Ailina Fernandes

My Sunshine

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CSI Computer Systems Institute

529 Main Street, Charlestown

Dear,

I hope this message finds you well. My name is Ailina Fernandes and I am responsible for My Sunshine. I am writing to inform you that Mrs. Ariane Gusmão da Silva, an F1 student, was selected to act as a volunteer Full Time (only 21 hours) in our Daycare. In the period 05/01/2025 to 03/22/2026. We would like to detail the skills acquired in the Fundamental Business course, as well as other qualifications, which will be applied to your roles with us.

In addition to the Fundamental Business course, Mrs. Ariane Gusmão da Silva has successfully completed a first aid course and has also met the requirements required by the EEC (Early Education and Care), which gives her the necessary qualifications to perform safely and efficiently in the childcare environment.

Based on the content of the Fundamental Business course and the skills acquired in other qualifications, Mrs. Ariane Gusmão da Silva will have the following responsibilities in our daycare:

1. Activity Management and Programming: Will apply the knowledge gained about organization and planning to create and manage educational activities, ensuring that children participate in learning experiences in a structured and engaging way.

2. Support in Communication with Parents and Employees: Mrs. Ariane Gusmão da Silva will use her effective communication skills to interact with both parents and staff, ensuring that information about children is shared clearly and efficiently. Skills in Portuguese and English will be of great help in communicating with immigrant families, facilitating the integration of children who speak these languages and ensuring that their parents are well informed about their children's development and activities.

3. Resource and Materials Management: You will use the organizational skills acquired in the course to keep materials and toys in order and monitor the inventory of essential items for the proper functioning of daycare.

4. Support in Child Development: With her problem-solving skills, the volunteer will identify and address the needs of children, creating a safe, welcoming and stimulating environment for their development.

5. Teamwork: Ms. Ariane Gusmão da Silva will work collaboratively with our team, promoting a positive work environment and ensuring the well-being of the children.

We are confident that Mrs. Ariane Gusmão da Silva will be a valuable addition to our team, bringing not only the skills acquired in the Fundamental Business course, but also a strong foundation in first aid and care required by the EEC.

We appreciate your attention and are available for any questions or additional information.

Best regards

Ailina Fernandes

My Sunshine