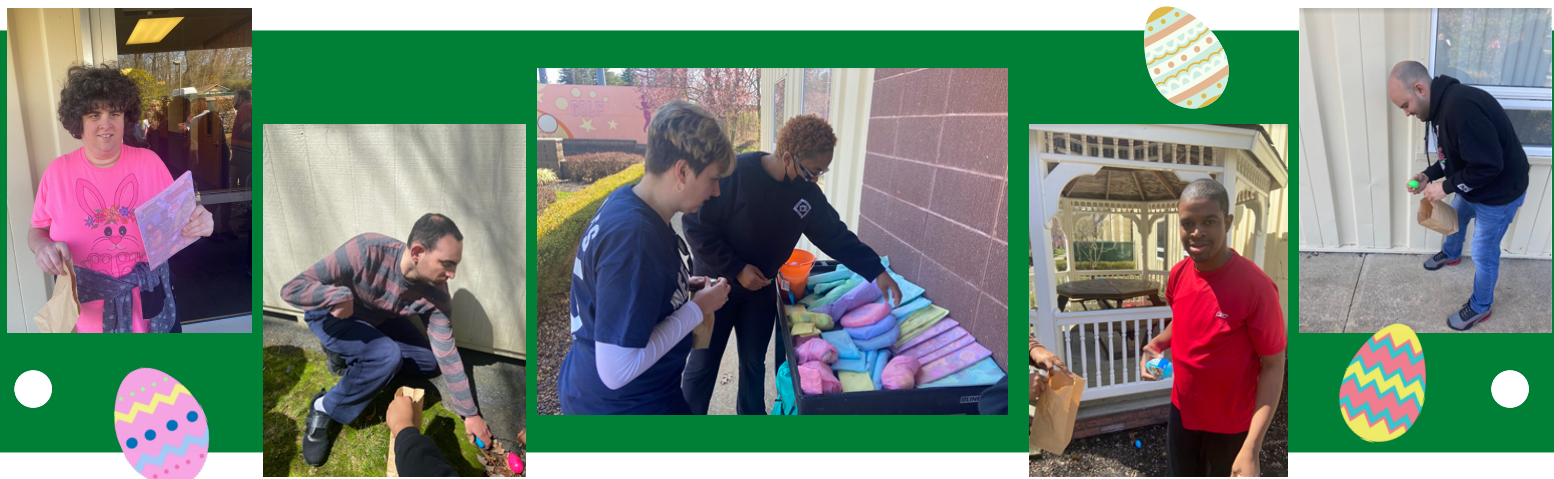
For the month of March, the Men's National Collegiate Athletic Association (NCAA) hosts a tournament known as, "March Madness," where 68 Division 1 basketball teams go head-to-head for the title of National Champions. Nishira went above and beyond (again!) to provide our Adults with an opportunity to participate as well! Careful detail and planning were put into hosting our very own March Madness here at the Adult Day Program. A playlist inspired by *All Things Basketball* was created and enjoyed while our men and women participated in a variety of basketball-related activities. Our participants and staff alike worked together in the mock games. For example, the staff set up basketball courts for layups and free throws while also keeping score in the spirit of friendly competition. Nishira and her staff even incorporated *National Cheese Doodle Day* in their snacks for our basketballers. Yum!



Egg Hunt

To celebrate the upcoming holiday, Jessica, Rhonda, and Stephanie (B.7 Supervisors) joined forces to put on an Egg Hunt activity for their groups. Jess, Rhonda, and Steph planned to put this together for their groups to enjoy the nice weather before Spring Break. Asha, a DSP, went around the Courtyard and Nature Trail of Building 6 and hid eggs all over.

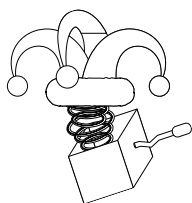
At the start of the hunt, participants were each given a bag to collect their eggs. Then, it was off to the races! Other DSP's assisted participants in their search for eggs. Across the trail and courtyard lay eggs filled with candy, knick-knacks, and multiple golden eggs with a number inside. As pictured, Jess and Steph had prizes ready for those who retrieved a golden egg. The prizes varied from character coloring books to frisbees, and more. The participants seemed to thoroughly enjoy this event! There was also music playing for their enjoyment. What a way to kick off Spring Break!



Events in Building 6

For April Fools Day this year, Lachelle planned and developed a joke book with the help of all the participants in the Adult Program. Jokes were collected from anyone who wanted to take part and then combined to create a 15 page book to go home with everyone. It was a great way to bring together all the participants to do something.

Not only that, Lachelle is known to plan events, cooking activities, and much more for Building. 6. Her dedication to the program and use of her creativity is seen through her detailed planning. Lachelle is constantly coming up with ideas for cooking activities, crafts, and games, gathering supplies, distributing them, getting directions out. To name a few, recently there were activities for Winter Festival, Black History Month, Chinese New Year, and St. Patrick's Day. Ty'gee, a DSP, helps with the planning and idea creation. He says the goal is to involve everyone and promote independence keeping in mind all the participants in the building.



Breaking News



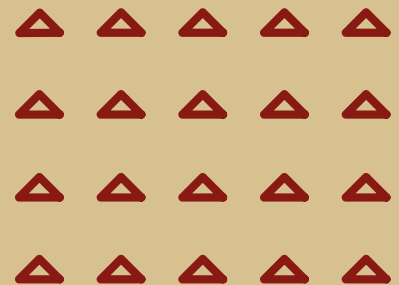
We have exciting news for our Children's Center community! Very soon, we will launch the Adult Program's new website and social media platforms.

In the Fall of 2021, we had the privilege of working with Monmouth University students minoring in Information Technology (IT) to give our current website an upgrade. Our team of students did a wonderful job, creating a product we are excited and proud to present. Once the semester ended, our interns, Isabella and Erin, continued to work on the website under the supervision of Alan, Zareen, and Phyllice. The process of developing the website consisted of crafting content from scratch, collecting pertinent material, and taking pictures.

This new website is specifically catered to the Adult Day Habilitation Program. It includes information about community outings and staff development, all helpful resources for you to learn more about the important profession we are a part of. In addition, this site recognizes our pilot branding, *Partners with Participants*-- a new way of recognizing our men and women in the program, as well as our employees.

Not only that, but we have also developed Facebook and Instagram pages. These two platforms will be utilized to share things going on about and around the program, updated on a continual basis. Very soon you will be able to follow us on Facebook and Instagram @ccpadultprogram!

To add to our excitement, we have another website in the making for CCP's School. Another team of IT students from Monmouth are working under our supervision during their Spring 2022 semester to create an upgraded website. Stay tuned for more updates!





Staffing Alliances with High Schools



The Children's Center is presently recruiting for the positions of Teaching Assistant and Direct Support Professional, along with many others. In our efforts to hire more staff we have created new relationships with the surrounding school districts. Our goal is to recruit students who are looking for alternatives to higher education by presenting the idea of working here as an opportunity for them. The students we are targeting are those graduating this coming summer.

The high schools we have developed relationships with include Asbury, Neptune, Long Branch, Brick, and Freehold Township, in addition to a few others currently in the works. We have scheduled dates for attending each school's career fairs throughout the months of April and May. Alan, Phylice, and Zareen will be attending the various fairs and recruiting for the company. We hope to further foster these relationships and hire a new generation of talent eager to work with our men and women. If you know of anyone who may be interested, please have them apply using our QR code below and on the back.



Recruitment Events

In the past couple of months we have been recruiting at local Universities which include Monmouth University, Ocean County College, and Brookdale Community College. Our experience working with these universities has been great. The ongoing relationship we have with them speaks for itself. For one, we have hired many interns and employees from Monmouth University. For the spring semester, Monmouth held their career fair virtually but will be going back to in person for the fall semester. Phylice and Zareen attended the in person job fair at Brookdale which was held through The Work Force Development. The interest our company received there was incredible as well. As a company, we are grateful to have these connections to grow our amazing team.



Know anyone looking for employment and wanting to use their people skills. Use this QR code to fill in a quick application. The more detailed application will be given should an interview be warranted.



Adult Program Staff Appreciation



We continue our efforts to publicly appreciate the staff of our Adult Program. The amazing work our employees do on a daily basis does not nor should go unnoticed. Every month, our Staff Appreciation Committee advertises three categories for staff to choose from when nominating their colleagues. Categories have included titles like *Team Player*, *Most Likely to Take over the World*, *Positive Attitude*, *Hall of Fame*, and many more. After the survey has been sent out to staff, the nominations are counted and the employees with the most nominations that month WIN! Each winner receives a certificate and prize.



Our efforts to put on collective events has brought healthy competition to our program. So far, the Adult Program has had Dessert Wars, Cookie Decorating, and Dough Wars. We have had a wonderful turnout for each of these events, and the rooms that participate have sincerely enjoyed themselves. In actuality, room turnout and participation has been so great that choosing winners has become difficult. Winning rooms receive a prize that everyone can enjoy!



The Staff Appreciation Committee Members:
Kim A., Zareen S., Phyllice B., Tona B., Jenn S., Julie R., & Debbie J.



Bonus\$
Up to \$1000

Do you have responsible, caring and capable friends or family members?

Bonus Requirements:

Must be a full time employee
Bonus, less applicable taxes, are distributed as separate checks apart from regular salary

6 Months

\$350

12 Months

\$650

All prospects must fill out an application in building 9 and must include your full name under "how did you learn about us" to be considered.

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3rd Annual Customer Satisfaction Survey

Parents, families, home representatives and participants, look out for our 3rd annual customer satisfaction survey coming soon. This year, we will e-mail everyone an internet address that will guide you to the survey. If you wish, you can easily fill it in and we will get the results immediately. No need for envelopes moving back and forth from the Program to your home. In the event you would rather have a paper copy of the satisfaction survey, that is perfectly fine also. Just call Maria at X2160 to request one be sent home with your adult child.

Thank you in advance and look forward to your feedback.



Super Smart Secretaries



The adult program has 3 amazing building secretaries that work hard day in and out to keep each building running smoothly. These ladies do a wonderful job in coordinating building needs, scheduling, updating and maintaining records, and so much more! They work behind the scenes to hold up each building.

Maria in building 6 has been here for almost 12 years. She has her BS in Business and Marketing from Georgian Court University. Working closely with the Program Director, Maria plays a big part in the intake and tours of our new participants. She helps families through the process of sending their adult child to our Program. Her favorite part about working here is seeing the participants daily and watching them grow over the years. In her free time she loves to go out and listen to music and dance.

Jayne in building 7 has been here for over 3 years now. She has many business classes under her belt. Having worked in our HR and Payroll department she has a variety of experiences she has gained in such a short amount of time. Jayne's favorite part about working here is she loves seeing the clients and students everyday. A fun fact about her is that she is a Dallas Cowboys Fan.

Andrea in building 8 has been here for 25 years. She has her BS in Business Administration. Along with coordinating everything in the building, Andrea handles the Program's daily staffing. She schedules lunch and all day coverages for staff. She can also be seen driving our participants to and from the program. A fun fact about Andrea is that she has a fraternal twin but they look identical. In fact, her twin sister used to work here years ago.

April 27th is National Administrative Professionals Day. Let's thank our Program Secretaries for the wonderful work they do everyday!



**Know anyone looking for employment
and wanting to use their people skills.**

**Use this QR code to fill in a quick
application. The more detailed
application will be given should an
interview be warranted.**

