



Child Light Inc. dba

LEDERMAN CHILDREN'S CENTER

3007 Route 213 East, Stone Ridge, NY 12484

tel 845-687-7696 fax 845-687-7662

www.ledermanchildrenscenter.org

License # CCFS-40461 Charities # 38069 Tax # 14-1683418



LEDERMAN CHILDREN'S CENTER HANDBOOK

Updated June 2014

Welcome to Lederman Children's Center

POLICY HANDBOOK (updated June 2014)

The following contains all of the pertinent information you will need while your child is enrolled at LCC. Please keep this handbook for future reference. LCC reserves the right to modify or change policies without prior notice. However, you will be provided with written notice of any policy changes.

LEDERMAN CHILDREN'S CENTER PHILOSOPHY

Lederman Children's Center (LCC), is a not-for-profit pre-school which is committed to empowering toddler and preschool aged children to unfold joyfully as individuals and to become social, independent, self-motivated and creative lifelong learners. We accomplish this by providing a safe, nurturing environment that is built on a foundation of Developmentally Appropriate Practices (DAP).

LCC is dedicated to providing an atmosphere based on mutual respect and understanding where emotional well-being is valued as highly as cognitive development. Curriculum is planned to offer exposure to a wide range of topics and to provide a general sense of excitement and curiosity about school and learning.

LCC recognizes experiential learning as the core of preschool curriculum. Critical thinking and social skills are encouraged in a setting that respects individual differences and learning styles, as well as, developing group skills.

LCC, is located just outside the picturesque town of Stone Ridge in the beautiful Hudson Valley. We are a day care center with an integrated preschool and Pre-Kindergarten program. We provide unique care and education to children from 18 months through 5 years of age.

OUR CORE VALUES

- Excellence in education: We will provide the highest level of educational quality possible in an environment of mutual respect and support.
- Safety: Child safety will be paramount in every decision and action we take.
- Equality: Each child is unique and has intrinsic worth. We will provide fair and equitable treatment of all children.
- Diversity: We embrace diversity in race, religion, ethnicity, socio-economic and family background.
- Social responsibility: Giving back to our community will be encouraged and fostered.
- Financial stability: To operate with sound financial practices to ensure long-term financial stability for our Center.
- Service: To meet our families' needs by operating on an extended, day-care schedule.

Our teachers work hard to ensure a safe, secure, fun, and interesting environment that helps to foster growth and development.

Children are encouraged to explore the world in a developmentally appropriate atmosphere. Teachers plan carefully to allow children to practice skills that are just developing, thus allowing the child to feel confident and successful! Children actively engage with many different developmental areas including art, math, science, and literacy. We strive to help the children in our care become independent and successful people. We allow children to make specific decisions, relating to how and where each would like to play and interact with peers. This practice promotes a sense of self-worth and autonomy.

OUR MISSION

Lederman Children's Center is committed to providing a high quality educational experience for children 18 months to 5 years of age. We seek to empower children to grow socially and emotionally, to flourish cognitively, and become motivated and creative lifelong learners.

OUR HISTORY

LCC has been providing high quality affordable day care and preschool programs for the Marbletown and greater Ulster County area in New York State since 1984.

The Center was founded by Lucy Barbara as a nursery school and was originally located in the Town Center building in Stone Ridge. LCC was an inspired interpretation of Margaret Skutch's Montessori based work with children. Margaret is the founder of the Early Learning Center in Stamford, CT and a teacher of Lucy Barbara's.

The popularity of the original nursery school program and the need for early childhood educational facilities in the Stone Ridge area led to LCC's expansion to its present location less than one mile from the original site. In 1990, LCC began full day care services with preschool programming in its new licensed site, which was brought up to DSS and NYS Health Department codes with grants from IBM and NYS. The site, once leased, now owned by the Center, has been able to grow and expand its unique services and high quality programming with the efforts of volunteers, staff, parents and board members.

LCC Board of Directors, made up of dedicated parents and community members, has been instrumental in soliciting funds, organizing fundraising events and developing ties to the community. LCC offers a comprehensive preschool program in the Rondout Valley Central School District which provides full day services to accommodate working parents.

Lederman's is a not for profit school that relies on the help of volunteers, and donations to help make the school all it can be. If you'd like to be part of a committee, like buildings and grounds or fundraising we can always use your help. We will let you know of other opportunities to become involved and help out during the year. It is a terrific way to get to know other parents in the community.

CURRICULUM

The curriculum is a blend of a fundamental preschool grouping that enables students to prepare for their future as knowledgeable, active members of the community. Our curriculum is a combination of a child centered approach and some use of The Creative Curriculum. In both, our staff find the best mixture to ensure all children in care develop in a manner that is best suited to the individual child. We are able to support the children with large group, small group and individual meetings so all needs are identified and met.

THEMATIC UNITS

Thematic units relative to the season, holidays, or academic study are reflected in circle time, play areas, and are expanded into areas such as art, language and literacy, math, science and dramatic play. (examples include Doctors office to discuss germs in winter, post office around Valentine's day to discuss our addresses and phone numbers, etc.)

DAILY ACTIVITIES & SCHEDULES

Every effort is made to maintain a consistent daily schedule because young children thrive on routine as a measure of security. We have circle time, snack, outdoor play, lunch, art and free play at the same times each day. Occasionally a routine is altered for special visitors or occasions. Monthly parent letters inform families of classroom studies, and activities.

PHYSICAL GROWTH & DEVELOPMENT

Our playgrounds are designed to encourage different types of physical activity for the many different levels of development. We provide exciting gross motor activities, such as tunnels, obstacle courses, musical movement, parachute play and ride on vehicles in our large playgrounds. When outdoor play becomes impossible, we spend time dancing, having center-wide parades and obstacle courses. Teachers observe and evaluate each child's physical development.

LANGUAGE & LITERACY

A variety of activities help children develop their listening, speaking, pre-reading and pre-writing skills. Even if the child is of an age where "reading" or "writing" are not developmentally appropriate, there are many activities teachers encourage because they prepare young muscles, eyes and minds for the exciting moment when a child will be able to read and write.

For example, coloring, painting gluing and play dough develop fine muscle control in fingers that may not yet be ready to hold a pencil correctly; classroom discussions on current themes, holidays and activities stimulate curiosity; show and tell encourages public speaking skills and respectful listening to others. Teachers write out words, stories and sentences, which lead to mimicking of "reading" behavior; letters are introduced both formally and informally. You will notice objects in the building are labeled in an effort to create a "print rich" environment, because research shows seeing print promotes reading readiness.

MATH

Activities such as calendar, block play, patterns and sorting objects help children discover Math. Our teachers cover a broad range of topics including rote counting numeral identification, matching groups of objects and concepts of more, less, same and different. Comparing attributes of objects and their defining characteristics, filling and dumping water and sand are early activities in volume comparison, puzzles and expose children formally and informally to early math concepts.

SCIENCE

Simple hands-on activities are designed to encourage little ones to feel as if they are independent experimenters, as well as receiving a taste of some big topics that many young children find exciting. We have many themes and activities on nature. We explore simple machinery (ie. Brio tool shop, gears, pulleys, rollers, levels, etc.) magnifying glasses, balance scales, measuring tape, nature walks and live life cycles like caterpillars to butterflies, tadpoles to frogs, as well as incubating and hatching chicken eggs.

ART

Our extensive program in this area is used to extend ideas from other areas, as well as to encourage children to appreciate ideas, pictures and objects for their creative and aesthetic qualities. A variety of mediums are used... crayons, paints, markers, shaving cream, wood scrapes, cloth, string, buttons, paper, sand, clay, glue and many other natural objects.

There are many posters/pictures of artwork displayed around the room for the students to observe, contemplate and discuss. Art projects are presented at both independent and guided levels of skill. Collages can promote such concepts as shape, color, volume or attributes of a set. Drawing a face is an introduction to writing letters; observing details in a picture is a guide to deciphering words in a sentence.

MUSIC

Every circle time we dance to music. We sing songs together with finger plays and explore rhythms with instruments.

GARDENING

We have an organic garden that we encourage kids to help with! Fruits, veggies and sometimes even flowers for the teachers and parents!

SOCIAL SKILLS

At preschool levels, this is a broad but important area. Young children are just learning how to function in a small group setting yet are frequently curious about other cultures that are unique and often quite different from their own. Learning how to share ideas and objects by talking in a circle is a fundamental social skill. Becoming an independent person by dressing oneself, using the bathroom, taking care of personal and Center belongings, discussions with peers about families, communities and experiences are examples of learning some basic social skills. We celebrate our families' diversity and encourage them to share information about their culture and especially their traditional holidays they think children of this age may enjoy learning about.

SPECIAL GUESTS

We occasionally have a special guest for fire prevention, rock collecting, story-telling or holiday programs, etc. If you or someone you know has a special skill that would be appropriate, we'd love to hear your ideas.

SPECIAL EVENTS

Parents are invited to join our celebrations for Halloween, the winter "Holiday" season, Mother's Day, and the end of the year celebration. During these events, we encourage parents to join us to watch the children perform songs and skits they've prepared for your entertainment. It's a wonderful way to get to know the children and parents in the school.

ATTENDING LCC

ARRIVAL & DEPARTURE

As we maintain an educational setting, **children are to be dropped off at 9 am.** This will ensure that our enriching activities are not disrupted with too many arrivals after "learning" time has begun.

When arriving at the Center in the morning, please ring the bell and wait to be greeted by a staff member. The entrance to LCC is kept locked at all times. Please let staff know any pertinent information regarding your child on that particular day to assist them in having a positive and productive day. The staff member will note the time of arrival, perform a health check, and confirm with you that your child seems healthy enough to be at the Center.

Upon arrival and departure at the Center, please sign your child in and out on the sheets provided in the entry way.

Please also inform staff if you have given your child any medication and if you have applied bug spray and/or sunscreen during the summer months. If your child does not have sunscreen on, you will be asked to apply it before leaving. If you prefer not to have sunscreen applied to your child, you must sign a release accepting responsibility for that decision.

When you arrive at the end of the day to pick up your child, please be mindful of ongoing classroom activity and/or cleaning that may be taking place. Once you arrive, your child will be considered in your charge. Please be courteous of our afternoon schedule.

Children will only be dismissed to a parent or a designated caregiver. If someone else is picking up your child please make arrangements with your child's teacher at the beginning of that school day. If prior arrangements were not made at drop-off, your child will not be dismissed until you are contacted and can verify that your child should be released to the individual. Those adults, excluding parents,

picking up your child will be asked to present a form of picture ID during the first pick up, and at subsequent pick-ups if a teacher is unfamiliar with that adult individual.

CONTRACTED DROP OFF & PICK UP TIMES

Staffing is arranged in advance to meet New York State regulations. Our hard working staff deserve to be able to depend on leaving at their regularly scheduled time. We are willing, of course, to help in those rare emergencies.

We ask that parents and caregivers kindly observe their contracted drop off and pick up times. **Penalties will be imposed for a drop-off or pick-up that exceeds 10 minutes beyond the contracted for time. For example, if your child is dropped off more than 10 minutes early, you will be billed \$5 per minute** for every minute your arrival is before the contracted drop-off time. Likewise, if your child is picked up more than 10 minutes after the scheduled pick up time, **you will be billed \$5 per minute after the 10 minute grace period beyond the contracted for pick-up time.**

Please note: If your child's pick up time is 5:00 pm, then there is no 10 minute grace period. You will be billed \$5 per minute after 5:00.

The additional time will be added to your tuition bill the following month.

If your pick up or drop off time continues to exceed the 10 minute grace period, the Center reserves the right to change your contracted hours as needed and bill you accordingly to reflect that change.

The Center is not responsible to make up the time your child is late coming to the Center. If you drop your child off late to the Center, you cannot pick them up late without being charged additional late fees.

ATTENDANCE & SCHEDULE CHANGES

Please call the Center if your child will be absent on any contracted-for day of attendance. Please let us know if your child is ill so that we may safeguard the other children in case of contagious conditions.

We make every effort to accommodate the changing needs of all our families. In order to be fair to everyone, it is important to notify your child's Head Teacher and or the Director as soon as possible if you need to make any schedule changes, whether permanent or for a single day. If your child is going to be more than an hour late or absent for the day, please notify the Center as early as possible by phone or email. Contract changes must be addressed with the Director. **You will not be allowed to contract for additional hours if your account is not current.**

TEACHER OBSERVATIONS & CONFERENCES

Your child's Head Teacher will do observations of your child throughout the year. The observations, once completed, are shared with you in an assessment format. Each age group targets different developmental tasks. The standards we use to observe and then assess are those outlined by the National Association for the Education for the Young Child (NAEYC) and the New York State Department of Education.

Parent conferences are held once a year during the academic year at the end of January. (no conferences for Summer session). We will put a sign up sheet by the notices board. However, please feel free to speak to your child's teachers anytime you have a concern about your child.

DISCIPLINE

Day care is usually a child's first experience with being part of a group. How your child behaves in the Center and how others react to your child's behavior is a big concern for parents. The staff at LCC strive to teach the children:

1. How to express their feelings and needs with words to an individual or group.
2. How to recognize and understand other's feelings and needs.

The primary methods of teaching children these valuable life skills are through modeling and speaking to a child individually. When a child “acts out” in anger, a teacher will go to that child and see what the problem is. If other children are involved, the teacher will give each child an opportunity to speak. The teacher will redirect the children to work out a solution that is fair to all.

If your child is not feeling well, has not eaten well, has had an upsetting experience at home, please let your child’s Head Teacher know upon drop-off. It is to the teachers’ advantage to have as much information, from you about your child as possible!

MEAL TIMES

LCC’s regular day allows for a morning snack. For children involved in wrap-around care, lunch and an afternoon snack are scheduled. We encourage you to provide healthy choices for your child. (We’ve provided a suggestion list at the end of this booklet.) If your child has any special dietary restrictions, please note them on your child’s blue card, corresponding paper work and inform the teachers in the classroom.

Parents must provide nutritious snacks and lunch that includes a drink. We are required by New York State Day Care Regulations to ensure each child has the opportunity to eat a balanced meal. We consider learning about making healthy food choices an important part of our Center’s curriculum.

Please make every effort to provide nutritious food and beverages for your child.

We provide bottled water but feel free to bring your own!

MEDICAL POLICIES

New York State Law states children may not attend the Center if they have or show signs of the following conditions:

1. **Fever of 100° or higher within the past 24 hours**
2. **Nausea or vomiting within the past 24 hours**
3. **Two (2) or more episodes of diarrhea within the past 24 hours**
4. **In a contagious period of a communicable disease other than a cold (ie. Chickenpox, measles, impetigo, conjunctivitis, etc.)**

This means your child must be healthy for one full day before returning to care.

Children who are already at the Center and become ill will be sent home as quickly as possible. Staff will call to alert you if your child appears ill. Your child, if sick, needs to be picked up within one (1) hour of the teachers call. We will attempt to contact the primary caregiver first, then if there’s no response, we will contact the people listed on the approved pick up list in the order they are listed on the blue card. Please be sure to have a back-up plan if you are not able to get to the Center to pick up your sick child and be sure your back up plan has the appropriate child seat.

Staff may call to alert you if your child appears to feel ill even if they are not exhibiting the above symptoms. In these cases, the call serves as a way for staff to gather more information about your child’s recent experiences that may have contributed to them not feeling well and to allow parents the choice to come anyway to take their child home before they become seriously ill.

Our staff members are certified in First Aid and Child and Infant CPR.

Every effort will be made to contact parents in emergencies.

INJURIES

If your child is injured, the staff witnessing the injury will fill out an accident report. We will make two (2) copies of the accident report and keep the original in the office and place two copies in your parent

basket. Please sign and return one of the copies and keep one copy to take home for your records. **If your child is severely injured, you will be notified immediately.**

If a child seriously injures another child or teacher, the parents of each child involved will be called immediately. Incident reports will be placed in each parent's basket. Because of New York State Office of Child and Family Services regulation, we are unable to provide the name of the child responsible for the injury to anyone except that child's parent/guardian. The Director may act as a mediator for both families if requested. Parents of children who show a pattern of physical situations may be asked to pick up the child and or meet with the Director and Head Teacher. We ask for your full cooperation if requested to do so.

SAFETY PROCEDURES

The Center takes student and staff safety seriously. Our safety policies include strictly enforced employee criminal background checks, locked exterior doors at all times, practiced fire and evacuation drills as well as strict adherence to our own internal employee rules of conduct. We are regulated by NYS on such things as water quality, snow plowing, minimum/maximum heat requirements, teacher:student ratios, hygiene, student privacy, and fire safety compliance, to name just a few.

We have policy of reciprocity with the nearby church (a few hundred feet to our west on Rt. 213) wherein we may use their facilities in the event of a required building evacuation.

In the event of an emergency, if your child is at school, you will be called immediately by the Education Director.

One of the best ways we can keep everyone healthy and safe is to keep sick/ contagious children at home. We hope you will understand our strict policy on this, as even one sick child can inadvertently shut down the entire school.

PARENT BASKETS

Each child has a basket, located on the top of their assigned cubby. All correspondence and artwork are kept in the basket. Please be sure to check your child's basket daily to find out about important information and to see the incredible creations your child has completed and is proud to share!

WHAT TO BRING

Preschoolers: each child has a cubby in the classroom for his/her belongings

1. A snack. (Lunch and second snack for those in wrap-around care)
2. A complete set of clothes, labeled with your child's name for emergency changes
(Even toilet-trained children can spill food or get muddy!)
3. Labeled seasonal clothing (snow gear and boots, swimwear for water play)
4. A quilt or blanket, sheet for nap time and a small, comfort friend
(for those in wrap-around care)
5. A show and tell item Fridays
6. Sunscreen and insect repellent

Toddlers: each child has a cubby in the classroom for his/her belongings

1. A snack
2. A complete set of clothes, labeled with your child's name for emergency changes (Even toilet-trained children can spill food or get muddy!)
3. Labeled seasonal clothing (snow gear and boots, swimwear for water play)
4. Diapers, wipes, ointment, powder and other supplies labeled with your child's name. It is parents responsibility to provide a supply of wipes and diapers for their child.
5. Sunscreen and insect repellent

After-care families are requested to regularly launder the blankets or comfort friends!

COMMUNICATION:

Please feel free to contact the Head Teacher/Director at any time regarding concerns about your child, concerns about staff members, schedule changes and/or fundraising. The Director may be contacted via phone (845) 687-7696 or via email: prekheadteacher@ledermanchildrenscenter.org. You may also communicate directly with the board president if your concern is not adequately addressed.

CENTER CLOSINGS

LCC follows Rondout Valley Central School District's snow closings and delays. To find out if school has been delayed or closed due to inclement weather check the Rondout Valley School District's website www.rondout.k12.ny.us, or call their phone 687-2044.

On the days when Rondout is on a two hour delay, Lederman's school day will begin at 9:00 and go to 12:00. There will be no before care, and aftercare will continue as normal.

Lederman's closes for major Holidays. See calendar at the back of this handbook for all scheduled closings during the school year.

WITHDRAW & SECURITY DEPOSIT

If you need to withdraw your child from LCC, a written statement needs to be provided at least 30 days in advance of the child's last day. You are responsible for full payment of tuition through the 30th day. LCC will have up to 90 days to return your security deposit if you withdraw before the contract end date or end of the school year.

Upon graduation, you have the option of requesting that your security deposit be returned to you. If you would like to have it donated in full or part, a written request needs to be submitted to the Center.

SUMMER SESSION

The Center offers a fun-filled summer session. The summer session provides outdoor and water play, arts and crafts in addition to classroom daily activities.

During our summer program, we request that children come to school in their bathing suits with sunscreen already applied to their bodies. In addition, we also request that the children wear water shoes or sandals that can get wet and that stay securely on the children's feet.

PLEASE DO NOT SEND YOUR CHILD IN FLIP-FLOPS THAT DO NOT STAY SECURELY ATTACHED TO YOUR CHILD'S FEET

When you bring your child to school each day, please be sure that they have a change of clothes in their cubby which includes: shorts, shirt, socks, shoes, and underwear. During the hot summer days, we encourage the children to drink water often. We also will reapply sunscreen to the children throughout the day, if this is permitted pursuant to the sunscreen permission form attached hereto.

UNIVERSAL PRE-K PROGRAM (UPK):

Through the Rondout Valley Central School District (RVC) with an approved grant from the State of New York, LCC is part of the Universal Pre-K Program. This program is offered to RVC District children who will be four years of age prior to December 1.

The UPK Program is three hours per day for five days per week. Beginning at 9:00am and ending at noon, LCC provides enrichment for all students, per the standards of NYS and in compliance with the RVC UPK Program guidelines. We also offer wrap around care for UPK students (See tuition chart).

Wrap around care, and the corresponding rates, are only in effect when the Rondout Valley Central School District is in session. If you would like to have your child attend the Center on a RVCSD closed day, written notice and prior permission must be obtained and the appropriate day rate will be applied.

If you are interested in more information regarding the UPK Program please speak to LCC's Pre-K Head Teacher and or Director or contact RVC: www.rondout.k12.ny.us/

WRAP AROUND CARE

Wrap-around care is available in the morning beginning at 7:00-9:00 and after school between the hours of noon and 5:00 for \$6 hour.

For those students participating in the UPK program, LCC provides wrap-around care for your child too, both before and after the designated hours of the UPK program. LCC is open Monday - Friday, 7:00am - 5:00pm for your convenience. **(7:30am for summer session)**

Please speak to your child's Head Teacher and or the Director for scheduling.

DSS ACCOUNTS:

Families that receive financial assistance through the Department of Social Services must pay their respective parent fees and any charges not supported by DSS, at the beginning of each month. Further, you are responsible for any and all paperwork required by DSS. Failure to comply will lead to late payments to the Center by the County. If LCC is denied payment, whether in full or part, you will be responsible for that month's payment. Further, your child may be denied care until such payment is completed.

WAITING LIST

We do maintain a waiting list for children desiring admission to the Center when classes are full. Our policy is to offer those families with 1+ child(ren) already in attendance any open slots first and then open these slots to those children on the wait list. We will contact you by phone or email when space becomes available. If we get no response within 48 hours, the next name on the waiting list will be offered the vacancy. Any further inquiries will be addressed to the Director.

MANDATED REPORTING

At LCC, we are dedicated to the safety, health and well-being of each of our students. By law "[a school teacher] who has reasonable cause to suspect a child coming before them in their professional or official capacity is abused or maltreated when the parent, guardian, custodian or person legally responsible for such a child comes before them in their professional or official capacity and states from personal knowledge, facts, conditions or circumstances which, if correct, would render the child an abused or maltreated child", must report or cause a report to be made to the Office of Child Protective Services. (N.Y. SOS. LAW §413.

The Child Protective Services Act of 1973, N.Y.S. SSL Article 6, Title 6, Section 412-422 pertains to mandated reporting. Our staff attends training to learn how to determine if such a report is necessary. Failure to report any reasonable suspicions can result in penalties upon an individual and/or the Center.

If you witness or suspect any staff or volunteer of abusing a child in any manner, please notify the director or the board president immediately. The office of Board Vice President is a NYS designated 'whistleblower' role.

A legal complaint may also be filed by calling the Child Abuse Register at **1-800-342-3720**.

HOURS OF OPERATION:

Academic Year: Monday-Friday 7:00-5:00

Summer: Monday to Friday 7:30 - 5:00

REGISTRATION:

- A non-refundable one-time registration fee of \$70/child must be paid by new parents at the time of registration.
- A deposit of one month's tuition is required. You must pay at least 1/3 of that total prior to your child's start date. The remaining 2/3 will be billed, and must be paid within the next two billing cycles. There are no exceptions!
- The following paperwork is required before your child can start in care:
 - A "blue" card, an up-to-date pediatrician's examination medical form (exam date must be within three months of enrollment and be renewed annually or each session); and
 - Medical treatment form; and
 - Child information sheet; and
 - A signed copy of the current school contract; and
 - emergency treatment form for Kingston Hospital; and
 - permission to photograph, apply sunscreen, topical ointments, sprays; and
 - billable extras consent form.
- Parents will be asked to update their child's paperwork annually, or more often as necessary, in order to insure the information on your child remains current. Every child is required to have an annual physical and have a current State mandated form completed and on file with the Center.

BILLING & PAYMENTS:

We are a non-profit, 501(c)3 charitable organization. We run our school strictly on tuition, donations and fundraising. It is imperative that you cooperate in following the payment procedures as outlined below:

- You will be billed on the 1st of the month. This bill will include any extras from the previous month (music, yoga, extra hours and days).
- PAYMENTS:
 - Payments are acceptable on either a biweekly or monthly basis.
 - For bi-weekly payments: payments due by the 1st and 15th of every month.
 - Monthly payments are due by the 7th of every month.
 - You will be required to contract for specific pay arrangements at the time of your child's enrollment.
- Acceptable forms of payment:
 - Checks- made payable to Lederman Children's Center.
 - A fee of \$25 is standard for each returned check. If you bounce 2 checks you will be required to pay using alternate means for subsequent billings.
 - Credit card
 - Money order
 - NOTE: Cash is not accepted for payment of tuition.

- Families with 2 children enrolled at LCC will receive a 10% discount on the second child.
- LCC bills by the hour, not half hours. In the event of attendance for a half hour time period, LCC rounds up.
- You may not re-calculate your bill based on absences, emergency closings, or weather-related closings.
- LATE FEES:
 - Will be assessed on the 15th of the month for those paying on a monthly basis.
 - For those paying on a bi-weekly basis, late fees will be assessed 15 days after the due date.
 - You will be billed \$25 per week for any outstanding portion of your bill. If you are assessed a late fee, you are responsible for paying this amount. It will not be removed from your bill.
- Partial payments will be applied to the oldest invoices first.
- If you will be away, please make arrangements to pay before you leave. Your payment is due the day your child returns to care.
- Families with outstanding debt must pay the entire bill, including late fees, by the last day of the month. Those families with debt remaining will be denied care until the balance is paid in full.
- If your account is referred to collections you will be responsible for the original amount, late fees, court costs, attorneys fees, and any other fees associated with the past due account.
- If you will be late in picking up your child, regardless of time of day, please call the Center. You will be charged additional fees for time spent at the Center beyond the 10-minute window (described above in “Contracted Drop Off & Pick Up Times” provision) except as noted.
- **If you pick up your child past 5:00, you will be billed \$5/minute. Please be respectful of our hardworking staff and be on time!**
- **Any questions regarding your bill shall be directed to the Director of the Center, who will discuss your concerns/questions with the Center’s bookkeeper. Posing questions regarding your bill to the Director does not extend, or toll, the due date of your invoice.**

HEALTHY CHOICES FOR SNACK & LUNCH:

Your child's snack and lunch should consist of healthy, low or no sugar choices. Your choices should help to maintain your child's energy levels throughout the day. Please keep in mind New York State Regulations do not allow us to serve your children "junk" food. We are mandated to oversee/provide healthy and nutritious foods to your children.

Here are some suggestions:

Carbohydrates:

- Breads of any kind, biscuits
- Crackers, Pretzels
- Pasta
- Potatoes
- Non-sugary cereals ie. Cheerios or Kix

Dairy:

- Cheese slices/sticks
- Yogurt - great for dipping fruit or veggies
- Milk - not flavored
- Cottage Cheese

Other Ideas:

- Pizza
- Send a little of many items to give a child more choices
- Try putting peanut butter on celery sticks, or having cheese and crackers or macaroni and cheese with peas or lasagna with spinach or broccoli.

Fruit & Vegetables:

- Fresh, delicious and cut into different shapes
- Green beans, baby carrots, broccoli crowns with salad dressing

Meat/Protein:

- Peanut butter or Almond butter
- Beans - kidney, chickpeas
- Rolled deli meat
- Chopped burgers, chicken (pre-cut), tofu (baked & chunked), eggs (hard-boiled or scrambled), tuna & other fish (please keep cold!)

2014 - 2015 LCC Holiday Schedule

The Center is closed the following days:

Monday, September 1st Labor Day

Monday, October 13th Columbus Day

Thursday, November 27th Thanksgiving Day

Friday, November 28th Day after Thanksgiving

Wednesday, December 24th Christmas Eve

Thursday, December 25th Christmas Day

Wednesday, December 31st New Year's Eve

Thursday, January 1st New Year's Day

Monday, January 19th Martin Luther King Day

Monday, February 16th President's Day

Monday, May 25th Memorial Day

Faculty & Staff

We have experienced permanent staff that is supported, when needed, by a fully trained substitute staff. All staff members are interviewed, screened and trained according to NYSOCFS guidelines, including fingerprinting, State Clearance Registry and medical releases.

Our permanent staff:

Jennifer L.- Pre-K Head Teacher - Director

Jennifer has New York State Pre-K, K through 6th grade Permanent Teaching Certification. Jen has helped the Center to implement many new ideas such as creating a yearlong weekly themes calendar. She enjoys witnessing the children move toward independence and the pride each child shows!

Debbie S- Toddler Head Teacher. Debbie brings a wealth of experience teaching from her years running Little Ones Learning Center in Accord.

Fran B.- Assistant Teacher

Fran has been a teacher at Lederman for over 15 years! She is the resident artist and enjoys sharing her love of art with the children and staff. Fran has the ability to see and help develop the creative element in every child.

Debra B.- Assistant Teacher

Debbie learned of Lederman while attending SUNY Ulster. Debbie is currently completing work on her Child Development Associate (CDA). She enjoys the children how each makes her day exciting!

Ashley H.- Assistant Teacher

Ashley is a recent graduate of Rondout Valley and attends SUNY Ulster. You can usually find Ashley in the preschool room helping the children after rest time with afternoon activities and pick up. Ashley is studying Elementary Education.

Deanna H. - Assistant Teacher

Deanna is presently enrolled at Ulster County Community College for Early Childhood Education PreK-2nd. She engages the children in afternoon activities including art project and many gross motor activities.

Fundraising Events

Lederman Children's Center, LCC, is a not-for-profit school, which doesn't receive funding from any sources other than tuition, donations and fundraisers. As a result we rely heavily on your participation with our yearly fundraising events.

Listed below is an overview of fundraisers throughout the year. Occasionally, these fundraisers may change. Information will be sent home in the event of a change.

If you are interested, please speak to the Director. Fundraising events assists both families and the school in more than a financial way; it helps to develop stronger bonds between families as we work together to provide a high quality program for our children in the community. Here are some we are planning.

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| Fundraiser: | Bulb Sale |
| Parent Help needed: | Selling Bulbs |
| Status: | October 2014 |

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| Fundraiser: | Pickle Fest |
| Parent Help needed: | Bake/Donate a goodie! Donate packets of hot chocolate! Volunteer in the booth |
| Status: | November 2014, Rosendale Rec. Center |

Fundraiser: Candle Sale
Status: November 2014

Fundraiser: Cookie Dough Sales
Status: December 2014

Fundraiser: Annual Wine Tasting Dinner
Parent Help needed: Selling Tickets, Soliciting Prizes (sale of 2 tickets is equivalent to fulfillment of 1 volunteer hour)
Status: February or March 2014

Fundraiser: Pancake Breakfast - Applebees
Parent Help needed: Selling Tickets and Attending!
Status: TBD