



Melanie Gayle, CEO

The CEO reports to the Board of Directors and has overall strategic and operational responsibility for the staff, programs, expansion and execution of the Sandhills Children's Center mission. Two key responsibilities are personnel management of 100+ employees within two facility campuses, including supervision and evaluation of administrative staff, and preparation and management of a 4+ million annual operating budget. Other CEO responsibilities include the hiring and termination of employees and the development and implementation of fiscal, personnel and operational policies and procedures.

mcgayle@sandhillschildrenscenter.org



Jennifer Decker, Program Director, Rockingham

The primary purpose of the Program Director position is to work with the CEO to develop, establish, and maintain a comprehensive, high quality educational childcare program that meets the needs of the children served. The Program Director is the immediate supervisor of the teaching staff and coordinates with administration to provide for instruction and classroom needs.

jdecker@sandhillschildrenscenter.org



Erin Newcomb, Director of Center Services, Southern Pines

As the Program Director, I work to establish and maintain a high quality educational childcare program that meets the needs of each child served. I ensure compliance with all childcare rules as established by the DCDEE. I am the immediate supervisor of the teaching staff and I coordinate with administration to provide for instruction and classroom needs. I also serve as the case manager for children ages 3-5 receiving exceptional education services, including all IEP documentation.

enewcomb@sandhillschildrenscenter.org



Jennifer Burns, Director of Events and Community Relations

My main focus as the Director of Events and Community Relations is on our fundraising efforts through our annual events and our DreamMaker program. The donations that we receive are what keep us going and enable us to provide the best care possible for each child. I also work closely with the Community Relations Representative to ensure the success of our events and the marketing and communications for the Center.

jburns@sandhillschildrenscenter.org



Cassie Staufenberger, Auxiliary Services Manager

I manage all staffing needs from scheduling substitutes to ensuring that teachers get office time to plan their class curriculums. I also oversee the food program which includes monitoring menus, making sure meals and snacks meet state requirements and keeping track of attendance and meal count sheets.

cstaufenberger@sandhillschildrenscenter.org



Kerry Ritter, Business Manager

I act as payroll administrator and process the accounts payable. I help complete the budget and prepare financial statements. I manage all employee compensation and employee health care benefits.

kritter@sandhillschildrenscenter.org



Cathy Pierce, Enrollment Coordinator/CBRS Provider

As enrollment coordinator, I seek to keep the center at capacity, manage the waitlist, provide tours for prospective families and intake new children. I also manage the state required paperwork including immunization records.

cpierce@sandhillschildrenscenter.org



Kelly Altman, Reimbursement Services Manager

My job encompasses Accounts Receivable including the billing for childcare services as well as insurance billing for therapies provided. I also handle the paperwork and billing for the military Child Care Aware assistance program.

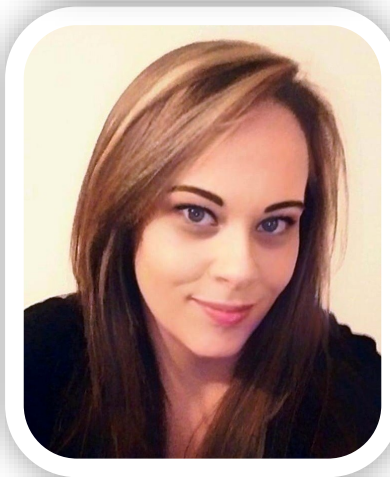
kaltman@sandhillsschildrenscenter.org



Faye Quick, Assistant Director, Rockingham

The Assistant Director fulfills all Smart Start grant responsibilities on a monthly and quarterly basis, completes all aspects of child care billing and reporting, assists with new hire onboarding of employees, schedules substitutes for classroom staff, and assists the Program Director in daily operations.

fquick@sandhillsschildrenscenter.org



Ashley Hildreth, Therapy Services Coordinator

Working with therapists at both the Southern Pines and Rockingham campuses, I schedule required assessments that are needed to obtain prior authorizations from insurance companies for our students that currently receive therapy.

ahildreth@sandhillsschildrenscenter.org



Marie Russell, Food Service Coordinator, Southern Pines

Part magician, part culinary master chef, Marie does wonders preparing breakfast, lunch, and snacks for 130+ children every weekday. She performs her duties under strict state guidelines finding new and creative ways to make each meal at Sandhills Children's Center a delight for the taste buds.

mrussell@sandhillsschildrenscenter.org



Patricia Herring, Food Service Coordinator, Rockingham

Pat plans the breakfasts, lunches, and snack for all the children at the Center, making sure they meet recommended state guidelines as well as being delicious!

pherring@sandhillschildrenscenter.org



Claudette Dowdy, Admin. Asst., Southern Pines

I wear (at least) two hats at Sandhills Children's Center. I greet visitors and answer phones in my role as receptionist, but also assist teachers and staff with administrative duties as needed.

cdowdy@sandhillschildrenscenter.org



Robin Duff, Community Relations Representative

My job duties include (but are not limited to) working closely with the Director of Events planning and executing our fundraising events and promoting those events to the public and patrons. I spearhead the marketing and public relations communications for the Center, as well as update the website and social media pages. I seek out, write, and submit fundraising grants, along with write and layout our Centerpiece newsletter.

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