

ILLINOIS CENTRAL COLLEGE



PARENT GUIDE

Revised JULY 2015

10 Signs of a Great Preschool

If your child is between the ages of 3 and 6 and attends a child care center, preschool, or kindergarten program, the National Association for the Education of Young Children (NAEYC) suggests you look for these 10 signs to make sure your child is in a good classroom.

1. Children spend most of their playing and working with materials or other children. They do not wander aimlessly, and they are not expected to sit quietly for long periods of time.
2. Children have access to various activities throughout the day. Look for assorted building blocks and other construction materials, props for pretend play, picture books, paints and other art materials, and table toys such as matching games, pegboards, and puzzles. Children should not all be doing the same thing at the same time.
3. Teachers work with individual children, small groups, and the whole group at different times during the day. They do not spend all their time with the whole group.
4. The classroom is decorated with children's original artwork, their own writing with invented spelling, and stories dictated by children to teachers.
5. Children learn numbers and the alphabet in the context of their everyday experiences. The natural world of plants and animals and meaningful activities like cooking, taking attendance, or serving snack provide the basis for learning activities.
6. Children work on projects and have long periods of time (at least one hour) to play and explore. Worksheets are used little if at all.
7. Children have an opportunity to play outside every day. Outdoor play is never sacrificed for more instructional time.
8. Teachers read books to children individually or in small groups throughout the day, not just at group story time.
9. Curriculum is adapted for those who are ahead as well as those who need additional help. Teachers recognize that children's different background and experiences mean that they do not learn the same things at the same time in the same way.
10. Children and their parents look forward to school. Parents feel secure about sending their child to the program. Children are happy to attend; they do not cry regularly or complain of feeling sick.

Also ask if the program is accredited by NAEYC. NAEYC accredited programs complete a rigorous self-study and external review to prove that they meet standards of excellence in early childhood education.

- Compliments of NAEYC Accredited
ICC Children's Center

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Welcome Families

(NAEYC 10.A.01)

We are pleased that you have chosen our center to begin your child's education. We look forward to becoming better acquainted and welcome you into our center family. We embrace the diversity of our families and invite you to participate in our family events, and in your child's class as often as you are able. Communication is an essential component of our family dynamic. If at any time you have any questions or concerns, please don't hesitate to talk to the management or your child's teachers.

This guide provides you with important information about the Center and the policies and procedures affecting you and your child. The notations of NAEYC numbering you will see throughout this handbook refer to criteria set forth by the National Association for the Education of Young Children for our continued efforts with national accreditation. (NAEYC 10.B.08c)

Mission Statement (NAEYC 10.A.01)

The mission of Illinois Central College Children's Center is to provide high quality, accessible, affordable, and educational child care services to families. We are a service oriented program that offers developmentally appropriate programs for children ages 2 and potty trained through 5 years.

We believe that our College Community, Staff and Families provide a valuable partnership to benefit children and their families. The services that we provide enhance the physical, social-emotional, and cognitive development of children. The families that we serve and our staff contribute significantly to the economic vitality of our community.

Philosophy (NAEYC 2.A.01,10.B.08a)

It is the intent of Illinois Central College Children's Center to provide quality care and a developmentally appropriate curriculum, which meets the needs of children as individuals. Our program promotes social, emotional, motor and cognitive development through a play environment. Helping children develop a positive sense of self is a primary goal. Our staff of experienced early childhood educators and Child Development program students provides a safe, healthy, and nurturing environment for the children.

Goals for Children's Development (NAEYC 2.A.04, 7.C.01, 10.B.08b)

We will work with parents for the overall development of the child and the family, respecting family values, beliefs, experiences, language and individuality. Frequent and ongoing communication between parents and staff is strongly encouraged as decisions are made about goals and plans for individual children.

- **Social** - Help children feel comfortable in school, trust their new environment, make friends, feel they are part of the group, all while learning acceptable social boundaries.
- **Emotional** - Help children experience pride and self-confidence, develop independence and self-control, and have a positive attitude toward life.
- **Cognitive** - Help children become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.
- **Physical** - Help children increase their large and small muscle skills and feel confident about what their bodies can do.

Curriculum & Assessment

Curriculum (NAEYC 2.A.02, 2.A.03, 3.F.03, 10.B.08b)

With the guidance of caring adults, children will develop appropriate behavior patterns. The curriculum provides daily opportunities for children to develop skills through a variety of thoughtfully selected activities that will align with our the Illinois Early Learning and Development Standards (IELDS). Our teaching staff will provide activities in a variety of curricular areas that align with the IELDS including: language, math, science, and the arts. Our curriculum is also emergent, meaning that we find what the children are interested in learning about and focus our lessons on that. Lesson recaps for each week are located in the child's classroom. Children will have the opportunity to freely explore the different learning centers and activities throughout the classroom and outdoor environment daily. These choices are available for a significant portion of the day.

Assessment of Children's Progress (NAEYC 4.A.01, 4.A.02, 4.A.03, 4.B.01, 4.B.02, 4.B.03, 4.C.01, 4.E.02, 4.E.07, 7.B.03, 7.B.04, 7.C.03, 7.C.08, 10.B.08f, 10.B.08j) (NAEYC 2.A.05, 2.A.06, 4.A.01, 4.D.04, 4.E.06, 7.B.03, 7.C.01, 10.B.08e)

All children enrolled in our program will be assessed within sixty days of enrollment and then each semester after that. Assessments are confidential and are only accessible by Center management, child's primary teachers and the child's family. Written consent by the family will be obtained if assessments are to be shared with any other sources. If any delays in development are determined, we will work with the family and make referrals to appropriate professionals. In addition to our assessment of your child's progress all families are encouraged to get a full evaluation from your school district. If you need assistance in understanding assessments for any reason, please contact the manager.

How We Do Assessments:

- ⇒ Observations
- ⇒ Skills Checklists
- ⇒ Work Sampling
- ⇒ Ages & Stages Questionnaires (Also available on the Easter Seals website) allows us to see how individual children in our care are developing and what activities and lessons we can plan to help facilitate growth in those areas in which a child needs a little more help.

What We Identify With Assessments:

- ⇒ Child's Interests and Needs
- ⇒ Child's Developmental Progress & Learning
- ⇒ How We Can Improve Curriculum
- ⇒ How We Can Adapt Teaching Methods and Environments

Any children who are assessed by another source (doctor, school district, etc.) and have been diagnosed with a disability or other special learning needs will receive full cooperation from us in the creation of an individualized plan. We do not provide special therapy services, but can work with the family and school district to make any special needs services flow smoothly by offering space for therapies, adjusted schedule, etc.

Parent-Teacher Conferences (NAEYC 4.E.04, 4.E.05, 7.B.01, 7.C.02, 10.B.08e, 10.B.08h)

During conferences, families and teachers will work together to determine how best to meet children's needs, raise concerns and work collaboratively to find a mutually satisfying solution to use in the classroom. We can work to provide interpretation for anyone who speaks English as a second language, if desired. Parent-Teacher conferences are held in the middle of the Fall and Spring semesters. **All parents of children are strongly encouraged to meet with their child's teacher at least once each semester.** Of course, if you have a need to meet at any other time, feel free to make an appointment.

Daily Reports & Daily Schedule NAEYC 5.B.04, 10.B.08e)

Children enrolled full time will receive a daily report on most days. These reports will detail how the child ate, rested, and behaved throughout the day. The reports also detail any potty accidents or injuries that occurred. Teachers will try to comment on the report any interesting information that occurred during the day to keep an ongoing dialogue with families. If you have any questions about these reports please feel free to speak with your child's teacher. The daily schedule is posted inside each classroom. If you would like a copy, please contact the manager.

Transition to Next Class (NAEYC 10.B.14)

Children attending full time will be placed in the class that is for their age group. The child will remain in that class until management determines it is in the best interest of the child and the program to move the child to the next age grouping. Often it will happen the semester after the child's birthday, however, it may be determined that the child may not be ready developmentally for the next age group. In any case, families will be consulted and counseled by management about any transitions that will affect their child. We will always strive to do what we believe is in the best interest of the child.

Mealtime (NAEYC 5.B.02, 5.B.15, 10.B.08i, 10.D.01e)

Mealtime should be an enjoyable experience for all children as well as provide proper nutrition. We participates in the Child and Adult Care Food Program (CACFP). This program aims to improve the health and nutrition of the nation's children while promoting the development of good eating habits and the furtherance of nutrition education. Menus are available upon request, but are always posted in the classroom. We provide a nutritious breakfast, lunch, and afternoon snack. *Part of our mealtime routine is the reciting of a simple prayer of thanks.*

Tooth Brushing (NAEYC 5.A.16)

All full day children are encouraged to brush their teeth after lunch time. Each child will have their own labeled tooth brush provided by the center. A small dab (pea size or smaller) of tooth paste may be used if available. Teachers will supervise tooth brushing to avoid cross contamination of brushes. Brushes and holders will be sanitized weekly.

Nap Time (NAEYC 10.B.08i)

Children who attend more than five consecutive hours are required to be offered a rest time during the day. Nap time is between 1:00-3:00 in the full day classrooms. We provide a cot and sheet for each child and both are cleaned at least weekly. Children may bring a small blanket and small pillow with their name on it, to be kept at school. Although not all children nap, they will have a quiet and restful time, vital to their well being. After 1 hour, all non-nappers and early risers will be supervised and provided with quiet activities.

Guidance & Discipline

Our Philosophy About Guidance & Discipline

Safety, respect and self-discipline are the keys to a harmonious classroom. Setting a few simple classroom rules, and making it a part of our everyday learning will guide the children to self-discipline. We as adults also need to remember and model the rules of safety and respect, as well as demonstrate self-discipline to facilitate the children's understanding.

Center Rules

We as educators have the responsibility to establish appropriate rules and reinforce these rules with appropriate consequences. Life is about choices, and the children are responsible for making choices about the rules – they learn the correct behavior by making decisions and facing consequences. Our guidance and disciplinary goals at the ICC Children's Center are:

1. The ICC Children's Center will be safe places.

Children's Rights:

- * I will be physically safe. No one will hurt me.
- * I will be nurtured. No one may say hurtful things to me.
- * My personal property and projects will be safe at the Center.

Children's Responsibilities:

- * I will make the Center a safe place and will not hit, bite, kick, push, pinch, threaten or otherwise hurt friends and teachers.
- * I will respect others' feelings, ideas, and words.
- * I will respect others' personal property and projects.

2. The ICC Children's Center will be respectful places.

Children's Rights:

- * I have the right to be happy and to be treated with respect, thoughtfulness and compassion.
- * I have the right to express myself, to state feelings and opinions in an appropriate manner.
- * I have the right to be by myself; no one will treat me unfairly because I am unique.

Children's Responsibilities:

- * I will treat others respectfully and thoughtfully. I will not tease others or hurt others feelings.
- * I will listen to my teachers and my friends.
- * I will respect diversity.

3. The ICC Children's Center will be a fun learning place.

Children's Rights:

- * I have the right to participate in all program activities.
- * My play and projects are important.

Children's Responsibilities:

- * I will allow others the opportunity to participate in all activities.
- * I will respect others' play and projects.

Guidelines for Positive Discipline (NAEYC 1.B.09, 1.B.10, 10.B.08d)

We are committed to providing a supportive environment where children can experience and grow. The following guidelines have been developed to enable us to create a consistent and caring environment that teaches children to behave in responsible ways, to feel good about themselves, and encourage children's internal desire, or motivation, to do well.

- 1. Set realistic expectations for young children's behavior.**
- 2. Create an environment that enhances the odds that children behave in appropriate ways. (Prevention is often the very best cure!) We can achieve this through the activities, choices and environment we create.**
- 3. Focus on positive communication techniques to gain children's cooperation.**
- 4. Turn destructive situations into constructive ones by giving children alternatives.**
- 5. Use natural and logical consequences encourage children to make better decisions about their behavior.**
- 6. Teach preschool children to use problem-solving skills and strategies to resolve conflicts.**
- 7. Document and act on concerning behavior in order to maintain positive classroom experiences.**

Steps for Handling Behavior Issues

When inappropriate behavior(s) repeatedly occurs by the same child:

- 1. Staff will observe the child and document the concern. Focus is made on the environment, curriculum, schedule, and teaching strategies.**
- 2. Staff will meet with the manager with documentation of the problem behavior and ask for further guidance.**
- 3. Staff and/or manager will discuss with the parents/family concerns and observations. Staff will provide documentation in written form to the parents.**
- 4. If the staff or manager feels that further assistance in resolving the behavior problem is required, with parental permission, they may request the assistance of an outside party or refer the child for evaluation. (If parental permission is refused and the problem behavior continues, the continued enrollment of the child will be reconsidered.)**
- 5. In order for the staff to maintain Center Rule #1 (page 8), that the ICC Children's Center will be a safe place for all, if a child consistently displays aggressive behavior, the parents may be called and asked to come and pick up their child for the day. The overall classroom safety and wellness for all will be the deciding priority.**
- 7. It is rare that the Center Manager and Staff would choose to transition a child out of the program. This would not be done unless the manager and staff felt that they had carefully exhausted all possible options.**

Health & Safety

Physical Exam (NAEYC 5.A.01)

The State of Illinois Child Care Standards mandates each child provide evidence of a physical examination including immunization records within the six months preceding enrollment in the Center. The Center provides a form for this purpose to be signed by a licensed physician and presented to the Center Manager the first day the child begins classes. Physicals need to be updated every two years. The Center will let you know when it is time to have your child's physical updated.

Emergency Information (NAEYC 10.B.08j)

Parents are required to update emergency information each semester, and whenever information changes. This information will include a current schedule; the name of a relative or friend authorized to act on behalf of the parents (in case of an accident resulting in injury or sudden illness); the name of the child's physician; hospital preference; and current insurance information. The physical and emergency information are to be kept in the child's file in the manager's office. All information will be kept confidential and access will only be given to administrators, parents or legal guardians, and regulatory authorities. Teaching staff will be given a copy of the emergency information for use on field trips or in case of emergency. Parents assume the cost of accident insurance for their child.

Treatment

Each child should have a signed release in their file giving permission to treat minor injuries, bites, stings, and sun burn prevention. This release gives Center staff permission to apply antibiotic ointment, latex bandages, and sunscreen to treat and prevent any of these minor medical issues. This release also allows staff to apply any lotions, bandages or ointments that you should bring if your child has any special skin issues or non-contagious irritations. (e.g.: lotion for eczema, etc.)

Special Health Needs (NAEYC 7.A.10)

Before enrollment please inform your child's teacher and the ICC Children's Center Manager of any special health needs your child may have. These could include any food allergies or medical conditions that may require special attention. We want to provide the best care possible for your child and we would like to work with you to make every effort to make this a safe and happy experience for everyone involved. We will determine if we cannot physically accommodate your child's special needs. We reserve the right to contact resource people from public schools or special service agencies to determine the best possible care for your child. We may request a short meeting to discuss the condition and how to properly teach and care for your child and his/her special needs.

Peanut Allergy Aware

For the safety of many of our children we have become PEANUT ALLERGY AWARE. We ask that you and your child avoid bringing any product containing nuts to the ICC Children's Center or any area near the Center. Upon arriving at school we ask that you have your child wash his hands and mouth if your child has had peanut butter or any product that has contained nuts.

First Aid/CPR/AED (NAEYC 5.A.03)

All of our teaching staff and managers are trained in both CPR/AED as well as First Aid. CPR/AED and First Aid Certifications are updated every two years. AED devices are located in the hallway close to the classrooms, and are stocked with pediatric pads as well. Should an emergency arise, staff will do their best to assess the situation, treat minor injuries or illnesses, and determine if further care is needed. The staff will consult on a regular basis with the Nurse on Campus if necessary and take her professional advice.

Medications (NAEYC 5.A.11,10.B.08g, 10.D.10ab)

Medication is administered only with written permission of the parent or legal guardian and as prescribed or as recommended in writing or by another form of direct communication with a licensed health care provider for a specific child. Prescription medication will be administered by ICC Children's Center staff only in its original container and shall be labeled with the full pharmacy label. A standing order from a licensed health care provider may guide the use of over-the-counter medications with children in the program when that order details the specific circumstances and provides specific instructions for individual dosing of the medication. Over-the-counter (non-prescription) medication shall be clearly labeled with the child's first and last name. The container shall be in such condition that the name of the medication, expiration date, and directions for use is clearly readable. You must fill out a medication form provided by the Center. *No fever reducing medicine will be given.* Please make sure that any over the counter medicine for coughs or colds do not contain fever reducers. We will also not exceed the recommended dosage for the age of the child except with a doctor's note.

Weather Related School Closings

The ICC Children's Center will close when the College closes for weather related emergencies. During inclement weather, please tune in to your local news and radio stations to find out if ICC is closed. You can also find out from the ICC website www.icc.edu, the ICC Children's Center Facebook page, or by calling 694-5422. If inclement weather begins throughout the day and ICC closes early, we will begin calling you or your child's emergency contact numbers. We will also try to post new information on our Blackboard site.

Pest Management Policy (NAEYC 9.D.08)

ICC has an Integrated Pest Management Policy which includes a Least Toxic Integrated Pest Management approach to pest prevention and control in all buildings and grounds. A copy of this policy is available for parents to read. If you have any questions, please contact the ICC Children's Center Manager.

Outdoor Play

You can expect that your child will go outside DAILY (when weather, air quality, or environmental safety conditions do not pose a health risk). *If you feel your child is too ill to go outside for activities, they are too ill to be at school.* Please be sure to dress your child appropriately for the weather. The following are times when children will NOT be allowed to go outside:

1. Temperature below 20 degrees with wind chill. (Winter Weather Advisory)
2. Temperature above 98 degrees with heat index. (Heat Advisory)
3. Lightning, Thunderstorm Watch or Warning.
4. Hail, Freezing Rain or Sleet, or Ice present on majority of playground

Shoe Policy

In the past we have had several instances of children wearing unsafe shoes at school, causing them to be injured or preventing them from participating in certain activities. The teachers plan activities which include running, jumping, hiking, and tricycle riding.

Our policy is to only allow the following types of shoes:

- ⇒ RUBBER SOLED SHOES THAT HAVE CLOSED TOES AND CLOSED HEELS.
- ⇒ TENNIS SHOES
- ⇒ WALKING SHOES
- ⇒ SHOES THAT ARE DESIGNED FOR HIKING, WALKING AND RUNNING.
- ⇒ SPORT OR ATHLETIC SANDALS (RUBBER SOLES AND ARE DESIGNED NOT TO FALL OFF OF THE CHILD'S FOOT.)

Illness (NAEYC 5.A.02, 5.A.04, 10.B.08g, 10.D.01d)

State regulation prohibits the care of sick children in a child care center. Parents will be notified if a child becomes ill at school and parents are expected to make immediate arrangements to remove their child from the ICC Children's Center. The College nurse, Center Manager, or teacher will determine when a child is too ill to remain at school. An ill child shall be isolated with a teacher or manager until a parent or authorized adult picks up the child. State regulations require that children be excluded from child care for the following reasons:

- Children with diarrhea and those with a rash combined with a fever (oral temperature of 101 F or higher or under the arm 100 F or higher) shall not be admitted to the child care center while those symptoms persist, and shall be removed as soon as possible should these symptoms develop while the child is in care.
- Illness which prevents the child from participating comfortably in program activities.
- Illness which calls for greater care than the staff can provide without compromising the health and safety of all children.
- Fever with behavior change or symptoms of illness.
- Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of possible severe illness.
- Diarrhea
- Vomiting 2 or more times in the previous 24 hours, unless it is determined to be due to a non-communicable condition and the child is not in danger of dehydration.
- Mouth sores associated with the child's inability to control saliva, until doctor or health department states that it is noninfectious.
- Rash with fever or behavior change, unless physician determines illness to be non-communicable.
- Purulent Conjunctivitis, until 24 hours after treatment has been initiated.
- Impetigo, until 24 hours after treatment has been initiated.
- Strep Throat, until 24 hours after treatment has been initiated and child has been without fever for 24 hours.
- Head Lice, until morning after first treatment.
- Scabies, until morning after first treatment.
- Chicken Pox, until at least 6 days after onset of rash.
- Whooping Cough, until after five days of antibiotic treatment have been completed.
- Mumps, until nine days after onset of parotid gland swelling.
- Measles, until four days after disappearance of rash.
- Symptoms which may be indicative of one of the serious communicable diseases identified by the Illinois Department of Public Health.

Secured Entrances (NAEYC 10.B.08g)

Our Center features **Keyless Entry** locks on our classroom doors. Each parent will receive a special ID card that they will need to bring with them to gain entrance to the classrooms. Once a family no longer attends the ICC Children's Center, their card will no longer work. The cost for replacing a lost or damaged ID card is \$20.00.

Emergency Procedures (NAEYC 10.B.08g, 10.D.08bde)

The ICC Children's Center has procedures in place for different emergency scenarios. Please keep in mind that every situation is unique, and we as a staff will do whatever is necessary to ensure your child's safety and security. ICC has set forth their own Emergency Response Procedures Guide, with which all of our staff are familiar. There is a copy of this guide in all of our classrooms. Let us know if you would like to see a copy. Staff and children practice evacuation procedures monthly and shelter in place procedures at least once a semester. Please read below for our procedures on both campuses for a few emergency scenarios:

*In all cases staff will have emergency information with them and will contact you as soon as possible. **THE CHILDREN ARE OUR NUMBER ONE PRIORITY.***

Evacuation

In cases of evacuation of the building for any reason, the children will walk up the hill to Parking Lot A. In the event we are evacuated for an extended length of time, we will walk to the CougarPlex lobby to wait. Children will be released into their parents care only when Campus Police or administration deems it safe, however parents are welcome to join us.

Tornado

In cases of tornado, children will be taken to the Hourly Class, to the staff work room, or to the Hallway outside of the Hourly Room (depending on how many children present). Once a warning is issued we will not be able to allow anyone to leave until Security has issued an all clear. Please feel free to join us, but do not try to leave until Campus Police deems it safe.

Lockdown *

In cases of lockdown, all classrooms will be locked and children will be hidden safely away from view. Once the doors are locked they will not be opened until Police arrives to safely escort us away. Please do not try to gain access to the classrooms until Police deems it safe.

Lost or Missing Child *

In cases of lost or missing children, teaching staff will immediately inform Center Management and Campus Police. The child's parents will be contacted and kept informed of the situation by one of the Center Management. All classes will combine and as many staff as safely possible will look for missing child. The minimal number of adults needed to watch the large group of children will stay behind. The group of children will be cared for as usual.

While we have never experienced these situations, we want to be as prepared as possible and are required to have a plan in writing.

Center Operations

Drop Off (NAEYC 10.D.06)

The ICC Children's Center **OPENS** at **6:45 a.m.** Our staff is not paid until 6:45 a.m. If you arrive before 6:45 a.m. please wait in the hallway with your child until 6:45 a.m. Children in the full time program should arrive at the Center prior to 9:00 a.m. If an emergency occurs, parents should call before 9:00 a.m. if the child will be absent or late.

Upon arrival, please make sure your child washes his or her hands. Children must be signed IN and OUT by a parent or responsible adult on the form provided. If the class is on the playground, please make sure that you escort your child all the way outside, to ensure that the teachers know that your child has arrived.

Pick Up

The ICC Children's Center **CLOSES** at **5:00 p.m.** Please plan to arrive at least 2-3 minutes before closing time, so that you and your child are leaving by 5:00. Our staff is only paid until 5:00 p.m. Please be courteous and prompt in picking up your child. Late fees will be charged beginning at 5:05 p.m. at \$1 per minute and will be charged to your account within 48 hours of your tardiness.

If you are picking up your child early around lunch time, please wait in the hall, so that your child may complete his/her meal. If someone other than the parent will be picking up the child, such information must be provided in writing by the parent to the teacher in charge. Identification will be requested of the designated person if they are unknown to the staff.

Late Pick-Up Procedure: (after 5:00 pm)

- ⇒ If you do not arrive by closing time, our staff will begin attempting to reach you.
- ⇒ If we cannot reach you, we will begin calling your emergency contacts.
- ⇒ If we cannot reach anyone to pick up the child, we will inform ICC's Campus Police after 30 minutes of trying to reach you.
- ⇒ At 1 hour we will turn your child over to Campus Police, we will also contact DCFS.
- ⇒ We will always maintain responsibility for your child until you arrive or until Campus Police and /or DCFS arrives.
- ⇒ Your child is never responsible for these situations and we will never discuss this situation with your child.

It is important to keep your phone numbers and your emergency contact phone numbers up to date. If you are running late please call the Center to let us know that you are on your way. Please call 694-5128, 694-5116 or 694-5517.

Holding Fee

If you wish to remove your child for any extended period longer than your typical two week schedule (holiday, maternity, vacation, summer, mini-mester), a one-time typical weekly charge will be added to your account. Your child will be able to come back to our child care at your pre-arranged time. ***DOES NOT apply to ICC Student, Part-Time Faculty and Hourly Families.***

Withdrawing

Once you sign the Billing Contract you will be charged continually (or until the end of the finals week for Adjunct Faculty or Students). You will be responsible for payments until the time that you need to stop services by a written or verbal notice. We require a two week notice in order to fill that spot. If you choose to remove your child before the two weeks are up, please be aware that we will continue to collect payment for the two weeks. If you withdraw your child from the Center, you must provide at least two weeks' written notice, but your remaining vacation days cannot be used for the two-week notice period. ***No REFUNDS will be granted during the last 2 weeks of the semester.***

Payment & Fees (NAEYC 10.B.08i)

All newly enrolled children will be assessed a one-time non-refundable registration fee. This fee does not apply toward tuition. A supply fee will be added every semester and will pay for products that we use every day in the Center.

Faculty, Staff, Students, and Public Families (Not receiving Child Care Connection or DCFS assistance) you will need to fill out a form to have your child's tuition automatically charged to your credit card or withdrawn from a checking or savings account. You may choose to have a one time charge, a monthly charge, or a weekly, or every other week charge.

Faculty, Staff, Students, and Public Families (Receiving Child Care Connection or DCFS assistance) You will need to fill out a form to have your monthly co-pays and any fees automatically charged to your credit card or withdrawn from a checking or savings account, OR students receiving financial aid may have the amount charged to your financial aid. Child care fees that remain unpaid after the semester or after care has ended (not including expected payments from government sources) may cause one or more of the following: delay of grades, removal from College enrollment, collection agency referral. It is the parent's responsibility to notify the manager or assistant manager of changes of bank accounts, charge card numbers or questions /changes in the charges. Once a child is enrolled, you will be charged for the time reserved. **NO REFUND OR CREDIT IS GIVEN FOR NON-ATTENDANCE. It is required that a parent provide the Center Manager at least two weeks notice when removing a child from the program to stop the billing process.**

A receipt will be issued when payment is made. Parents are advised to also keep their copy for their records. Once your bill is paid in full at the end of the semester, a copy of your billing statement may be obtained from the Center Manager for tax purposes.

Center Closings

Closings are listed below. Only CLOSINGS for Staff Training and Winter Break will not be charged to anyone. The week of Spring Break in March the Center will be open Monday-Wednesday, however ICC students and part-time employees will not be charged if care is not needed. All other CLOSURES will be charged as part of your regular schedule. *Child Care Connection Families are exempt from some closing charges.*

ICC HOLIDAY CLOSINGS: Labor Day, Thanksgiving & Day After, Winter Break at least the last week of December (NO CHARGE), Martin Luther King, Jr. Day, Good Friday, Memorial Day, July 4th holiday

CENTER CLOSINGS: (ICC is still open)

Staff Training— 1st Thursday & Friday of August (NO CHARGE)

Staff Training— Thursday & Friday during Spring Break (NO CHARGE)

ICC Summer Explorer Camp for School Age Children

Beginning with the start of ICC's summer school (usually the first full week of June) we will provide care for children ages 6-12. This camp runs for 10 weeks each summer. Children will be engaged in a number of age appropriate activities and adventures both on and off campus. More information about the program for the summer will be available each Spring.

Photo, Observation & Field Trip Policies

Please read the items below. If there is any item you do not agree with please indicate them on the Emergency Form.

- I give permission for my child's photographs to be displayed in the classroom.
- I give permission for my child's photographs to be displayed on bulletin boards out-side of our classrooms.
- I give permission for my child to be video taped for educational purposes (used for staff meetings, parent meetings, and child development or film classes)
- I give permission for my child's photographs to be posted on the ICC Children's Center website, Facebook or other social networks, brochures, posters, and handbooks. In these cases your child's name will not be used.
- I give permission for my child's photographs to be taken for the Harbinger publication (campus newspaper).
- I give permission for my child's photographs or video to be taken for television such as news events, or local newspapers.
- I give permission for my child to be observed by academic and non-academic visitors to the Center. These observations are approved by Center Management and are not for diagnostic purposes.
- I understand my child will be observed by non-Center personnel for teaching or training purposes. I give permission for my child to participate in observation projects conducted by those authorized by the Manager.
- I give permission for my child to participate in Center-sponsored field trips and excursions whether transportation is by foot or vehicle. I will be notified ahead of time when traveling by vehicle.

Parent Involvement

Visit & Observe (NAEYC 7.A.11)

You may visit the Center at any time, although keep in mind nap time is 1:00-3:00pm. It is suggested if you wish to observe, make prior arrangements with the staff to take full advantage of this opportunity. You are welcome to observe your child on the monitor in the Center Manager's office (127B) if you wish.

Volunteer

Family members are always welcome to volunteer in the classroom in a variety of ways. Some suggestions to consider:

- Read to a small group,
- Sing or play an instrument
- Cook with the children
- Help with an art activity
- Play a game outside
- Teach the children Yoga
- Teach the children a foreign language
- Plan family outings

Parent Meetings (NAEYC 7.A.12, 7.A.13, 10.B.08e, 10.F.04)

Parent meetings are held at least two times a semester. If you are unable to attend, a synopsis of the meeting will be distributed one or two days later. Meeting topics will vary and suggestions are always welcome. One annual meeting will cover program planning and ongoing operations and parent consultation is important. These meetings also serve as a volunteer advisory board and important improvements have come about because of these meetings.

Family Events

Throughout the year, the center has its own various celebrations and get-togethers. Picnics, pizza parties, scavenger hunts, and ice cream socials are some of the ways we have used to welcome family members into the children's environment. If you have an idea for a family open house, please let any teacher know and we may just hold your event!

Guests & Field Trips (NAEYC 10.B.08k, 10.B.08l)

All classrooms enjoy guests and on campus field trips. We try to expose the children to new adventures and experiences. Guests to the classrooms have included parents sharing talents, "Celebrity Readers", community helpers, and special children's programs. There may be additional costs involved in field trips, depending on what event we are attending. On field trips staff will carry a cell phone or other communication device, emergency information, first aid kit, a few changes of clothing, etc.

Family Outings (NAEYC 7.A.12, 7.A.14)

The ICC Center occasionally plans Family Outings. . If you would like to assist in planning an outing or have a suggestion of where to go, please let the Center management know. These optional outings serve to help families become better acquainted. ICC is not responsible for your children during these times.

Family Resources Library

The Family Cabinet has items available immediately for checkout. We have many great parenting books, resource books, activity books and several games, which you can checkout for free. The Family Cabinet is located along the wall near the restrooms between the Hourly Room and the Staff Work Room.

Check out is easy:

- ⇒ Choose an item.
- ⇒ Write your name, item, and the date due inside the gray book.
- ⇒ Please use and return items in good condition within two weeks of borrowing.

Facebook

We use Facebook to relay information to parents and the community about the offerings of ICC Children's Center. Our public Facebook Illinois Central College Children's Center shows guests, events after they have happened, and general advertising information. Our private Facebook is by invitation only for parents and guardians. This site will give reminders of upcoming events, special announcements, menus, etc.

Picture Day

We offer school pictures once in the Fall and once in the Spring. Children will be photographed by a local photographer who comes to the center. You will be able to choose and order a photo package when the proofs are delivered. All children will have two proofs, one will be a head and shoulders pose and one will be a full body pose. Each child photographed will also be included on our classroom composite photo. If you have questions please see the Manager.

Birthday Celebrations

In each classroom we celebrate birthdays with a special crown and the child will receive a book as a gift from the center. While we do not allow food treats, you are welcome to help us celebrate in variety of ways. We encourage creativity and the gift of lasting value or time. Some suggestions of include: a book or game for the Class, Special Visitor, ingredients for a cooking activity in the classroom, etc.

Pre-K Graduation

Each Spring we plan a small Graduation Celebration for our children who will be going off to kindergarten the next Fall. We appreciate any help with decorating and refreshments. We hope to make this a very memorable experience for the children and their families.

Book Orders

We participate in Scholastic book orders. Periodically we will send home a packet of forms. These book clubs not only serve as a convenient way for you to choose a quality books at low prices, but with every class order we send in, our classes can receive free books and learning materials. Remember there is no obligation to order--- the decision is yours. If you have any questions feel free to ask your child's teacher.

Wish List

We have come up with a wish list of items we can always use. By receiving donations we can help lower our costs in this time of budget reductions. We really appreciate any thing you have to donate !!! Examples of items requested: Scrap paper for drawing, Junk mail stamps, envelopes, credit card samples, etc. Collage materials (seeds, ribbon, etc.), Plastic grocery bags, Paper grocery bags, Paper plates—various sizes, Post-it notes, Really cool rocks and minerals for examination, Tape—all kinds-duct, plastic repair tape, carton sealing, etc. We would like to say thank you for anything you are able to do.!!!

Labels for Education

The *Labels for Education* program is a great way to get FREE merchandise for our school and it's even better this year. Participating in the program is easy — simply save **UPCs** from participating products and send them to our school. Some of the products eligible for redemption include:

- All Campbell's® products
- All SpaghettiOs® products
- All Prego® products
- All Swanson® products
- All Pepperidge Farm® products
- All V8 ® products
- All Pop Secret ® products
- All Bic ® Office products



JUST PLAYING

A poem by Anita Wadle

When I'm building in the block room,
Please don't say I'm "Just Playing."
For, you see, I'm learning as I play; About balances and shapes.

When I'm getting all dressed up, setting the table, caring for the babies,
Don't get the idea I'm "Just Playing."
For, you see, I'm learning as I play;
I may be a mother or a father someday.

When you see me up to my elbows in paint,
Or standing at an easel, or molding and shaping clay,
Please don't let me hear you say, "He is just playing."
For, you see, I'm learning as I play.
I'm expressing myself and being creative.
I may be an artist or an inventor someday.

When you see me sitting in a chair
"Reading" to an imaginary audience,
Please don't laugh and think I'm "Just Playing."
For, you see, I'm learning as I play.
I may be a teacher someday.

When you see me combing the
bushes for bugs,
Or packing my pockets with choice things I find,
Don't pass it off as "Just Play."
For, you see, I'm learning as I play
I may be a scientist someday.

When you see me engrossed in a puzzle,
Or some "plaything" at my school,
Please don't feel the time is wasted in "Play."
For, you see, I'm learning as I play.
I'm learning to solve problems and concentrate.
I may be in business someday

When you see me cooking or tasting foods,
Please don't think that because I enjoy it, it is "Just Play."
I'm learning to follow directions and see differences.
I may be a chef someday.

When you see me learning to skip, hop, run, and move my body,
Please don't say I'm "Just Playing."
For, you see, I'm learning as I play.
I'm learning how my body works.
I may be a doctor, nurse or athlete someday.

When you ask me what I've done at school today,
And I say, "I just played,"
Please don't misunderstand me.
For, you see, I'm learning as I play.
I'm learning to enjoy and be successful in my work.
I'm preparing for tomorrow.
Today, I'm a child and my work is play.

Illinois Central College Children's Center

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