



Volunteer Attorney Accomplishment for Internal and External News



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Date: June 28, 2024
Name of Attorney: May Chiang
Name of Firm: Dechert LLP
Client Served: Hanson Place Child Development Center
Accomplishment: Reviewed and revised Hanson Place’s Enrollment Agreement/Parents’ Handbook, resulting in clearer communication between management, staff, and parents.

Hanson Place Child Development Center is a nonprofit child care center in downtown Brooklyn that provides early childhood services for children ranging in age from 8 weeks to 5 years. Located in the Shirley A. Chisholm State Office Building, Hanson Place serves children of New York State employees, as well as the community-at-large. The environment is designed to meet the children’s emotional, social, physical, intellectual, cultural, and developmental needs. Currently there are 45 children enrolled.

To ensure that Hanson Place runs smoothly and maintains a sense of community, management sought pro bono legal assistance in updating its Enrollment Agreement/Parents’ Handbook, to clarify policies for how management, staff, and teachers interact with parents.

May Chiang of Dechert LLP reviewed and updated the Agreement/Handbook. She ensured that the document was comprehensive and covered policies and procedures relating to admission and enrollment, tuition and fees, hours of operation and arrivals/departures, and medical information. The resulting document is straight-forward and easy to understand. Having this agreement in place protects Hanson Place and allows the staff to focus on taking care of the children with peace of mind that everyone understands their expected obligations.

Nadene Gordon, Hanson Place Child Development Center’s Executive Director, said, “May worked on our Enrollment Agreement/Parents’ Handbook, which helped us implement best business practices and cut down on miscommunication with parents. She was knowledgeable about the legal aspects of the agreement, but the icing on the cake was that she is also a parent of a young child and was able to write the policies in a manner that was clear and parent-friendly.”

About Lawyers Alliance: [Lawyers Alliance for New York](https://www.lawyersalliance.org) is the leading provider of business and transactional legal services for nonprofit organizations and social enterprises that are improving the quality of life in New York City neighborhoods. By connecting lawyers, nonprofits, and communities, Lawyers Alliance for New York helps organizations to provide housing, stimulate economic opportunity, improve urban health and education, promote community arts, and operate and advocate for vital programs that benefit low-income New Yorkers of all ages. During the past year, staff attorneys at Lawyers Alliance worked with more than 2,200 volunteer attorneys to represent 700 nonprofit clients.

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