



**Hand in Hand Early Childhood Center**

5780 Brookside Circle

Lowville, NY 13367

315-376-3121

License # 00159141

Thank you for your interest in serving as a member of the Board of Directors of the Hand in Hand Early Childhood Center. Serving on the board is a rewarding experience and an opportunity for personal and professional growth.

We hope you take this opportunity to learn more about Hand in Hand, Hand in Hand's mission, and the responsibilities of the board of directors. We believe as you further explore Hand in Hand, the more you would love to partner with our organization in its areas of focus of child development, our play-centered approach to early education and healthy living.

This application is just the beginning of the process in becoming a new board member. Interviews, facility tour, and board approval may also be steps in the process. Ensuring that Hand in Hand is a good fit for you and you for us is crucial in quality board development and the overall success of our organization.

Completing this form will help you understand the skills and time/resource commitments of this leadership position. Please read through the entire application and Board Member Responsibilities. Should you determine that you have an interest in exploring a board position with Hand in Hand please complete this application.

Please return this application to Hand in Hand Early Childhood Center Attn: Jenniffer Bleakley, 5780 Brookside Drive Lowville, NY 13367 or by email to [hihecc.director@gmail.com](mailto:hihecc.director@gmail.com)

This application will be kept confidential and on file at the Hand in Hand office. Applications are used by the Executive Director and Board of Directors to identify and evaluate potential board candidates. All new directors are elected by a majority vote of current board members.

Thank you for your interest in a potential Board of Directors position with Hand in Hand!

*"Where care and learning go hand in hand"*



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### **About Hand in Hand**

Hand in Hand is a non-profit childcare center committed to child development with a play-centered approach to early education and healthy living.

Hand in Hand Early Childcare Center in Lowville is licensed for 86 children ages six weeks to school age. We are open Monday through Friday from 7:00am until 5:30pm, 52 weeks a year, and are closed only on the six major holidays (New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and Christmas).

Hand in Hand follows the CACFP food guidelines serving a nutritious breakfast, lunch and snack each day.

Hand in Hand is a NYS licensed child care center staffed with experienced trained teachers that offers developmentally appropriate learning environments following the Creative Curriculum Program:

- Infant Room is licensed for children six weeks to 18 months.
- Toddler Room is geared for children 18 months to 36 months.
- Preschool Class is for 3 and 4 year old children.
- Pre-K Class is appropriate for children who will be entering kindergarten the following year.

### Education

At Hand In Hand, we believe that children learn through play! A play-centered approach to early education is the most effective way to teach young children skills and concepts. Each classroom environment is designed for the age and abilities of the children and is arranged with developmentally appropriate equipment and materials that offer hands-on activities and experiences that provide meaningful learning opportunities for young children. These activities are designed to promote the development of the whole child--socially, emotionally, physically, cognitively and creatively.

## Development

We believe that young children are intrinsically motivated to learn and that they learn best through experiences with concrete objects and activities. Each developmentally appropriate classroom environment enables children to use their natural curiosity to explore, investigate, experiment, and manipulate everything that comes within their reach. It is the learning “process” and not the product, that is important. Children are encouraged to ask questions, make predictions, and develop problem solving skills. Our developmentally appropriate curriculum allows each child to progress at his/her individual rate of learning with vast opportunities for multi-level learning experiences that enable them to make choices, express themselves, and feel successful.

## **Mission Statement**

The mission of Hand in Hand Early Childhood Center is to provide high quality care and early education for all children in a safe and nurturing environment, with responsive, loving care and enriching opportunities and experiences that are developmentally appropriate and build self-esteem and independence.

## **Our Cause Defines Us**

High-quality child care keeps children safe and healthy. In addition, it helps children develop skills they need for success in school and in their lives outside of school. Hand in Hand offers a stable environment. Children need structure and stability to learn and grow in positive ways and we feel we offer that to all families at Hand in Hand.

## **Community**

Hand in Hand, parents, and the community work together to promote health, well being, and learning of all children. Schools that actively involve parents and engage community resources are able to respond more effectively to the health-related needs of the children. Family and community involvement foster partnerships among Hand in Hand, schools, family and community groups and individuals. These partnerships result in sharing and maximizing resources. And they help children and youth develop healthy behaviors and promote healthy families.

## **Administration**

The Executive Director, Jenniffer Bleakley manages the day-to-day operations of all Hand in Hand programs. The Executive Director will support the Board of Directors, supplying appropriate financial information, statistical and analytical reports, policies and procedure information, etc.

## **Board of Directors Responsibilities**

**Time Commitment:** Board meetings are held once a month for usually two hours, typically the 3rd Tuesday at 5:00pm. In addition, each board member is expected to serve on a committee (finance, fundraising, personnel) that would generally meet monthly or quarterly for one to two hours. Board members are also asked to attend special events throughout the year (parent meetings, pre-k graduation, team development events, etc).

### **Typical Board Meeting Responsibilities**

Ensure effective planning. Boards must actively participate in an overall strategic planning process and assist in implementing and monitoring the plan's goals.

Ensure adequate financial resources. One of the board's foremost responsibilities is to secure adequate on-going financial resources for the organization to fulfill its mission.

Protect assets and provide proper financial oversight. The board must assist in developing the annual budget and ensuring that proper financial controls are in place.

Enhance the organization's public standing. The board should clearly articulate the organization's mission, accomplishments and goals to the public and garner support from the community.

Build a competent board. All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.

Hire, support and evaluate the executive director. The board should ensure that the executive director has the moral and professional support he or she needs to further the goals of the organization.

Ensure legal and ethical integrity. The board is ultimately responsible for adherence to legal standards and ethical norms.

## **Board Legal Duties**

**Duty of Care** requires leaders to use reasonable care and good judgment in making their decisions on behalf of the interest of the organization.

**Duty of Loyalty** requires leaders to be faithful to the organization, avoiding conflicts of interest.

**Duty of Obedience** requires leaders to comply with governing documents (bylaws, articles of inc., policies, etc).

A successful board of directors is achieved by attracting successful and quality business and community leaders. Do you see yourself in this positive image? If so, we might have the right seat for you!

**Hand in Hand Early Childhood Center Board of Directors Application and Questionnaire**

Please complete entire form and submit to: Jenniffer Bleakley at Hand in Hand

**Personal Information:**

Name: (First & Last)		
Address:		
Home Phone:	Cell Phone:	Work Phone:
Email:		
Have you ever been convicted, plead guilty or plead no contest to a crime? (If yes, please explain).		

**Employment Information:**

Employer:	Position/Title:	Years employed:
Employers Address:		Type of business or organization:

**Education Information:**

Institution:	Degree or Major
Institution:	Degree or Major
Educational Background:	

**Volunteer/Community Service**

Please describe your other volunteer or community service experience:
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Please list your fundraising experience:
What is your experience with Hand in Hand?
Who recommended you for a Hand in Hand board position? Who else do you know on the Hand in Hand board?
Why are you interested in serving as a Hand in Hand board member?
Other Memberships, Achievements, etc:
Other unique talents or skill sets you bring as a board member?
Time commitment: Board meetings are held once a month for usually two hours. Each board member is also expected to serve on a committee that would generally meet monthly or quarterly for one to two hours. In addition, board members are asked to attend 4-6 special events throughout the year. Can you reasonably commit this amount of time?

Please list three references:		
Name:	Relationship:	Phone Number:
Name:	Relationship:	Phone Number:
Name:	Relationship:	Phone Number:

**Optional: Attach Resume**

## **Board Members Expectations**

**To help Hand in Hand Early Childhood Center be successful and to be a valued board member, I will keep the following as my expectations:**

I am responsible for the stability and development of Hand in Hand. As a member of the Board of Directors, I pledge to help carry out the mission of the organization.

I am responsible to review, approve, and monitor the annual budget.

I am responsible to take an active role in fundraising for the organization. Along with my other board members accept the responsibility of meeting the annual campaign goal as established within the budget.

I am responsible to understand the legal aspects of the organization and to ensure proper insurance coverage and policies established and to monitor implementation of these policies.

I understand that board service will involve a commitment of my personal time, talent and energy.

I will be active on one or more committees.

I understand that my attendance at board and committee meetings is crucial to the progress of the organization and will commit to be present.

I will stay informed about committee matters, be prepared for meetings, and review and comment on minutes and reports.

I understand that members stay connected to Hand in Hand through meeting attendance, committee work, events, email, text messages, (phone calls only when necessary) and other Hand in Hand communications.

I understand that the day to day operation of the organization is the responsibility of the executive director and staff.

I agree to keep confidential any sensitive information shared at board or committee meetings, or in conversations with staff or other board members.

As a member of the Board of Directors, I pledge to carry out this agreement to the best of my ability and to trust and encourage my fellow board members to do likewise.

### **Hand in Hand Support of the Board**

Hand in Hand Executive Director will provide me with appropriate financial information that allows me to make sound fiscal decisions which ensures the organization's financial health.

Hand in Hand Executive Director will provide statistical and analytical reports on the contracts, programs and services of Hand in Hand to aid board members in making informed policy decisions.

These responsibilities I accept in good faith as a member of the Hand in Hand Early Childhood Center Board of Directors.

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Board Member Signature

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Date