



Administrative Offices
1501 Lehigh Street
Suite 208
Allentown, PA 18103

Phone 610-820-5333
Fax 610-820-5338
Web lvconline.org

September 2009

Dear Parent/Guardian:

Lehigh Valley Children's Centers (formerly Lehigh Valley Child Care), fiscal year and name change officially started at 12:01 AM on July 1, however September is typically recognized as the beginning of a new year. Therefore, on behalf of the Board of Directors and staff, we would like to take this opportunity to welcome new families, and welcome back returning families!

This year LVCC is operating 22 programs/centers throughout the greater Lehigh Valley, serving approximately 1000 children and families, and employing approximately 200 dedicated staff members.

LVCC welcomes our newest program, the Nazareth Area School District Intermediate School before and after school program, to our family. Additionally, our Stones Crossing Early Education and Child Care Center on William Penn Highway in Easton opened this past spring but officially begins its first fiscal year with the LVCC family.

Our Mission is to provide highly effective early education and child care to promote healthy child development, meet the needs of families, and encourage children to discover the joy of learning. You have entrusted your child(ren) in our care and we take this responsibility very seriously. Our participation in the statewide quality initiative, Keystone STARS, and expectation that all our programs/centers attain a STAR 4, the highest quality rating, is one of several steps taken to ensure that we are effective, above and beyond being licensed by the state.

With state, national and regional emphasis on quality improvement in the delivery of programs to young children, there has been an annual increase in mandated training requirements. Our teaching staff is now required to obtain an average of 24 hours of training/in-servicing annually.

In order to ensure continuous quality improvement and meet the mandated training requirements, LVCC finds it necessary to add a second staff development day to its calendar beginning with the 2010-2011 fiscal year that starts July 1, 2010. The calendar is attached to this letter and will also be posted in each program/center. It is being provided to you almost one year in advance out of consideration, recognizing that you may need to make alternate arrangements or plan for vacation time around these scheduled closings.

Families with children in elementary and secondary grades know that schools, both public and private, regularly hold in-service/training days. The learning and training that occurs benefits the staff that in turn benefits your child(ren). LVCC believes this is a good investment for everyone. We trust you will agree.

2.

Regular communication between program/center and home will help make the year a positive one for all. Please keep in touch with the center director and teaching staff. Your child's teacher or center director can address and answer many of the questions you have however, at times it may be necessary to speak to others within the organization. For questions that cannot be addressed by your child's teacher or center director, please call the administrative office at 610- 820-5333 between the hours of 8:30 am – 5:00 pm. Your call will be directed to the most appropriate person. If your call goes into voice mail, which may occur, please know that your call will be returned within 24 hours unless a weekend or holiday.

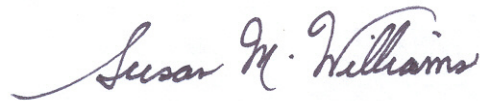
It is our hope that your involvement with LVCC is a positive one. To accomplish this requires participation by all involved parties. You can do your part by knowing and following all LVCC policies and procedures, attending meetings and events when scheduled. We value your ideas and comments. Please let us know how we are doing.

Thank you for choosing LVCC for the early education and child care of your child(ren).

Sincerely,



J, Michael Lee, Ph.D.
Chairman, Board of Directors



Susan M. Williams, Ed.M.
President & CEO

HOLIDAYS/PLANNED CLOSINGS*

FISCAL YEAR 2010 - 2011

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| July 05, 2010 | Independence Day Holiday Observed |
| August 13 & 16, 2010 | Staff Development/Training Days |
| September 06, 2010 | Labor Day |
| November 25, 2010 | Thanksgiving Day |
| November 26, 2010 | Day after Thanksgiving |
| December 23 & 24, 2010 | Winter Holiday Break |
| December 31, 2010 | New Year's Day Holiday Observed |
| May 30, 2011 | Memorial Day |

***All centers and programs will be closed.**

smw 7-09