

Expecting a new addition to your family?



Congratulations!



1) Applying for Family & Medical Leave

- Apply for FMLA maternity leave no less than 30 days before your estimated due date unless there is a medical emergency.
[FMLA Leave Request](#)

2) Family & Medical Leave for MATERNITY/PATERNITY

- If you are eligible for FMLA leave, you are entitled to take up to 12 workweeks of job protected leave in a 12-month period. You are not required to use all 12 weeks.
- FMLA leave is not paid.
- Employees are required to use paid leave (local/personal/comp time) concurrently with FMLA leave. When paid leave is exhausted, the employee's leave will be Unpaid/Dock.
- Payroll can only take 10 unpaid/docked days per pay period, so depending on how your leave falls on the payroll calendar, multiple paychecks could be affected. Contact Lisa.Hailey@centerisd.org in payroll for questions on how this will affect your pay.
- A medical certification is required for maternity FMLA leave. If an employee is not FMLA eligible, a non-FMLA form will be required. The appropriate form will be provided in the eligibility email. Return the certification form after the baby is born so that we can have accurate dates of return. You do not need to return anything before you go out on leave. A medical certification is not required for paternity leave but addition information may be requested.
- Employees will not be able to enter absences in Frontline Absence Management beyond five consecutive workdays. Contact cherry.bennett@centerisd.org to enter these absences for you.
- You are not allowed to perform any job duties or visit your campus while on FMLA leave.

Documents should be faxed to 936-590-4079 or emailed to cherry.bennett@centerisd.org.

3) Long-term Substitute

- Let your campus know if you have a long-term substitute in mind so they can begin coordinating with the substitute.
- It's best to wait until close to the due date to enter your absences!



4) Disability Insurance & Medical Coverage

- Instructions on how to start a claim will be sent to you in the eligibility email if you have a district disability or hospital indemnity policy.
- TRS ActiveCare: The medical enrollment form, provided in the eligibility email, will need to be completed and sent to holly.mikesh@centerisd.org within 30 days after your baby's birth.

5) Returning to work

- For maternity leave, you may be required to provide a medical clearance prior to returning to work.

Timeline

- ✓ 30 days prior to estimated due date: [FMLA Leave Request](#)
- ✓ Keep the medical certification and insurance forms you receive in the eligibility email
- ✓ Contact Cherry to enter your absences and assign a substitute (if needed) when your leave begins
- ✓ Have your doctor fill out the medical certification and insurance forms after the baby is born and return these within two weeks
- ✓ Keep HR and your campus updated on your planned date of return
- ✓ Enjoy your newborn!

Mission

Our mission is to provide a safe, warm, friendly and happy environment for children. Little Riders Academy offers a developmentally appropriate preschool program for children 6 weeks of age to 3 years of age (birthday after September 1st). We offer after school care for ages 3 years of age (birthday before September 1st) through 5th grade.

Through play time, weekly themes, learning centers, circles, and activity times, our daily lesson plans detail a variety of experiences. Our curriculum, Frog Street, emphasizes a balance of cognitive learning, motor skills, social interaction, creativity, and positive self-concept.



Little Riders Academy

294 Stadium Drive
Center, Texas 75935
936.598.1543 ext: 2625
Fax: 936.598.1545

Located at F.L. Moffett Campus

Director: Monica Caldas
Email: monica.caldas@centerisd.org



The Future Starts Here



Staff

Director Monica Caldas and her staff are required to have extensive training in child-care development and education.

Each staff member is up-to-date on CPR certification and first-aid and has completed a minimum of 24 hours of continued education in child related subject each year.



Food Program

Parents and Guardians are required to provide breakfast, lunch and a snack for their child. Parents may opt to purchase meals from the lunch room at F.L. Moffett.

Enrollment

Enrollment in our program is subject to availability and on a first-come, first-served basis. Children must be at least 6 weeks of age to enroll.

You may enroll anytime throughout the year if space is available.

Tuition

6 Weeks - 3 years
\$23/day (187 day calendar)

PreK 3 - 5th Grade After School Care
\$7/day (172 day calendar)

Supply Fee

6 Weeks - 3 years
\$50
PreK 3 - 5th Grade After School Care
\$35

Enrollment Fee

\$50 Non-refundable Enrollment Fee per child

\$85 Non-refundable Enrollment Fee per family

* Discount offered for more than one child enrolling



Classrooms

Our indoor space features four classrooms that are well-equipped with toys and materials. The rooms are clean and maintained throughout the day. Classrooms are separated by age groups: Infant I, Infant II, Toddler (ages 2-3), and an after school classroom for preK through fifth grade.



Outdoor Play

LRA has a large, fenced space that provides both sunlight and shade. The school provides outdoor cars, hula hoops, balls, a parachute, T-ball, picnic tables and other fun toys.