



Thank you for choosing *The Seed Day Care Center* for your child. Below you will find some information provided to help ease the transition process.

We are very happy to inform you that The Seed is celebrating its 30th anniversary this year, 2010!

We are also proud that The Seed has been continuously accredited by the National Association for the Education of Young Children since March of 1992.

Orientation

The Seed hosts three orientation meetings for new parents each year:

- ❖ At the end of June, before the first Summer Camp Session begins
- ❖ At the end of August, before the school year begins
- ❖ The first week of September

These meetings are usually held on a weekday evening. The same information is covered at each orientation and therefore you need only attend one. The orientation meetings are not mandatory. These meetings are for parents only. Children need not attend.

The following topics are reviewed at the orientation meetings:

- ❖ Teachers are introduced along with their respective responsibilities
- ❖ Class schedules and group formations are discussed
- ❖ Meals and food are reviewed
- ❖ Tours of your child's class area are provided

Items Needed

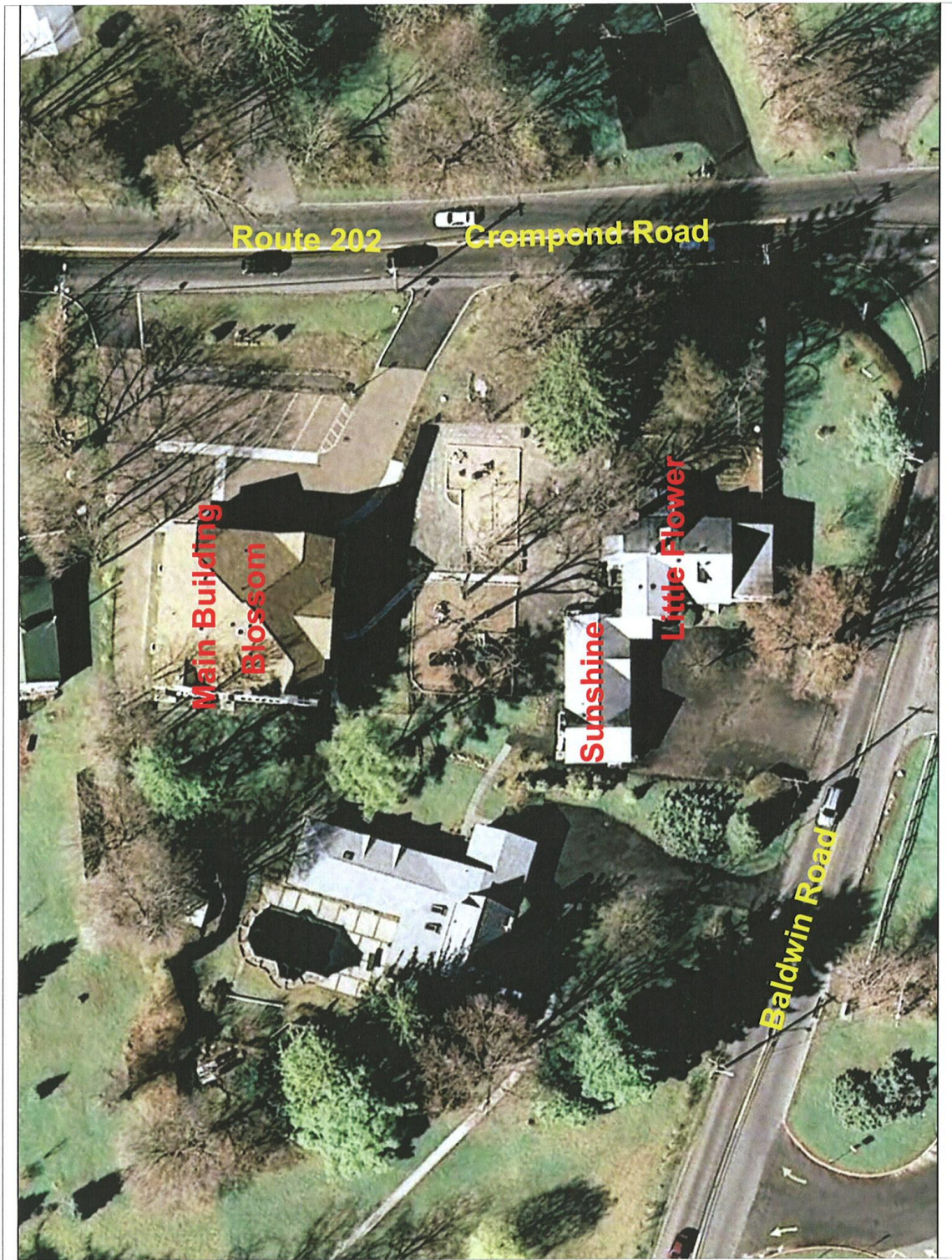
Please check the Parent/Guardian Handbook to find out what your child will need for school.

School Layout

The Seed is composed of three buildings which surround an enclosed, fenced-in playground area (**See the aerial view of the buildings, below**).

There are two parking lots and two entrances – one on Route 202 (2175 Crompond Road) and the other around the corner at 2084 Baldwin Road. The buildings are organized as follows:

- *The Little Flower* – Ages 2 years 9 months to 3 years 6 months (Youngest program)
- *The Blossom* – Ages 3 years 6 months to 4 years 9 months (Pre-school program)
 - Main office location
- *The Sunshine Room* – Ages 4 years 9 months to 6 years (Kindergarten program)
 - Entrance through the Little Flower building



Secure Entrances and Computerized Passwords

The two entranceways at the schools are secured via a state-of-the-art computerized system. The system tracks your child's attendance, arrival/departure time, and ensures that only the caregivers you pre-selected are allowed school access.

Once your child is officially enrolled at The Seed, you will be invited to select your PIN. The computer at the entrance check point will prompt you to select a numerical digit password. The password is unique to each individual and should not be distributed or shared. Here is a general guide to the sign-in steps:

- ⊕ Select "Guardian" box on the upper left of the screen
- ⊕ Click on the first letter of your last name until your name appears
- ⊕ Click on your name
- ⊕ Enter your selected password
- ⊕ Please use the "sign in" or "sign out" option on the upper left side
- ⊕ Note that a financial account status will be provided on this screen for the caregiver listed as the child's "Primary Guardian". Green indicates up-to-date financials. Red indicates your account is due.
- ⊕ Select your child(ren)'s name
- ⊕ Click on the "Done" button on the upper right
- ⊕ The request will process, register your child, and unlock the door (listen for the click and pull open)

Please note that for security reasons you are not allowed to let any other individual access the school without following the computerized sign-in procedures. Do not let people follow you in through the unlocked doors. Those without their own pin number need to communicate with the staff through the foyer phone (there is one at each entrance, to the left of the inner door).

Teacher Names and Roles

A staff list is provided at the end of this document. It specifies each teacher's name, building, specialty, and contact information. Each building has a coordinator who is in charge of the daily operations and scheduling. The teachers feel that communication is key to a positive relationship with the families. Please feel free to call either of the directors at any time. You may consult the coordinator of your building regarding all day-to-day matters. If you need to discuss a matter at length or wish to speak to another member of the teaching staff, you will need to schedule a parent-teacher conference.

Class Schedule

Each building follows a unique and innovative class routine schedule. Children are exposed to topics including, but not limited to, science, art, math, language, music, and creative play. Each child is assigned to a group consisting of seven to ten children. One of your child's first

tasks is to collectively choose a name for their group. A sample class schedule, specifically pertaining to your child's building, is attached for your reference.

Meals

Healthy and nutritious foods are a priority at *The Seed*. We provide two snacks and a hot, homemade lunch daily. A sample weekly menu is posted on the web site for your reference. The menu is posted on the entrance bulletin boards at the start of each week.

We ask that children do not bring additional food items to the school.

If you would like to arrange a celebration for your child and class, kindly consult/coordinate this in advance with the teacher.

The Seed is a nut-free facility - no nut products are allowed due to children's allergies.

Closings and Special Events Calendars

A school calendar detailing school closings and important school events is provided at the end of this document. Please review closings in advance to make proper alternate child care arrangements. Note that, in addition to holidays, *The Seed* is closed for three different extended periods each year:

- Winter holiday – The week between Christmas Eve and New Year's Day
- Spring break – A week in the month of May
- Summer break – The week before Labor Day

Parent Involvement and Networking

Parent communities provide parents with many opportunities to support your child's education and well-being. By pulling together individual talents, energy, expertise and experiences, parents have an unlimited capacity to promote the emotional, social and intellectual growth of your child.

- We would like to extend an invitation to you to be a part of **The Seed Parent Connection Group** at www.meetup.com/theseed.
- We would also like to extend an invitation to you to be a part of **The Seed Parent Committee**. The committee meets once a month or on an as-needed basis to serve as a liaison between parents and teachers. If you are interested in joining please email info@theseedaycare.com.

Additional Information and Parent/Guardian Handbook

Additional information is available via our website.

- General Information: www.theseedaycare.com
- Parent/Guardian Handbook: Click on “Virtual Office” at www.theseedaycare.com

Emergencies

If you can't reach a director or teacher in case of an emergency, please call *The Seed's* emergency cell phones in this order:

- ✚ Administrative Director: (914) 689-4219
- ✚ Educational Director: (914) 689-4217
- ✚ The Blossom: (914) 338-9711

Please keep in mind that these numbers should only be used in the case of a true emergency. For all other inquiries or messages, call (914) 962-9622 ext. 0. Thank you for your cooperation.

If you have additional questions, need further clarification, or would like an in-person meeting, please do not hesitate to contact us. We look forward to welcoming you to our Seed family.

The Seed Day Care Center

Staff List March 2010

Contact for all staff: (914)962-9622 x 0; theseed@theseedaycare.com

Teacher Name	Location	Specialty
Paulette Sink Madeline Barry Dora Holzer	Front Desk	Administrative Director Educational Director Reception

Patricia Colleran Lourdes Delgado Isabel Gomez Peggy Lynch Annie DeLongis	Little Flower	Coordinator/Head Teacher Assistant Coordinator (Class) Teacher (Music & Movement) Teacher Assistant (Class) Teacher Assistant (Class)
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Diana Spinoza Linda Curtis Ali(son) Cordone Allison Baisch Amy Krupowicz Ingrid Fernandez Lily Patel Felicitas Castex Kasia Nalaskowska	Blossom	Coordinator/Head Teacher Assistant Coordinator/Librarian Teacher (Language Arts) Teacher (Yoga, Language Arts) Teacher (Art) Teacher (Science, Spanish) Teacher Assistant (Math) Substitute Floater
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Diane Turcin Kristin Guest Erica Siciliano Randi Tullio Dora Holzer Torri Vasi	Sunshine Room	Coordinator/Head Teacher Teacher (Language Arts) Teacher (Art) Teacher (Science, Handwriting, Dance) Special (Spanish) Substitute
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Ana Ceschin Phillip Vega	Kitchen	Manager Chef
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School Calendar 2009 - 2010

Monday, August 17 - Friday, August 28, 2009	Summer Session 4
Monday, August 31 - Friday, September 4, 2009	Summer Break (school closed)
Monday, September 7, 2009	Labor Day (school closed)
Tuesday, September 8, 2009	❖ First day of Preschool Program ❖ First day of Kindergarten Program
Wednesday, September 9, 2009 Friday, September 11, 2009	❖ Orientation Meeting 6:30 to 7:30 p.m. ❖ Orientation Meeting 6:30 to 7:30 p.m.
Monday, October 12, 2009	Columbus Day (school closed)
Wednesday, November 11, 2009	Veterans Day (school closed)
Thursday, November 12, 2009 Friday, November 13, 2009	❖ Picture day for The Blossom ❖ Picture day for The Little Flower and Sunshine Room
Thursday, November 26 and Friday, November 27, 2009	Thanksgiving (school closed)
Thursday, December 24 - Friday, January 1, 2009	Winter Break (school closed) New Year's Day
Monday, January 4, 2010	School Reopens
Monday, January 18, 2010	Martin Luther King, Jr. Day (school closed)
Monday, February 15, 2010	Presidents' Day (school closed)
Saturday, February 27, 2010	Kindergarten Meeting for interested families
Friday, March 26, 2010	Early Bird Discount deadline for Summer Program enrollment
Thursday, April 1, 2010 and Friday, April 2, 2010	Easter (school closed)

April 12-16, 2010	Week of the Young Child The Seed will host a Book Fair to celebrate this week
Friday, April 30, 2010	Deadline for Summer Program and School Year enrollment
Monday May 24, 2010 - Friday, May 28, 2010	Spring Break (school closed)
Monday, May 31, 2010	Memorial Day (school closed)
Tuesday June 1, 2010	School Reopens
Sunday, June 13, 2010	The Seed Annual Family Day and Open House
Friday, June 25, 2010	❖ Last day of Preschool Program ❖ Last day of Kindergarten Program
Monday, June 28	First day of Summer Program
Monday, June 28 - Friday July 16, 2010	Summer Session 1 (three weeks)
Monday, July 5, 2010	Independence Day (school closed)
Monday, July 19, 2010 - Friday July, 31, 2010	Summer Session 2 (two weeks)
Monday, August 2, 2010 - Friday August 13, 2010	Summer Session 3 (two weeks)
Monday, August 16, 2010 - Friday, August 27, 2010	Summer Session 4 (two weeks)
Friday, August 27, 2010	Last day of Summer Program
Monday, August 30, 2010 - Friday, September 3, 2010	Summer Break (school closed)
Monday, September 6, 2010	Labor Day (school closed)
Tuesday, September 7, 2010	First day of Preschool and Kindergarten Programs