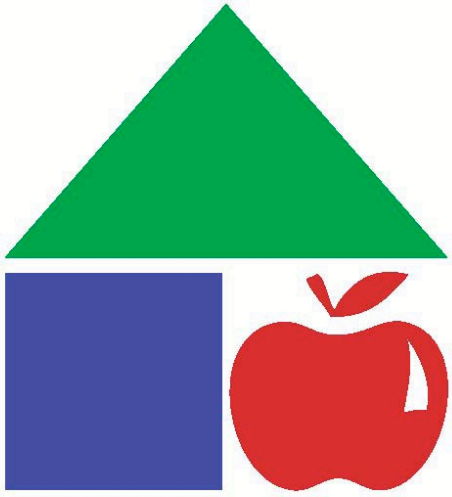
LAKELAND CHILDREN'S CENTER PARENT HANDBOOK
UPDATED 2026 2027 SCHOOL YEAR



THE LAKELAND CHILDREN'S CENTER

P. O. BOX 712, SHRUB OAK, NEW YORK 10588 (914) 528-8119
Fax: (914) 352-7679 E-Mail: info@lakelanchildrnes.com
Web Site: www.lakelandchildrens.com

Dear Parents:

Welcome to the Lakeland Children's Center. We are pleased that you and your children have chosen to spend this school year with us.

This handbook reflects the commitment of the Center's Board of Directors and staff to maintain communication with parents. Inside you will find valuable information regarding policies, activities and procedures of the Center. You will also find phone numbers of persons we hope you will call if you have questions or comments regarding the Center's operations. We, the Board of Directors, are parents, like yourselves, volunteering to take responsibility for providing high quality care and enrichment activities for our children. We look forward to receiving your suggestions for improvements as well as, of course, your applause when we do well.

As a not-for-profit corporation, the Center was brought into existence and continues to operate through the work of its volunteers. Involvement in the work of the Center will enhance your understanding of our operations and goals as well as contribute to the quality of the service provided. It is also a source of personal gratification from service to our children. The Board, which is made up primarily of working parents, like yourselves, is committed to increasing parental involvement in the care of our children. Please take a look at the work of the committees as described in the handbook and see where your skills and talents might best be used.

Our designation as a 501 (c) (3) not-for-profit corporation allows us to benefit from "matching grants". If you know of such a program, i.e. from your employer, please give us a call. Grant money can help keep our tuition fees reasonable.

If you have questions, concerns, problems or suggestions please feel free to contact Beth O'Hara, Executive Director.

We have an energetic and hard working Board and staff who are looking forward to another wonderful year at the Center.

Thank you for joining us.

Sincerely,

Lakeland Children's Center
Board of Directors

TABLE OF CONTENTS

LETTER FROM THE BOARD OF DIRECTORS

TABLE OF CONTENTS 3-4
IMPORTANT PHONE NUMBERS 5
WELCOME TO THE LAKELAND CHILDREN'S CENTER 6
OUR MISSION, GOALS AND PHILOSOPHY 6
INTERESTING FACTS ABOUT THE LAKELAND CHILDREN'S CENTER 6
HONORS AWARDED THE LAKELAND CHILDREN'S CENTER 7
NOTES FROM THE SITE SUPERVISORS..... 8
QUICK REFERENCE GUIDE TO COMMON QUESTIONS 9-10
COMMITMENT TO PARENTS/EXPECTATION OF PARENT 11
PARENT CODE OF CONDUCT 11
POLICIES OF THE LAKELAND CHILDREN'S CENTER 12-18
ADMISSIONS POLICIES .....
A. ELIGIBILITY
B. ENROLLMENT POLICY
C. REGISTRATION FORMS
BEHAVIOR POLICY/BULLYING/SEXUAL HARRASSMENT .....
DISMISSAL POLICY.....
HOMEWORK POLICY .....
FINANCIAL POLICIES .....
A. RATES
B. CONTRACTS
C. PAYMENTS IN ARREARS
D. RETURNED CHECKS
E. SCHEDULE CHANGE FEE
F. ATTENDANCE ON DAYS NOT CONTRACTED
G. LATE PICK-UP
H. REGISTERED DROP-IN POLICY
ATTENDANCE.....
A. HOURS
B. AUTHORIZED PICK-UP & SECURITY PROCEDURES
C. TEMPORARY CHANGE IN SCHEDULE
D. DROP-IN SCHEDULING
E. UNSCHEDULED ATTENDANCE
F. ABSENCES
G. AFTER SCHOOL ACTIVITIES
H. HALF DAYS
I. CHILD LEFT AT THE CENTER AFTER 6:15 PM

OTHER POLICIES 19-20
A. SCREENING OF ALL FORMS OF MEDIA
B. VISITATION

TABLE OF CONTENTS, Cont'd

C. PARENT CONFERENCES
D. FOOD/SNACK SERVICE AND NUTRITION AT THE CENTER
E. BABYSITTING
F. GUIDELINES FOR DIVORCED/SEPARATED PARENTS

PLAN FOR HEALTH AND SAFETY 21-26
A. FIRE DRILL PLAN
B. HEALTH PLAN
C. CENTER POLICY ON CHILD ABUSE PREVENTION

EMERGENCY PROCEDURES..... 27-28
A. BUILDING EMERGENCY
B. WEATHER RELATED CLOSINGS
1. DELAYED OPENING OF SCHOOL
2. TWO HOUR DELAY & SCHOOL CANCELS AM KGT.
3. EARLY DISMISSAL OF SCHOOL
4. SCHOOL CLOSING AFTER 2:30 PM

TUITION ASSISTANCE POLICY 29
A. GENERAL GUIDELINES
B. INCOME CRITERIA
C. SPECIAL CIRCUMSTANCES
D. DOCUMENTATION

ABOUT THE LAKELAND CHILDREN'S CENTER BOARD OF DIRECTORS..... 30-34

COMMITTEES OF THE LAKELAND CHILDREN'S CENTER .....
BUDGET AND FINANCE .....
PERSONNEL.....
NOMINATING .....
TUITION ASSISTANCE .....
PUBLICITY .....
FUND RAISING.....

IMPORTANT PHONE NUMBERS

LCC ADMINSTRATIVE OFFICE: 914-528-8119
Fax: 352-7679
E-Mail: INFO@LAKELANDCHILDRENS.COM
WWW.LAKELANDCHILDRENS.COM

Beth O'Hara:	Executive Director	BOHara@lakelandchildrens.com
Amanda Granados:	Bookkeeper/Office Manager	AGranados@lakelandchildrens.com

CENTER SITES	CENTER PHONE	EMAIL ADDRESS
Ben Franklin	914-603-9425	BF@lakelandchildrens.com
George Washington	914-603-9323	GW@lakelandchildrens.com
Lincoln-Titus	914-603-9314	LT@lakelandchildrens.com
Thomas Jefferson	914-603-9425	TJ@lakelandchildrens.com
Van Cortlandtville	914-528-4846	VC@lakelandchildrens.com
LCBMS	914-528-8119	CB@lakelandchildrens.com

BOARD OF DIRECTORS

Melvin Alvarez	President	Amanda Shafiullah	Member
Brenda DeEsso	Treasurer	Hal Renaudo	Member
Will Moya	Member		

WELCOME TO THE LAKELAND CHILDREN'S CENTER:

The Center provides:

- A warm, supportive environment with a family atmosphere, a "home away from home."
- A wide variety of enriching activities for children to choose from.
- Structured and non-structured indoor and outdoor play with other children.
- Quiet time, homework assistance and nutritious snacks.

OUR MISSION:

Our mission is to provide an enriching environment which will promote positive experiences through socialization and assist the growth and development of each child. Lakeland Children's Center (LCC) focuses on creating a safe and nurturing atmosphere where each child is encouraged to pursue his/her own interest, develop friendships and interpersonal skills and grow in confidence. We are dedicated to meeting the needs of both children and parents for quality before and after school care.

GOALS AND PHILOSOPHY OF THE LAKELAND CHILDREN'S CENTER:

The Center is committed to the support of working families and fostering children's positive development in a warm, safe, caring home-like atmosphere. We strive to create an enriching environment, which is non-stressful and flexible to the needs of the children allowing for socialization and friendships to be formed. Under the supervision of our trained professional staff, the quality of care is of primary importance.

INTERESTING FACTS ABOUT THE LAKELAND CHILDREN'S CENTER:

The Lakeland Children's Center was established in 1981 by a group of parents and educators in the community who shared a common concern for quality child care for the school-age child and opened its doors in 1982. The Center currently provides before and after school care for approximately 300 children. The Center is a not-for-profit organization, which operates within the guidelines as stipulated by the New York State Office of Children and Family Services.

As one of the first in-school child care facilities in Westchester County, the Center has been used as a model for other centers and for state and federal legislation designed to assist in-school child care facilities. The Center is completely independent of the Lakeland Central School District, which allows LCC to use the schools for space.

Staff training and ongoing professional development in all aspects of school-age care is a necessary factor in the quality of our program. All staff members are encouraged to attend annual training conferences provided by such agencies as the School-Age Directors' Network, The NYS Office of Children and Family Services and SUNY Early Childhood Education and Training Program, the Child Care Council and the Westchester Association for the Education of Young Children. The staff is also encouraged to attend workshops or take online training on specific topics throughout the year. The staff is trained in CPR & Basic First Aid.

Our staff was instrumental in the establishment of a School-Age Directors' Network in 1987. The Network advocates for school-age child care on the state and local levels, provides ongoing training opportunities for school-age child care workers and serves as a professional

support for Directors and program staff. In 1994 members of the Network connected with school-age programs throughout New York State and spearheaded the formation of a New York State School-Age Care Coalition.

The coalition is an affiliate member of the National School-Age Care Alliance and provides a larger voice to champion the causes of school-age child care on the local, state and federal levels.

NOTES FROM THE SITE SUPERVISORS:

The following items will help us to provide your children with a comfortable environment and allow them to participate in all activities at the Center.

A. CLOTHING AND BELONGINGS:

1. Children should be dressed appropriately for the weather and season. Children may go outside to play, whether in the winter, spring or fall.
2. Comfortable play clothes and sneakers are recommended. For safety reasons, sneakers are required in the gymnasium, otherwise they may not be able to participate.
3. All clothing should be labeled. (You will be surprised what children will lose.)
4. Please label all your child's belongings, e.g. school bags, lunch boxes, etc.
5. Children and their clothes will probably get dirty while participating in the Center's activities.

B. DROP-OFF AND PICK-UP TIME: To minimize distractions and disruptions when picking up your child:

1. Please allow time for your child to clean up and prepare to go home. If you know you will be rushed, a call ahead to alert the Site Supervisor of your approximate time of arrival is helpful.
2. Please limit conversations with other parents at pick-up time inside the Center room during hours of the program, if you must converse with another parent, please do so outside of the children's center space.
3. If younger siblings are accompanying you while picking up your child, please ensure that they are under your supervision at all times.
4. Please sign your child out as soon as you arrive.
5. Children must physically be brought to the door the breakfast program and signed in.

C. CHILDREN ATTENDING SPECIALS PROGRAMS IN/OUT of SCHOOL PROGRAMS:

1. Your child (ren) may also participate in Scouts, PTA activities, school enrichment activities, tutoring and special programs if they meet on school grounds or in the same building.
    a. For security reason LCC staff must know where children are at all times.
    b. LCC staff MUST have written permission for your child to participate in any of these activities. Please give dates, times, etc.
    c. All children must report to LCC **before** going to other activities
2. Children must be in attendance at school in order to attend LCC. We do not allow children to be dropped of for aftercare once they have been dismissed/ or picked up early from school, or if they been absent that day, for any reason.

QUICK REFERENCE GUIDE TO COMMON QUESTIONS

Why must I send a note to both the school teacher and the Site Supervisor when my child is going to be absent from the Center? Isn't the note to the school enough? No, with all the notes your child's teacher at school is responsible for, it is unrealistic and unfair to expect the teacher to also be responsible for notifying the Center of your child's absence. Notes to the school teacher may get lost in transit and never reach the Site Supervisor. It is important to remember to notify both the school and the Center of any changes in your child's normal schedule. Please call or e-mail the Site.

How will I know if the Centers are closed due to bad weather? LCC follows the LCSD calendar and associated weather-related closings. Additionally, an email or text message will go out to all registered families if there is a change to before or after care.

If the school is delayed due to bad weather, are the Centers open? When school is delayed for any reason, the centers will be open for the after-school program, but the Before School Breakfast Program is **always canceled**.

What happens if the school closes early due to bad weather and/or an emergency? The Centers are required to close when the school is closed. In addition, please make sure that both the school and LCC have updated numbers, e-mails and emergency contacts. Parents will not receive a phone call from the Lakeland Children's Center to state that we are closed. *****LCC WILL BE CLOSED IF THE SCHOOL DISTRICT CANCELS ALL AFTER SCHOOL ACTIVITIES*****

What happens if the Centers must close after school has been dismissed? All parents and/or emergency contacts will be called to pick up the children as soon as possible. If the building is evacuated in an emergency, the children will be brought to the nearest school or other location by transportation and parents will be notified as to where the children are. This is when you need to have your child picked up as soon as possible.

When the school and the Centers are closed for the day, will I get credit for that day on my monthly bill? No. Center fees are based on the 180-day school calendar and divided into 10 equal monthly payments. In addition to the 180 days, there are several days planned as "Snow Days". If more than the allotted days are used they are made up during the year either on a school holiday or vacation day. On those days, the Centers will be open at no extra charge.

Are the Centers open on school half-days? Yes, the Centers are open on half days for elementary schools. We open early to accommodate the early dismissal of children. However, there may be a surcharge for children enrolled in Slots C and D due to the extra hours. Please see the tuition schedule for fees. Children must bring lunch. T**o attend on half days without receiving a surcharge, one must pick up their child by 1:30PM if registered for Slot C and pick up by 3:00PM if registered for Slot D.**

Are the Centers open on school holidays? Please note that LCC is not open on school holidays or Superintendent Conference Days. LCC follows the Lakeland School District calendar.

Why, when I have paid a Drop-In Administrative fee at the beginning of the year, am I still charged a drop-in fee on my monthly bill? The Drop-In fee is an administrative charge and is non-refundable. This administrative fee is not applied to actual usage. If you have used the Drop-In option at any time during the month, your monthly statement will reflect the charge for that usage. An invoice will be emailed to you.

When my child requires medication during Center hours can I just send in their medicine with a note from me? No, if your child requires medication during Center hours, please request the appropriate form to be completed by a physician and the parent/legal guardian. Forms can be obtained by contacting the Administrative Office or online at www.lakelandchildrens.com. Children will not be administered any medication, prescription, variation in diet or any other remedy treatment, nor shall special medical procedures be carried out without the written order of a physician. Medication shall be carefully labeled with the child's name, in its original container as well as being the exact medication stated on the form completed by the doctor. It is kept beyond the reach of the children. Medications will be returned to the parent/guardian when it is no longer needed. All medication MUST be picked up at the end of the school year. Please call 528-8119 or e-mail us at info@lakelandchildrens.com for more information.

If my child is enrolled for less than five days per week on a regular basis, can I switch one attendance day for another? I.e. if my contract is for Monday, Tuesday and Friday, can my child attend on a Wednesday instead of a Friday in a given week without additional charge? No, you cannot substitute one day for another. You are responsible for your regular monthly tuition for which you have contracted. However, your child may attend on a drop-in basis on a day not contracted for if space and staffing permit for an extra cost.

What happens if my work schedule changes, can I modify my contract and change my child's attendance schedule at the Center? Yes, if your circumstances require that you modify your child's schedule, we will accommodate your request if space and staffing and permit. However, please understand that should you wish to return to your previous schedule, we cannot guarantee that space will be available for your child. There is an administrative fee of $20.00 for any and all schedule changes.

COMMITMENT TO PARENTS

Parents should expect that:

1. Their children are cared for in a safe, supportive, healthy environment.
2. They may speak confidentially to the Site Supervisor and/or Executive Director about concerns related to their children or the program.
3. Discipline and consequences to inappropriate behavior will be fair, equal, and respectful of all children.
4. A variety of children's center experiences will be available daily.
5. Communication between Staff, Parents, Site Supervisor, Program Coordinator and the Executive Director will be open and accessible.

EXPECTATION OF THE PARENTS

Lakeland Children's Center expects the following from the parents:

1. Keep all enrollment forms up to date, especially home, work, cell, e-mail and other emergency telephone numbers.
2. Be receptive to communication from staff about your child and work with staff to an agreeable solution, if a problem arises.
3. Pay fees on time.
4. Notify staff of any issues that may cause behavior changes in your child in our care.
5. Be honest and forthcoming with information which may assist us in the care of your child.
6. If a child is going to be absent, please email your site or call the site directly.

ADULTS AS ROLE MODELS - PARENT CODE OF CONDUCT

Please remember that all adults, not just the staff of the Lakeland Children's Center, are role models for children. Therefore, all parents, authorized pick-ups, and other adults at the Lakeland Children's Center are expected to act accordingly. Loud or inappropriate discussion with other adults, including the staff or with the children or any other disruptive behavior will not be tolerated. Consequences of such behavior can be, but not limited to, the termination of a child from a program. If a parent has an issue with a staff member or an occurrence at LCC, the parent is encouraged to take appropriate avenues and communicate with the Site Supervisor or Executive Director.

COMMUNICATION

Open and frequent communication is very important. You are encouraged to talk often to the Site Supervisor. The better we communicate with each other, the better we are able to care for your child. Should you need to talk to the Site Supervisor, please call the appropriate Site to speak to the staff member. Each Site has an answering machine, so you can always leave a message. Administrative staff is available year-round to discuss or answer any questions that you may have. Feel free to drop a note, make a phone call, and send an e-mail, whatever works for you. Please understand that if you call the Site Supervisor when children are present in the program, they may not get right back to you since our first responsibility is to adequately supervise your child and others. We do promise to get back to you in a timely fashion. If it is an emergency and you must speak to a Site Supervisor immediately, please call the Administrative Office at 528-8119 and advise that it is an urgent manner.

POLICIES OF THE LAKELAND CHILDREN'S CENTER

Clearly defined policies are necessary for the smooth operations of the Center. Therefore, in order to be fair and consistent of the Center, the Board and Executive Director have established the following regulations and wishes to provide them to you for your reference. Policies may be revised from time to time by the Board as required by changes in the Center's operations. Parents will be duly notified of all such changes. Please feel free to call the Executive Director if further clarification is needed.

ADMISSIONS POLICIES

A. ELIGIBILITY - The Lakeland Children's Center is open to all children, regardless of race, sex, creed or ethnic origins who attend school within the Lakeland Central School District. Any child who is eligible but not enrolled in area public or private schools may be considered for admission on an individual basis. LCC is a school age organization dedicated to all abilities, cultures, religions and socioeconomic status. For children with special needs, LCC will work with the parents to determine what accommodation may be necessary. The program will comply with the provisions of the Americans with Disabilities Act. If any child seeking enrollment into the program has or in the future is identified as having a disability covered under the Act, the program will access the ability of the program to meet the needs of the child. If the program can meet the needs of the child without making fundamental alterations to the program, it will do so.

For a child to be considered for admission a registration form must be completed the nonrefundable registration fee must be paid in full. Payment of the registration fee guarantees placement on the appropriate active wait list, if necessary. It is not a guarantee of enrollment.

B. ENROLLMENT POLICY - Due to space restrictions enrollment in the program is limited. Families are responsible for their tuition commitment for September enrollment based on the slot(s) and the number of days per week for which they have contracted. After September, if circumstances require that you modify your child's schedule, we will accommodate your request if space and staffing permit. An administrative fee of $20.00 per family will be charged for any and all schedule changes; and should you wish later to return to your previous schedule, we cannot guarantee that space will be available for your child (ren).

Families who wish to enroll at any time during the school year after September will be accommodated if space and staffing permit. The full non-refundable registration fee and first month's payment is expected at the time of enrollment. Families enrolling on a regular basis and beginning after the first of any given month are responsible for the full month's tuition regardless of the child's first day of attendance within a month. We do not pro-rate tuition fees if a child attends for a partial month. We do, however, offer the option of enrolling on a drop-in basis for the first month and then converting to regular enrollment in subsequent months if this works out to be less expensive for a family and if space is available.

C. REGISTRATION FORMS – Can be found on our website, www.lakelandchildrens.com

Due to licensing specifications, we are not able to accept any child who has not been properly registered in our program. All children need to have a completed medical on file. Only enrolled children can attend the program.

BEHAVIOR POLICY

The Lakeland Children's Center reserves the right to set standards of acceptable behavior to protect the rights and property of the children, staff, and center. We follow a simple program designed to provide consistency and to nurture the children's self-esteem. Rules clearly state what appropriate behavior is and what is not. Consistent and immediate positive feedback is given when behavior is appropriate and redirection for inappropriate behavior. Each day begins anew, every child will be able to make choices about their behavior knowing in advance the rewards and consequences, and how the staff will respond.

Outlined below are examples of the rules and consequences that are the program's backbone. As you review these, please remember this program cannot be effective without your support and cooperation.

Children Center Rules:

A. Listen and follow directions the first time they are given
B. Keep hands, feet, and all objects to yourself
C. Speak respectfully and politely to others
D. Use of a quiet indoor voice

CONSEQUENCES for misbehavior are brief, understandable and to the point. For example, five to ten minutes of Reflection Time. Reflection Time will involve finding a quiet place for the child to sit and think about what happened. During this time, they will have the opportunity to draw, look at a book or talk with a staff member. The child will then be allowed to rejoin the larger group. Consequences can also include the withdrawal of a related privilege such as removal of the object over which there may have been a dispute or an end to participation in a game.

Parents please note: Mutual support and cooperation is a key component to any discipline policy. Follow-up at home can be extremely helpful in reinforcing our policies. Center staff will set center consequences, and you set the consequences at home. It has been our experience, keeping the two environments separate benefits the child.
The staff believes this program will ensure a safe and positive environment for your child. We welcome your support and feedback to help us make the program a remarkable success. Please do not hesitate to contact the Site director or Executive Director for more details.

DISMISSAL POLICY: A child whose behavior is injurious to themselves, or others may be suspended or discharged from, the center at the discretion of the Execute Director. In this case, there is no refunding of fees. The decision may be appealed in writing to the Board of Directors.

BULLYING

LCC views bullying and teasing as an issue. All staff and students must be aware that bullying behavior cannot be tolerated in our programs. We will make every effort to see that the victim and the bully will be dealt with appropriately. It is our policy that any form of violence and bullying will not be tolerated in the Lakeland Children's Center. Please note that the Lakeland Children's Center will follow and support the policies of the District during the time your child is at LCC. The Site Supervisor and the Executive Director will use their discretion to assign consequences to such behaviors, including but not limited to suspension from the program, conference with parents, and recommendation for counseling.

The Lakeland Children's Center has a zero tolerance for bullying and violence and will continue to help children to develop positive behaviors, self-discipline, behavior management and good judgment. The aim of this anti-bullying statement is to clarify for all participants that bullying is always unacceptable. We want all students to feel safe in all areas of the program. We aim to encourage an environment that allows students to realize that they do not have to tolerate bullying and therefore must notify staff when it is happening. Children need to be confident that they will be listened to and believed and that action will be taken and that action will be prompt and sensitive to their concerns.

The Center staff firmly believes this program will ensure a safe and positive environment for your child. We welcome your support and feedback to help us make the program a great success. Please do not hesitate to contact the Site Supervisor or the Executive Director for more details.

SEXUAL HARASSMENT POLICY:

Lakeland Children's Center seeks to provide the children a safe and supportive environment free from discrimination, taunting, harassment and bullying while in the program. LCC strives for an environment free from harassment on the basis of sex or gender. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of sexual harassment include but are not limited to the following: unwelcome sexual advances, obscene gestures, displaying graphic pictures or drawings, vulgar or offensive conversation or joking. It is our policy that any form of harassment will not be tolerated in the Lakeland Children's Center. Please note that the Lakeland Children's Center will follow and support the policies of the District during the time your child is at LCC. The Site Supervisor and the Executive Director will use their discretion to assign consequences to such behaviors, including but not limited to suspension from the program, conference with parents, and recommendation for counseling.

DISMISSAL / TERMINATION POLICY: The Lakeland Children's Center has the right to request that a child is removed from the Center's care. Reasons for termination include, but are not limited to: failure to pay tuition or provide required documentation; LCC determines, in its sole discretion, that the child poses a threat to others or is overly disruptive to the program; failure of the parent(s) to abide by the rules or are disruptive to the program; or the Center determines that our program does not meet the needs of the child. If possible, LCC will provide advance notice. Unresolved behavioral issues can lead to a one-day suspension, a 5-day suspension and possibly termination from the program.

HOMEWORK POLICY: The Center is committed to the support of working families. One way in which we support families is to provide time, space and assistance for children to complete their homework at the Center in accordance with the Homework Agreement that parents and their children work out with each other. While we feel homework is an important element of the Center program, it is not our focus and there may be days when Center activities will interfere with homework time. However, we will do our very best not to have a conflict with Enrichment. We are here to provide encouragement, assistance and help. **We will not take over parental responsibilities and get into the "battle of the homework" with children who choose not to get their homework done at the Center**. We want your children to enjoy the Center program. We will not impose any consequences if homework is not completed; this matter belongs between parent and child and should be addressed at home. Punishments and/or consequences of this nature will need to be carried out at home.

Homework Helpers AT THE SITES: Lakeland Children's Center will be providing licensed teachers as Homework Helpers, at the Sites to assist with your child's homework. While the tutor does not provide one to one tutoring sessions at the Site, they are available to assist your child with homework questions and issues they may be encountering. Our goal is to help the child and the parents. Tutors will be available to assist your child with their homework on Tuesdays, Wednesdays and Thursdays, however this schedule can change.

FINANCIAL POLICIES

A. RATES - At the time of enrollment, every family is expected to pay their first month's payment and a non-refundable registration fee of $75.00.

Regular tuition rates are computed on the 180-day school year and divided into 10 equal monthly installments. Current fees for attending the Lakeland Children's Center are described on the **"Lakeland Children's Center Monthly Tuition Schedule"** that is posted on the website at www.lakelandchildrens.com. Please do not give any monies, including checks to the staff at the Sites. We do not accept cash.

Families enrolled on a regular basis are responsible for their full regular tuition fees each month regardless of the number of days in any given month or if their child does not attend on his/her regular days during the month, for any reason, i.e., illness, visiting a friend, or if parent requests that she/he go home on the bus, etc. Additionally, if a family who is enrolled on a regular basis terminates their use of the Center, for any reason whatsoever, prior to the end of a given month and regardless of the number of days remaining in the month, they are responsible for their full month's tuition.

All payments can be made either by check, credit card, ACH payment or money order to the Lakeland Children's Center. NO CASH WILL BE ACCEPTED. All checks should be mailed to: P.O. Box 712, Shrub Oak, NY 10588

B. CONTRACTS - Contracts are effective on a yearly basis from September to June.

C. PAYMENTS IN ARREARS - At the start of each school year, all previous balances must be paid in full in order for a child to be accepted into the program. The Center reserves the right to refer unpaid bills to a Collection Agency.

For regular enrollees, payment must be received by the first (25th) of each month. A late payment fee of $25.00 will be charged after this date. If payment falls two months in arrears, the Center will send notification by mail, email and if necessarily certified mail, with a copy retained for Center records, that the child will not be admitted to the Center until full payment is received. If full payment is not received, the child will lose their slot. If the child comes to the Center after such notification, procedures for a **"Child left at the Center"** will be followed.

The Lakeland Children's Center will no longer be able to split monthly invoices between two parties. Invoices will be issued to the registering person/parent. It is still the responsibility of the registering parent to have all invoices paid in full in a timely manner.

For registered drop-ins, payment must be received by the tenth (25th) of each month. If payment is not received by the 25th of the month, a $25.00 penalty fee will be added to the bill. At the same time, the child will not be able to attend the Center until payment is received.

D. RETURNED CHECKS - When payments are returned to the Center from the bank, $35.00 fee will be charged.

E. SCHEDULE CHANGE FEE - An administrative fee of $20.00 per family will be charged for any and all schedule changes. Schedule changes can only take effect at the beginning of the next month. If your circumstances require that you modify your child's schedule, we will accommodate your request if space and staffing permit, but you have essentially rewritten your contract with the Center. Should you wish at a later date to return to your previous schedule, we cannot guarantee that space will be available for your child (ren).

F. ATTENDANCE ON DAYS NOT CONTRACTED - Children who are enrolled on a regular basis, but wish to attend on a day other than contracted, may do so on a drop-in basis and must notify the Site Supervisor at least 24 hours in advance and will be charged at the Drop-in rate.

G. LATE PICK-UP - After school pick-up times are 4:30 and 6:00 PM after which a late fee of $15.00 per child, per fifteen (15) minutes or any part thereof will be charged.

> **Please note**: Late pick-up charges apply, as well, for drop-ins left at the Center beyond their registered slot time.
>
> **Excessive lateness at scheduled pick-up times for all categories of enrollment will constitute grounds for a family's dismissal from the Center program.**

H. REGISTERED DROP-IN POLICY - Registered drop-ins will be accepted into the Center program on the days requested on a first come, first serve basis subject to availability based on space and staff requirements.

Parents or legal guardians must notify the Site Supervisor at least 24 hours in advance of the child's intended attendance. Upon notification the Site Supervisor will advise of availability. If

there is room for the child, he/she will be added to the roster for that day's attendance and will be expected at the Center.

A Drop-In Administrative fee of $75.00 is required at time of registration. The Drop-In fee is non-refundable.

ATTENDANCE

A. HOURS - The Center is open from 7:00AM – 8:15AM (7:00AM – 9:00AM for LCBMS SITE) and 2:30PM to 6:00 PM. Parents are expected to respect the Site Supervisor need for a prompt closing time after school and before school teachers are not to accept children prior to 7:00 AM.

B. AUTHORIZED PICK-UP & SECURITY PROCEDURES - No child will be released to another person other than the parent/legal guardian unless so designated by you in our online registration system. **We will not release a child to an unauthorized person.** No parent will be denied access to his/her child, including the right to pick them up from LCC unless a copy of the legal custody agreement that relinquishes such right is on file.

Parents **must** accompany their child to the Center and sign in for before school care. Parents must sign out their child at the end of after school care.

These policies are for the protection of your child. Please observe them carefully.

C. TEMPORARY CHANGE IN SCHEDULE - If there is any change in a child's normal schedule, parents must notify the Center by phone or in person. The Center will not be responsible for mishaps that occur when it was not properly notified. Please remember to Call or e-mail us of any changes.

D. DROP-IN SCHEDULING - For a drop-in to be considered for space, the Center must be notified at least 24 hours in advance. (See Registered Drop-In policy)

E. UNSCHEDULED ATTENDANCE - If a child arrives at the Center without notification on a day other than those regularly scheduled, every effort will be made to reach the parent or legal guardian. Upon notification, the child will be sent home on the bus or the parent/legal guardian must make arrangements to pick the child up at the Center. Please note that if we do not reach anyone, the child will remain with the program.

F. ABSENCES - Parents must notify us when a child is going to be absent from the Center program for any reason either by a note signed by the parent or guardian to the Site Supervisor, by a phone call to the Site where a message can be left on the answering machine or via email directly to your site. Refunds are not provided on days children are absent.

NOTES TO THE CHILD'S CLASSROOM TEACHER DO NOT TAKE THE PLACE OF THE NOTE TO THE SITE SUPERVISOR.

The procedure for follow-up on a child who is absent without notification is as follows:
IN CONSULTATION WITH THE EXECUTIVE DIRECTOR:

1. The home school office will be contacted to inform them that the child did not arrive at the Center.
2. The child's home will be called.
3. If no one is at home, the parent or emergency contact will be notified of our efforts to locate the child.
4. If we are unable to reach the parent/guardian or emergency contact and are unable to locate the child, the police will be called to assist in locating the child.

G. AFTER SCHOOL ACTIVITIES – The Center is located at the child's home school, children may avail themselves of activities sponsored by the school during after school hours. The parent must notify the Center in writing of the child's days of attendance, the duration of the class, and the activity. Children need to check in with the Site Supervisor of the Center first, for attendance purposes, before going to his/her after school activity.

H. HALF-DAYS - The Center will be open when half-day teacher conference days are scheduled at individual schools. Additional fees will apply. Please refer to the tuition schedule for fees.

I. CHILD LEFT AT THE CENTER AFTER 6:15 - In the event that a child is left at a Center after the closing time, without any prior communication from the parent, the Site Supervisor will take the following steps:

1. Every attempt will be made to contact the parent at home or work to make arrangements for the child.

2. The emergency number listed for the child will be called to make arrangements for the child to either be picked up or for the Site Supervisor to drop off the child using a taxi. Parents will be billed for round-trip cab fare between the Center and the drop-off point.

3 Excessive lateness may result in the child being terminated from the program. Every effort is needed to pick your child up on time.

The parent will be billed at the rate of $15.00 per child, per 15 minutes or any part thereof after the conclusion of the child's regular slot time, or prior to if enrolled in the Breakfast Program.

OTHER POLICIES

ALL FORMS OF MEDIA: The Board of Directors of the Lakeland Children's Center recognizes that the showing of carefully selected films and videotapes can enhance a recreational program and add variety to it. Such films and videotapes are not central to the program, however, and are to be used on an occasional rather than regular basis. LCC approves the showing of "G" Rated movies only, or "PG" Rated movies, with prior parental permission.

B. VISITATION - Parents are welcome to visit the Center at any time. However, parents must follow the LCC's Parent Code of Conduct while at any Site.

C. PARENT CONFERENCES - Parents are given every opportunity to review the program and to participate in scheduled conferences with the Site Supervisor. Conferences with the Executive Director can also be scheduled by appointment. Conferences can always be scheduled at any time throughout the school year, by appointment, if a parent, the Site Supervisor or the Executive Director feels there is a need.

D. FOOD/SNACK SERVICE AND NUTRITION AT THE CENTER – The Center provides nutritious snacks to the children enrolled in the After School Program and a light breakfast to children attending the Before School Breakfast Program. Snacks are served daily; we do not provide "full course" meals. **It is most important that parents apprise the Center staff of any special dietary needs or restrictions.**

E. **BABYSITTING -** The Lakeland Children's Center neither supports nor rejects the practice of staff members providing babysitting services for parents of enrolled children outside of Center hours. Any such arrangement is between the parent and the staff member only and should be arranged for and carried out only when the staff member is not functioning as a LCC employee. Before engaging a LCC staff member for babysitting services, both the parent and the staff members are required to sign a waiver form that will be provided upon request from the Administrative Office.

F. GUIDELINES FOR DIVORCED/SEPARATED PARENTS:
It is the mission of the Lakeland Children's Center to be a support to families and to promote positive development for children. We recognize that many families are in transition and have experienced divorce and separation. In order to provide the best possible care for your children, who are our main priority, we feel that it is vitally important that we be able to maintain good relations with all the significant adults in their lives.

The Lakeland Children's Center will no longer be able to split monthly invoices between two parties. Invoices will be issued to the registering person/parent.

The staff of the Lakeland Children's Center is trained in and sensitive to the issues of divorce and separation. The Executive Director asks that you make an appointment to meet privately your child's Site Supervisor in order to discuss any matters of importance in relation to the divorce/separation and any other issues that may help us in the care of your children. For instance, we need to be very clear with regard to the following:

- What the custody arrangements are
- Which parent to contact first for general questions and in an emergency
- Will there be a request for duplicate program information to be sent to both parents
- Who is responsible for payments to the Program
- Who will or will not be authorized to pick up the children
- What are the visitation schedules which involve picking up of the children at the program
- Who the other significant adults are in the children's life and their relationship to the children, especially if we are to have contact with them as well
- It will also be helpful to discuss the child's general feelings as you see it so that we may be appropriately responsive to your children when they are with us.

In an effort to minimize situations which may be uncomfortable for you, your children and our staff, we ask that parents refrain from talking about custody issues, visitation disputes and problems with, or talking negatively about, the child's other parent in front of children. Please note, we cannot deny a parent access to their child upon the word of the other parent unless we have a copy of a court order stating that this is the case. **Legally we cannot keep a parent from picking up his/her child from the site without having a copy of the court orders from the Court. If there is any type of court order, a copy must be on file with LCC.** If there are concerns which we need to be aware, please arrange to meet privately with the Site Supervisor and/or Executive Director. Once again, it is the child's well-being that is our main priority, and we need to be able to maintain good relations with both parents.

PLAN FOR HEALTH AND SAFETY

A. FIRE DRILL/EVACUATION PLAN: The Site Supervisor at each Center will conduct a monthly fire drill with the children. Lockdown Drills and Sheltering In place drills will also occur.

B. HEALTH PLAN: The goal of the following provisions is to ensure the health and safety of the children at the Lakeland Children's Centers. All these provisions shall be discussed in full with all employees of the Center...

All children shall have accurate and current health records, including allergies and special medications, on file at the Center.

The program considers the applications of children with special needs on a case by case basis.

LCC cares for well children, mildly ill children and those taking medication. Children with a fever or who have vomited will be required to go home and every attempt to reach a parent will be made. If a parent can not be reached in a timely manner an emergency contact will be called for pickup.

To benefit the health of the children, the daily program can include appropriate rest or quiet time, where a child rest or play quietly and periods of supervised outdoor play when weather permits.

Staff shall take measures to minimize the spread of infections. Staff shall be instructed in CPR and Basic First Aid and to recognize symptoms of illnesses, communicable diseases and child abuse or neglect and shall be alert to identifying these symptoms. First aid supplies will be readily available and include the appropriate directions for their administration.

Children will not be administered any medication, prescription, variation in diet or any other remedy treatment, nor shall special medical procedures be carried out without the written order of a physician. Additional information is available at the Administration Office or on the website. www.lakelandchildrens.com.

If circumstances require it, the Center will contact the child's physician as provided on the registration form. A physician’s note will be required should your child have a contagious disease/condition.

If a child is sick or injured, the child's parents or guardians will be notified. If they cannot be reached, the emergency contact will be called. If a child is not feeling well and needs to be picked up, it is imperative that parents pick up as soon as possible. A parent must make every effort to pick up their child immediately or get an emergency contact to pick up the child. If your child has a fever, the child must stay home for 24 hours after the symptoms are gone.

A child with symptoms of illness shall be provided with a place to rest quietly under the supervision of the Site Supervisor or aide until removed from the Center by the parent, guardian or other authorized person.

In an emergency, the parents will be contacted immediately. The Site Supervisor shall secure first aid or emergency medical care. If transportation of an injured child is necessary before the parent arrives, an ambulance service will be called. The child will be transported to the New York-Presbyterian Hudson Valley Hospital (or alternate facility). A member of the Center's staff shall accompany the child and bring to the hospital the Emergency Permission Release Form and Medical Form from the Center records.

The Center shall keep a record of all accidents, injuries and/or emergencies, to be completed by the person who handled the treatment.

C. CENTER POLICY ON CHILD ABUSE PREVENTION: All staff is screened by the New York State Central Register of Child Abuse and Maltreatment as part of the hiring process. All staff is trained in recognizing the signs of child abuse and neglect, and the procedures to follow for reporting suspected abuse. Lakeland Children's Center staff is mandated by law to report any suspicion of child abuse.

CHILD ABUSE PREVENTION PROGRAM: The following is to be used as a benchmark for building the foundation towards prevention of child abuse.

1. Be an "open" Center - Create an atmosphere where children are comfortable expressing their feelings.

2. Share concerns of and about children.
   - Talk with other staff members.
   - Talk with the Executive Director.
   - Talk with the parents.

3. Encourage and foster a child's self-esteem.
   - Help children to know the "good me".
   - Praise every child every day.

4. Stress body awareness through language and health and safety programming themes. Help children to appreciate their differences.
   - Learning about and taking care of our bodies.
   - Introduce the concept of privacy.
   - Everyone is special and unique.
   - Talk about "our special selves".

5. When appropriate, encourage the children's sense of privacy (ownership).
   - They do not always have to share. There are times when their projects, toys, etc. are theirs alone.
   - Encourage respect for their things, bodies, etc.

6. Help them to be assertive and independent in acceptable ways.

- Give children acceptable choices.
- Allow children to say "no" when appropriate.
- Remember, children have rights, too!

7. Encourage children to trust their feelings.
    - Find opportunities to discuss feelings.
    - Be open about your feelings.
    - Talk about differences between good secrets/bad secrets. I.e. a good secret is not telling about a surprise party. A bad secret is one that makes us feel uncomfortable.

8. Use terms such as `special', `good touches/bad touches', and `privacy'

PROCEDURES FOR REPORTING SUSPECTED CHILD ABUSE:

Day care center workers are required by law to report any cases of suspected child abuse.

CHILD PROTECTION

All staff members employed by The Lakeland Children's Center are mandated reporters of child abuse or maltreatment. It is the legal responsibility of a mandated reporter to make a report to the State Central Registry (SCR) if in his or her professional role at the Center, he or she has reasonable cause to suspect child abuse or maltreatment or acquires information in any way about a suspected case of child abuse or maltreatment.

Under no circumstance will the Center carry out its own investigation into an allegation or suspicion of abuse or maltreatment. Full cooperation will be given to any and all properly identified representatives from Child Protective Services (CPS), New York State Office of Children & Family Services (OCFS) or law enforcement agencies looking into a suspected instance of child abuse or maltreatment involving in any way requested. LCC will comply fully with all CPS and OCFS rules and regulations regarding investigations into child abuse or maltreatment. The detailed information regarding rules and regulations of investigations of child abuse or maltreatment is readily available at each Site for parents to review upon request.

The details of CPS and/or OCFS investigations will be kept confidential, with the information given out to authorized recipients on a "need to know" basis only. LCC may be prohibited to contact the parent of a child named in a suspected instance of child abuse or maltreatment. Information will be provided to the parent from LCC only if CPS and OCFS give permission to do so.

Parents must inform their child's teacher of any visible injuries or marks on a child (accidental or other) as soon as the child arrives at the Center. It is in the best interest of the parent to tell the teacher how the injury occurred and what, if any, action had been taken to care for the injury. This will be documented on our standard accident/incident report form and kept in the child's file.

You will be promptly informed if during your child's day at the Center he or she is injured or sustains a mark or abrasion on his or her skin (accidental or other), or if a previously unreported mark or injury to the skin is discovered. This will also be documented on our standard incident/accident report form and kept on file.

If you suspect that abuse or maltreatment of your child has occurred (at LCC or otherwise) you may report it by calling the hotline (Public Hotline: 800-342-3720).

In the event that any employee or employees of the Lakeland Children's Center are named as the subject(s) of an investigation of a suspected case of child abuse or maltreatment, the appropriate action will be taken to ensure the safety of all children at the Center.

CHILD ABUSE INDICATORS

A. PHYSICAL ABUSE:

Child's Physical Indicators:

- Unexplained bruises and welts:
  - on the face, lips, mouth;
  - on torso, back, buttocks, thighs;
  - in various stages of healing;
  - clustered, forming regular patterns, reflecting the shape of the article used to inflict (electric cord, belt buckle);
  - on several different surface areas; and
  - regularly appear after an absence, weekend or vacation.

- Unexplained burns:
  - cigar, cigarette burns, especially on soles, palms, back or buttocks.
  - Immersion burns (sock-like, glove-like, doughnut-shaped on buttocks or genitalia);
  - patterned like an electric burner, iron, etc.; and
  - rope burns on arms, legs, neck or torso.

- Unexplained fractures:
  - to skull, nose, facial structure;
  - in various stages of healing;
  - multiple or spiral fractures; and
  - swollen or tender limbs.

- Unexplained lacerations or abrasions:
  - to mouth, lips, gums, eyes;
  - to external genitalia; and
  - on backs or arms, legs or torso.

- Human bite marks.

- Frequent injuries that are "accidental" or "unexplained".

Child's Behavioral Indicators:

- Wary of adult contacts.
- Apprehensive when other children cry.
- Behavioral extremes: aggressiveness, withdrawal.
- Frightened of parents.
- Afraid to go home.
- Report injury by parents.
- Wears long-sleeved or similar clothing to hide injuries.
- Seeks affection from any adult.

Parent's Behavioral Indicators:

- Seems unconcerned about the child.
- Takes an unusual amount of time to obtain medical care for the child.
- Offers an inadequate or inappropriate explanation for the child's injury.
- Gives different explanations for the same injury.
- Misuses alcohol or drugs.
- Disciplines the child too harshly considering the child's age or what he/she did wrong.
- Sees the child as bad, evil, etc.
- Has a history of abuse as a child.
- Attempts to conceal the child's injury.
- Takes the child to a different doctor or hospital for each injury.
- Has poor impulse control.

B. MALTREATMENT:

Child's Physical Indicators:

- Consistent hunger, poor hygiene, inappropriate dress.
- Consistent lack of supervision, especially in dangerous activities or long periods.
- Unattended physical problems or medical or dental needs.
- Abandonment.
- Often tired or listless.

Child's Behavioral Indicators:

- Begging or stealing food.
- Extended stays in school (early arrival and late departure).
- Attendance at school is infrequent.
- Constant fatigue, listlessness or falling asleep in class.
- Alcohol or drug abuse.
- States there is no caretaker.

Parent's Behavioral Indicators:

- Misuses alcohol or drugs.
- Has disorganized, upsetting home life.
- Is apathetic, feels nothing will change.
- Is isolated from friends, relatives, neighbors.
- Has long-term chronic illness.
- Cannot be found.
- Has a history of neglect as a child.
- Exposes the child to unsafe living conditions.
- Evidence limited intellectual capacity.

C. EMOTIONAL NEGLECT:

Child's Physical Indicators:

Exhibits one or more of the following:

- Speech Disorders.
- Lags in physical development.
- Failure to thrive.

Child's Behavioral Indicators:

- Habit disorders (sucking, biting, rocking, etc.)
- Conduct disorders (antisocial, destructive, etc.)
- Neurotic traits (sleep disorders, speech disorders, inhibition of play)
- Psychoneurotic reactions (hysteria, obsessions, compulsive, phobias, hypochondria)
- Behavioral extremes: compliant, passive, shy, aggressive, demanding.
- Overly adaptive behavior: inappropriately adult or inappropriately infantile.
- Developmental lags (mental, emotional)
- Attempted suicide.

Parent's Behavioral Indicators:

- Treats children in the family unequally.
- Doesn't seem to care much about child's problems.
- Blames or belittles a child.
- Is cold and rejecting.
- Withholds love.
- Inconsistent behavior toward the child.

D. SEXUAL ABUSE:

Child's Physical Indicators:

- Difficulty in walking or sitting.
- Torn, stained or bloody underclothing.
- Pain or itching in the genital area.
- Bruises or bleeding in external genitalia, vaginal or anal areas.
- Venereal disease (especially in pre-teens).
- Pregnancy.

Child's Behavioral Indicators:

- Unwilling to change for gym or participate in physical education class.
- Withdrawal, fantasy or infantile behavior.
- Bizarre, sophisticated or unusual sexual behavior or knowledge.
- Poor peer relationships.
- Delinquent or runaway.
- Reports sexual assault by a caretaker.

Parent's Behavioral Indicators:

- Very protective or jealous of the child.
- Encourages child to engage in prostitution or sexual acts in the presence of caretaker.
- Misuses alcohol or drugs.
- Is geographically isolated and/or lacking in social and emotional contacts outside the family.
- Has low self-esteem.

PARENTS UNDER THE INFLUENCE

Staff will make every effort to protect a child from getting into a vehicle with an adult who seems to be impaired in any way. If necessary, the police will be notified.

EMERGENCY PROCEDURES

A. BUILDING EMERGENCY

1. In the case of a building emergency, the Center will be evacuated along with the rest of the building.

2. If it is necessary to vacate the building because of fire or other emergencies, children will be brought by school bus or police transportation to the closest other Center site or a safe building. Parents or emergency contacts will be notified as to where children have been brought. In addition, parents should listen to WHUD (100.7FM) for information and announcements.

B. WEATHER RELATED CLOSINGS: The procedure for weather related delays and closings are as follows:

1. The Before School Breakfast Program is CANCELED when the Lakeland School District closes or delays the opening of school. AM Site Supervisor will be contacted by phone by the Executive Director as soon as it is known that the District plans to close or delay the opening of school.

2. EARLY DISMISSAL OF SCHOOL (BEFORE 2:30PM DISMISSAL TIME):
When school is dismissed early due to weather or other emergency conditions **the Center is required to close**. Children will go home on their regular buses if the school closes before dismissal. Children will go on the 2:30 PM bus if the Center is in its home school**. <u>If the Lakeland School District cancels its After School activities for any reason, the Lakeland Children's Center will also be closed.</u>** LCC does not call parents to notify them of closures or delays.

3. **SCHOOL CLOSING AFTER 2:30 PM:** If weather conditions warrant closing of the Center after the 2:30 PM dismissal, every effort will be made to contact parents and/or emergency contacts.

It is anticipated that parents or their authorized pick-ups will arrive by the specific closing time to pick up their children. This will help to ensure that everyone gets home safely. LCC does not call parents to notify them of closures or delays.

It is understood that delays in openings, early closings, and full day closings can be a hardship for those parents who must report to work despite the weather. Such decisions will not be made lightly and will only be made with the safety of the children and staff as a driving force.

ASSISTANCE POLICY

Applications for tuition assistance will be available to any parents who request it. A Board-appointed committee will set guidelines and review all applications. Tuition assistance is to be considered for qualified applicants each year as funds allow.

A. GENERAL GUIDELINES:

1. The committee will determine the amount of tuition assistance based on need and availability of funds.
2. Within the guidelines and availability of funds, tuition assistance may not be awarded to all families who request it.
3. Families are required to make some contribution towards tuition payments.

B. INCOME CRITERIA: To be reviewed annually and may be changed by a vote of the Board of Directors.

2026 Westchester County Child Care Assistance Income Guidelines

Family Size

1-	$59,055.18
2-	$77,226.00
3-	$95,396.83
4-	$113,567.65
5-	$131,738.47
6-	$149,909.30

C. SPECIAL CIRCUMSTANCES: (Circumstances are not weighed in any particular order of priority)

1. Number and ages of children per family.
2. Number and ages of children attending the Center.
3. The number of years enrolled with the Center.
4. Unusual family expenses, i.e., medical expenses, emergency occurrences, etc.
5. Single parents, especially those with more than one child in the family.
6. Families with special needs.

D. DOCUMENTATION: Proof of income and expenses shall be supplied by the parents.

1. Prior year's income tax statement (all pages)
2. Statement and evidence of all monthly expenses.
3. Statement and evidence of special circumstances.

ABOUT THE LAKELAND CHILDREN'S CENTER BOARD OF DIRECTORS

The governing body of the Lakeland Children's Center is the Board of Directors, which is elected by the members (users and friends) of the Center at the annual meeting/ Spring Fling held each year.

THE BOARD OF DIRECTORS IS MADE UP OF VOLUNTEER WORKING PARENTS.

It is the responsibility of the Board of Directors to:

1. Hold staff and volunteers accountable for the work they have agreed to do for the Center.
2. Carry responsibility for the continued development of the Center's resource base.
3. Keep track of the Center's finances.
4. Make certain that staff and board work together for the good of the Center.
5. Ensure that a vision and a sense of purpose are shared by all members of the organization.
6. Be responsible for looking ahead and keeping ahead!
7. Set policy and assist staff with the implementation of policy.

It is the responsibility of the membership to:

1. Stay informed about matters regarding the Center.
2. Be aware of the policies of the Center.
3. Inform the Executive Director regarding concerns or problems.
4. Be involved in the care of your children!

WE NEED AND WELCOME YOUR HELP AND SUGGESTIONS

Interested in becoming a Board member? Please complete the application and return it to the Executive Director. The Board of Directors Application can be obtained by calling the Administrative Office or on the LCC website.

COMMITTEES OF THE LAKELAND CHILDREN'S CENTER

BUDGET AND FINANCE

GOAL: To prepare the annual budget and to assist the Executive Director in the management of the Center's financial affairs.

TASKS:

1. To establish a timetable to receive projected revenues and expenses in order to prepare the annual budget.

2. To prepare and present the annual budget for approval to the Board of Directors with recommended revisions.

3. To conduct a quarterly review of the fiscal situation of the Center in relation to the budget.

4. To advise the Board on problems and policies of a financial nature.

5. To periodically review insurance coverage and recommend any changes to the Board.

6. To oversee routine bookkeeping and budgeting activities performed by the Lakeland Children's Center staff.

7. To review the annual financial report and audit prepared by the accountant.

COMMITTEES OF THE LAKELAND CHILDREN'S CENTER

PERSONNEL

GOAL: To secure for the Center a competent staff and to serve as a liaison between the staff and the Board of Directors.

TASKS: Working closely with the Executive Director:

1. To develop recruitment and interviewing procedures and to review the Executive Director's recommendations of personnel to be hired by the Lakeland Children's Center (including substitute staff as needed) who meet the professional qualifications stipulated by licensing requirements and the Board of Directors.

2. To consider recommendations on the number and kind of staff needed.

3. To recommend to the Board of Directors in joint action with the Budget and Finance Committee, and after consultation with the Executive Director, any salary increments.

4. To review and, if needed, revise job descriptions for all job titles as necessary.

5. To review and revise, in consultation with the Executive Director, staff and Board, personnel policies periodically and/or as needed.

6. To assist the Executive Director in devising a program to improve the performance of staff whose work is evaluated as being unsatisfactory.

7. To dismiss administrative staff within established guidelines of the personnel policies.

8. To conduct bi-annual meetings with staff to discuss matters of mutual concern to personnel and the Board of Directors.

9. To evaluate the performance of the Executive Director as set forth in the personnel policies or as directed by the Board of Directors.

COMMITTEES OF THE LAKELAND CHILDREN'S CENTER

NOMINATING

GOALS: To recruit responsible individuals to serve the Center as officers, members of the Board of Directors, and members of the Nominating Committee.

TASKS:

1. To complete and make available to the Board of Directors and members of the corporation a single slate to fill vacancies occurring because of resignations or

expirations in terms of office among the Board of Directors and Nominating Committee as outlined by the Corporation's By-Laws.

2. To submit to the Board names of one or more candidates to fill a vacancy occurring on the Board or Nominating Committee during the year.

3. To present such slate for a vote by members of the corporation at the Annual Meeting.

4. To maintain a file of qualified and interested potential candidates for the Board, Officers and Nominating Committee.

5. To give careful consideration to the needs of each office to be filled with particular attention to developing successors under a system of rotation of Board members and officers.

COMMITTEES OF THE LAKELAND CHILDREN'S CENTER

TUITION ASSISTANCE

GOALS: To develop and administer a system to make tuition assistance available to qualified families.

TASKS:

1. To recommend to the Board of Directors guidelines for application and eligibility for the tuition assistance program.

2. To review applications for tuition assistance.

3. To award assistance grants based on the availability of funds and needs of applicants within the guidelines approved by the Board of Directors.

4. To promote an awareness of the tuition assistance program within the Lakeland community.

PUBLICITY

GOALS: To create awareness and an interest in the community about the Center which will aid in funding, soliciting volunteers and donations, and generating applications. To provide information to the community about activities of the Center.

TASKS:

1. To develop contacts with local news media, local organizations and school-related groups to establish an ongoing public relations program.

2. To keep in close touch with the Executive Director regarding activities and/or meetings going on at each site and to publicize such activities to appropriate news services.

3. To work with the Fund Raising Committee on publicity for special events.

4. To write and distribute press releases publicizing the Center's activities and/or needs.

5. To provide an annual budget required for publicity purposes to the Budget and Finance Committee prior to the preparation of the budget.

COMMITTEES OF THE LAKELAND CHILDREN'S CENTER

FUND RAISING

GOALS: To generate for the Center the supplementary monies that will enable it to maintain and expand its operations.

TASKS:

1. To assist the Executive Director in the following:

    A. Researching and compiling a list of sources of financial support, such as employers and parents of children at the Center, local philanthropic organizations, etc.

    B. The preparation of proposals to solicit funds from corporations, foundations and government sources, including outright contributions and grants.

2. To oversee specific fundraising events approved by the Board of Directors, working closely with other committees to arrange for space and printing, recruit volunteers, provide publicity information, order materials and supplies, etc.

3. To provide an annual budget to the Budget and Finance Committee prior to the preparation of the budget.