

Please note: For ease of reading, the terms “parent” and “parents” refer to a child’s parent(s) or court appointed legal guardian(s). The Child Development Center is often referred to as the CDC.

ADMINISTRATIVE STAFF

Chris Randles
Chief Financial Officer
Business Office
Room A-108
Office 351-2513

Nancy Kemna
Director, CDC
Room G-102
Office 351-2553
Home 351-8044

Tara Bailey
Asst. Director, CDC
Room G-101
Office 373-3777

The administrative staff has many years of experience with young children in various early childhood settings and high levels of education. If you have any questions or concerns, feel free to contact one of them.

SUPPORT STAFF

Parkland College, through Administrative Services, employs a 75% time cook for the CDC. Parkland College, through the Physical Plant, assigns a custodian to provide daily cleaning at the CDC.

MISSION

The CDC is a demonstration laboratory school designed to meet the needs of children fifteen months through five years of age. We are open to Parkland College students and staff and to community residents as well. The CDC will provide a foundation for learning that includes the total development and education of each child. The family is recognized as the child’s primary teacher and decision-maker. The CDC will enhance the learning opportunities for Parkland students and others pursuing a career working with children and families.

The Parkland College Child Development Center believes that:

- Every child has a right to a safe, healthy, nurturing environment
- Children learn through play; therefore, we plan our curriculum within a caring and creative environment
- The parent is a valued partner in the child’s education
- The role of the child’s teacher is essential to the development of the child

HISTORY

The Parkland College Child Development Center is the realization of a dream that began as early as 1972. Parkland College was only five years old and even then the need for early childhood education was evident. In 1975, the faculty senate proposed a Child Development Center be built along with the

new college campus on Bradley Avenue. Although funding was not yet available, the dream lived on. The Parkland College Board of Trustees approved a capital improvement project plan in November 1991. The plan included funding for a temporary center to meet the need for early childhood education until state funding would allow for a permanent facility.

The temporary center opened at the start of the fall semester on August 23, 1993. The building included three classrooms for children, an office and a reception area. It accommodated 56 children, ages 2-6. Today our former temporary building is known as the "E" Building.

On January 19, 1994, Governor Jim Edgar released \$1,496,300 in state construction funds for the permanent Child Development Center at Parkland College. Ground breaking for the new center was held on September 28, 1994. The center was completed in late July 1995. It includes four classrooms for children, two instructional classrooms, full-services kitchen, multi-purpose room, office, conference room, staff lounge, and reception area. We are state licensed to accommodate 72 children, ages fifteen months-5 years. We serve the children of Parkland College students and staff, and children of residents of Parkland College District #505.

PHILOSOPHY

The Parkland College Child Development Center was established to provide an educational program for children of Parkland College students. The CDC is intended to supplement the child's family by providing a quality program for children while parents pursue their educational goals.

The following purposes are of equal importance in fulfilling the mission of Parkland College and the Child Development Center. We strive to:

- Guide and assist children in becoming active, responsible, ethical and self-disciplined citizens of our democratic society
- Prepare children for kindergarten
- Provide developmental programs and services, which enhance and support children's learning
- Provide learning opportunities for children to explore their potential, abilities and interests
- Offer support to enhance parent's capabilities in child rearing by providing networking, advising and guidance services.

BASIC INFORMATION

TEACHER QUALIFICATION

A Head Teacher and an Assistant Teacher staff each classroom. Teachers are professional staff employees of Administrative Services at Parkland College.

Head Teachers have obtained degrees in Early Childhood Education or a related field, and have had extensive experience leading educational programs for young children. Head Teachers also contribute to the educational experience of Parkland Students through supervising student observations and practicum placement.

Assistant Teachers are required to have a minimum of two years college or a CDA (Child Development Associate).

Each classroom is staffed with a Teacher's Aide and Parkland College students who assist the Head and Assistant teachers.

Those working with the children in the classrooms reflect an impressive range of experience with young children. Teachers receive a required minimum of 15 hours in service training throughout the year in order to provide the best care possible for your child.

CURRICULUM

We seek to provide developmentally and educationally appropriate curriculum activities to meet the social, emotional, physical and cognitive needs of the individual child. Each child is respected, supported and encouraged to become an independent responsible and capable person.

We encourage and celebrate a multi-cultural, multi-ethnic society. By carefully shaping our curriculum, behavior and attitudes, we strive to promote an atmosphere, in which people of all races, religions and backgrounds can enjoy a rich, harmonious life. Believing that children develop their attitudes and identity during the early years, we strive to provide a variety of experiences that reflect accurate images of diversity.

Believing that children construct their own knowledge as a result of interactions with the physical and social world, we plan a curriculum that is appropriate to the learning style of each child. Our programs are carefully designed to enhance the child's repertoire of knowledge and skill, increase self-confidence and promote curiosity and initiative.

The curriculum is planned around everyday experiences that help the child learn more about self, family, friends and the community; as well as plants, animals, machines and the environmental forces in the world around them. Days are filled with planned and spontaneous moments of learning. There is time for active outdoors play, imaginative games, independent discovery and group time experiences.

Teachers use the Illinois State Board of Education's early learning standards as a guide to provide a developmentally appropriate pre-K curriculum, which stimulates growth in these areas:

- Intellectual – math, science, reading, memory skills, language development and social science
- Social - interaction, guided by models of socially acceptable behavior
- Emotional – development of a positive self-concept and the ability to succeed, express ideas and understand self as a valuable person; understand and appropriately express his/her emotions

LICENSE

The Parkland College Child Development Center is licensed by the State of Illinois through the Department of Children and Family Services. We are licensed to serve children ages fifteen months through five years. DCFS regulates the service we provide and we are required to meet their standards

for staffing, discipline, health and safety, curriculum, equipment and materials, nutrition, transportation, records and reports. We have a copy of the current licensing standards available for review (see the CDC Director). DCFS reviews our program by unannounced and regularly scheduled visits.

TODDLER PROGRAM

Beginning in the fall 2005 semester, the Parkland College Child Development Center opened a toddler room serving ages 15-24 months. The parent handbook provides guidelines and procedures for the center as a whole but this section will cover a few areas specialized to this group of children.

- The toddlers will have their own designated gym and playground times that will not coincide with the older children's times.
- The toddlers will be served whole milk from sippy cups
- The CDC will not serve formula or breast milk*
- No bottles will be used at the CDC*
- Meal times will be the same as the older age groups
- Nap times will be the same as the older age groups but the staff of the CDC will make adaptations as needed to meet the individual needs of each child. Each child will be made comfortable if they fall asleep outside of the "nap time" pattern and if they are awake during "nap time", the staff will make appropriate concessions to their programming for that child as well.

*If there are extenuating circumstances and special arrangements need to be made for a child in regards to the no bottle/no formula/no breast milk guideline it must be presented to the Director and agreed upon between the parent and Director. If it is agreed upon between the parent and Director, the parent will be responsible for bringing the bottle or container already prepared (poured/measured/mixed, etc.) and labeled with the child's name and placing it in the refrigerator in the toddler classroom. If a bottle is used at the CDC, it will be rinsed and put back in the child's bag to be taken home. It will then need to be sanitized at home.

ADVISORY BOARD

The Parkland CDC Advisory Board is comprised of 12 members, including three parents, six college or community members, Department Chair, CDC Director and Assistant Director. The primary purpose of the Advisory Board is to guide and instruct the CDC Director on center policies and procedures. Members remain on the Board until they choose to resign. New members are sought to fill vacancies as they occur. Meetings are scheduled, announced, and open to all parents.

AGES SERVED

Fifteen months - 5 year-olds. A child that turns 6 during the year will be "released" from enrollment at the CDC.

DAYS/HOURS

Monday through Friday - 7:30 a.m. - 4:30 p.m.

- => The CDC is closed on Fridays during Full Summer Session (mid-June through early August).
- => The CDC reserves the right to change its hours based on enrollment needs.
- => The CDC observes the holiday schedule of the offices of Parkland College. This includes the week between Christmas and New Year's Day. Additionally, the CDC will be closed one week in August for cleaning, repairing and planning for the fall semester.
- => The CDC is closed for the staff to attend a Professional Development Day in the spring (date TBA).

A "TYPICAL" DAY

7:30-9:00	Children arrive
8:30	Breakfast
9:00-11:15	Pre-school program (closed session)
11:30	Lunch
12:30-2:30	Rest/Nap (closed session)
3:00	Afternoon snack
2:30-4:30	Afternoon session/pickup

(Our toddler program will use this typical day as a guideline but remain flexible and respond to individual children's needs.)

CONFIDENTIALITY

The CDC staff will make every effort to protect your family's privacy. This encompasses such things as children's behavior, family situations, and children's personal files. Only full time Parkland Employees will have access to children's files. There is a master copy of the children's file that the Assistant Director maintains for DCFS. The information includes the enrollment packet of information provided at the time of enrollment. The teachers in the classroom maintain a file on each child in their classroom which includes copies of some of the enrollment paperwork as well as documentation used to develop the child's portfolio. Children's files in both areas are locked daily. Each family has the right to see the information in the child's file and the time most suitable for such access is at parent/teacher conferences.

GUIDANCE

The goal of the CDC staff is to assist each child toward the development of self-control and positive interactions with other children and adults. Our primary rule is R-E-S-P-E-C-T, for each other, for teachers and others in authority, for CDC materials and for the environment.

Children who arrive at the CDC will find loving care, reasonable order, and the promise of an interesting day. In such an environment, we strive to teach children to respect themselves and others. This atmosphere also reduces the number of discipline problems.

Recognizing that children are not emotionally mature enough to be in charge of themselves over long periods of time, caring adults set limits and maintain calm, consistent approach to guiding children's behavior.

Guidance techniques are designed and implemented in such a way as to help each child develop self-control and to assume responsibility for his/her actions. The rules are simple and understandable. Redirection, along with an explanation is a common technique. If a child is removed from the group or an activity to regain self-control, it will be for a short period of time. In accordance with the philosophy of the Child Development center as well as the laws of the State of Illinois, the CDC personnel will use no form of physical punishment or verbal abuse. **Please keep in mind that this policy also applies to parent interaction with their child at the CDC. Children may not be spanked or threatened with spanking at the CDC.**

Young children need the experience of interacting with other children on a consistent basis. Learning how to share and cooperate with others is a very difficult process for young children, and consequently, aggressive behavior will occur (hitting, yelling, name calling, biting, throwing, etc.). Although we do not allow this behavior, we realize that it takes time for a child to learn a more acceptable way of dealing with his/her anger and frustration (using appropriate words to express feelings).

- **PRAISE/POSITIVE REINFORCEMENT**

Praise and positive reinforcement of good behaviors are consistently used with all children as a method to build the child's self-esteem and encourage self-control.

- **CONFLICT RESOLUTION**

Because of the move toward a global community, we feel it is important to stress the development of conflict resolution skills. We work with children on the specific skills necessary to begin to solve their own disagreements among themselves.

Experienced teachers can recognize the possibility of potential behavior problems before they occur, and therefore, can redirect the child's behavior before it becomes unacceptable.

Sometimes a child's behavior results in a logical consequence, which helps the child learn the cause-effect relationship of his/her action. Occasionally a child who is being disruptive or losing control may be removed to the sidelines of the group, be assisted in gaining control, and then be invited to rejoin the group and reminded of appropriate behavior.

REFERRALS

If a concern is addressed by a child's teacher or parent regarding the child's development, a meeting will be scheduled to include the teacher, parents and director. If it is determined that the CDC staff will benefit from additional guidance by outside resources to fully meet the individual needs of the child, a referral to a community agency will be made. If continual discipline problems and/or developmental concerns persist, the parents will be called for a conference with the teacher so they can work together to help the child. If a parent is not cooperative with our efforts to seek assistance for their child, we will exercise our right to discontinue service and enrollment will be terminated.

CHILD ASSESSMENTS

The staff of the Child Development Center uses a variety of assessments tools to support children's learning. The tools we use are both formal and informal methods of gathering information on children's progress. Some of the methods used are the Ages & Stages Questionnaire (ASQ), Ages & Stages Questionnaire: Social Emotional (ASQSE), developmental checklists, teacher observations, and anecdotal records. This data is then compiled into a focused portfolio for each child. The areas addressed in each child's portfolio are: social/emotional, fine motor, gross motor and intellectual development.

Within the initial semester of enrollment an ASQ and ASQSE will be done on your child. If at that time there are any concerns you will be notified and we will request a meeting with you to discuss the results. Together we will then determine a plan of action to best meet the needs of your child. During the school year teachers collect data on the children to put in a focused portfolio. This data provides evidence of each child's current level of development. Teachers then use this evidence to create learning opportunities for each child to explore their potential by planning or modifying developmentally appropriate activities and developing new curriculum goals for their classroom to enhance each child's growth so that they will have the ability to succeed in kindergarten.

The evidence that is compiled in each child's portfolio is then shared with parents during Parent/Teacher conferences. This information is confidential and is shared only with the child's parent(s) or guardian unless the parent has signed a release form authorizing the release of this information to a designated individual or agency.

PARENT/TEACHER CONFERENCES

Individualized Parent/Teacher conferences are held formally twice a year. The first is scheduled in November and the second in May. However, parents are encouraged to talk to the child's teachers if they have questions or concerns. The Director is also available to parents with questions or concerns. Children's personal and individual needs are of primary importance, therefore, more frequent interaction between parents and teachers may be necessary. Telephone conferences are available at any time.

Note: We will not discuss a child in his/her presence. Please make arrangements for your child (and siblings) to be cared for during your scheduled conferences.

COMMUNICATION

Our goal is to foster an atmosphere of mutual cooperation and respect. Good communication is the essential key to reaching and maintaining that goal. When you have an idea, thought or suggestion that you feel would benefit the CDC, please share it with a CDC staff member. Working together, we will maintain an efficient program that benefits the children you have entrusted to our care. In the event that an interpreter is needed for any reason we can contact Parkland faculty or staff to assist. Please refer to the language directory in your enrollment packet or let one of our staff members help make these arrangements.

Parents are encouraged to read all posted information. There are several places where information is routinely posted. Please familiarize yourself with the reception area and classroom posting areas.

The Parkland CDC is operated under an “open door” policy. Your presence, thoughts, ideas and positive suggestions are welcome. We strive to encourage each other as we endeavor to maintain a positive caring atmosphere in our center.

We encourage open conversation between parents and teachers. Arrival and pick-up times are good for relaying pertinent information about your child. Parents may call the school and/or visit at any time. We try to publish a bi-monthly center newsletter for parents and the teachers in each classroom try to do a classroom newsletter monthly. This newsletter will be placed in your child's cubby.

LIBRARY

We have an in-house library for children who attend the CDC. Each classroom has a scheduled library day. Only the children in attendance on that day are allowed to take advantage of the library. Children may check out one book for one week. If a child has an overdue book, she/he may not check out another until the overdue book is returned. If a book is damaged but can be repaired, parents will not be charged. If a book is overdue for 30 days, it will be considered lost and a replacement fee will be charged. Payment for a damaged or lost book is due upon receipt of the notice.

REST TIME

Each classroom has a rest time following lunch each day from 12:30-2:30 p.m. All children are encouraged to take a nap during this time. We ask that each family bring a crib size sheet to be used on their child's cot and that the sheet is labeled in permanent marker with the child's last name. Parents are also asked to take the sheet home to be laundered once a week. Soft music is played and every effort is made to provide a quiet environment for those who need to take a nap. If it becomes obvious that a child cannot get to sleep, s/he will be given a book or other quiet activity to enjoy while resting on his/her cot. Believe it or not, the majority of children do sleep during rest time.

Note: For toddlers, please bring 2 crib size sheets per week, as toddlers tend to soil their sheets more often.

ENROLLMENT AND REGISTRATION PROCEDURES

APPLICATION / WAITING LIST

Applications are dated as they arrive. If no openings are available, the child's name is added to the waiting list. The family of the oldest application for a particular age group will be notified if an opening occurs. If we are unable to contact that family, or they decline our offer of enrollment, the next family will be contacted. Parkland College students and employees receive first priority.

ADMISSION POLICY

We serve the children of Parkland College students and staff, and children of residents of Parkland College District #505. Our policy prohibits discrimination on the basis of ethnic origin, race, sex, color or religious affiliation. Each child is enrolled on a trial basis. If it becomes evident that our program is not a suitable one for your child, we will recommend alternative replacement.

SUPPLIES

To supplement our supply budget, each parent is encouraged to send with their child on his/her first day of school:

- ⇒ 1 box of Crayola “Classic” Washable Markers
- ⇒ Crayons: Rooms A & B = 1 box of 24 crayons
- ⇒ 2 boxes of Kleenex
- ⇒ 1 container of watercolors (palette)
- ⇒ 1 medium size bottle of glue

note: This list is subject to change per semester, please check with your child’s teacher for current needs.

We appreciate your support in making any donations that you can. These materials may be used by all children in the classroom and will be replenished by the CDC. In addition to these “supplies”, please also take note of the other items to bring for your child in the sections regarding rest time (cot sheets), clothing (change of clothing to be left at CDC), and diapering/toilet learning (diapers/wipes).

ENROLLMENT

• New Children

At the time of enrollment, the following are required:

- An initial \$50 non-refundable, non-transferable space reservation/registration fee
- Certified copy of Birth Certificate - to be copied at the CDC for the child’s file
- Verification of Receipt of Parent Handbook
- DCFS Application/Record of Child Information Registration Card
- Child’s History / Child Information Brochure
- Tuition Agreement
- Copy of 1040 (1040 EZ, etc.) tax form showing household income for tier level determination. If not provided, the family will automatically be billed at a “tier 5” – the highest income level.
- Medical/General Consent Form
- Acknowledgement of pest management/insecticide/pesticide/herbicide procedures and release
- Household Income Eligibility Application for Food Program
- Registration Card
- DCFS Verification of Receipt (of “Summary of Licensing Standards for Daycare Centers” pamphlet)
- Within 30 days of enrollment, parents must submit a physician completed DCFS Certificate of Health Examination (physical) – including all required immunization records, TB skin test of physician’s waiver, Lead Screen or physician’s waiver, and any food restrictions.

When all of the required enrollment forms and fees are received in the CDC office, the child will be assigned to a classroom.

• **Currently Enrolled Children**

Parents of currently enrolled children have the opportunity to register their child in advance for the upcoming semester if they submit the required forms and space reservation / registration fee by the designated registration date. We do not assume a currently enrolled child will return for the next semester. If required forms and fees are not received by the last day of registration, the child will be considered withdrawn on the last day of the current semester. Children who have been withdrawn do not have priority to re-enroll. Parents may re-apply to the waiting list by submitting an application and if a space is open, offered, and accepted, the initial \$50 space reservation/registration fee would apply.

SCHEDULING OPTIONS

• **PART-TIME ENROLLMENT**

Part-time enrollment is considered to be **5 or fewer hours per day**. Children must be enrolled for a **minimum** of three consecutive hours per day, at least two days per week. Parents have the option of picking up their child early; however, we believe that to spend less than three hours at the center makes the adjustment difficult for the child, and takes away from the mission of the center.

• **FULL DAY ENROLLMENT**

Full day enrollment is defined as **more than 5 hours per day**.

• **Options for enrollment are:**

M – F **7:30-4:30 or 7:30-12:30 or 11:15-4:15 or 11:30-4:30**

M, W, F **7:30-4:30 or 7:30-12:30 or 11:15-4:15 or 11:30-4:30**

T, Th **7:30-4:30 or 7:30-12:30 or 11:15-4:15 or 11:30-4:30**

SCHEDULE CHANGE REQUESTS

Schedule change request forms are available at the reception desk. The request will be considered for the following week if it is received before 4:30 p.m. on Thursday. **EXCEPTION:** When we are closed on Fridays during the “Full” summer session, schedule change request forms must be received before 4:30 p.m. on Wednesday to be considered for the following week.

Requests for temporary (daily/weekly) will not be considered or approved.

One approved schedule change per child is permitted without charge per semester. Subsequent approved schedule changes in the same semester are charged a \$10.00 fee per child for each change. If a schedule change request is denied, the CDC Director will notify the parent of the denial; otherwise, parents should assume the request has been approved.

NOTIFICATION OF ABSENCES

Due to staffing patterns and lunch count, we require a phone call when your child will be absent. If a child is absent because of illness, we need to be informed of this so we can advise other families of potentially contagious conditions.

CLOSED SESSIONS

Parents are welcome at all times, however there is no scheduled arrival or departure during closed sessions. We have two closed sessions each day: 9:00 – 11:15 a.m. and 12:30 – 2:30 p.m. These times are reserved for our pre-school program, field trips and rest time.

Please make every effort to arrive before 9:00 to help your child transition into the classroom before you leave them for the day.

Please call the CDC at 373-3777 before 9:00 a.m. if your child will not be in attendance that day.

WITHDRAWAL (TERMINATION OF ENROLLMENT)

- **Parent Initiated**

Notice of Withdrawal forms are available at the reception desk. Completed forms must be received at least two weeks prior to the child's last day of attendance. **Failure to give two weeks notice will result in an abrupt withdrawal fee equal to one week's tuition.**

Children who have not attended for a period of two weeks without notification will be considered withdrawn and their space will be offered to the next family on the waiting list.

Children who have been withdrawn do not have priority to re-enroll. Parents may re-apply to the waiting list by submitting an application and if a space is open, offered, and accepted, the initial \$50 space reservation/registration fee would apply.

- **Non-Payment**

Termination of enrollment (withdrawal) will be enforced on the last business day of the month if the account is not paid in full. Delinquent accounts will be referred to the Parkland College Business Office for encumbrance and collection. Children who have been withdrawn do not have priority to re-enroll. Parents may re-apply to the waiting list by submitting an application and if a space is open, offered, and accepted, the initial \$50 space reservation/registration fee would apply.

- **Failure to Provide Required Documents**

Termination of enrollment (withdrawal) will be enforced on the last business day of the month if required documents have not been provided (i.e., registration form, health form, etc.). Children who have been withdrawn do not have priority to re-enroll. Parents may re-apply to the waiting list by submitting an application and if a space is open, offered, and accepted, the initial \$50 space reservation/registration fee would apply.

• Incompatibility Between Child and Program

If it becomes evident that our program is not a suitable one for your child, we will take the following steps:

- ⇒ Meet with the parent to discuss concerns and possible solutions
- ⇒ Hold discussions among the staff for creative problem solving, bringing in an outside consultant if possible
- ⇒ Try different activities, room arrangements, behavior management strategies, or other reasonable accommodations

In these cases, we will recommend withdrawal only when the child is unable to adapt to the program, or the staff determines the child cannot benefit from the program. When possible, parents will be given at least two weeks notice prior to center-initiated withdrawal. In the event such a decision is made, we will attempt to refer the family to other services that may be helpful to the child.

TUITION

Our charges are considered enrollment fees, not attendance fees. Tuition is charged for every day a child is enrolled, whether or not s/he attends.

\$ Tuition fees will **not** be charged when the CDC is closed. Family vacation periods, other than during official Parkland College holidays will be subject to normal tuition charges. Tuition is based on family income. Tuition is due on the first business day of the month for the entire month. Subsidy/agency tuition payments are accepted.

SLIDING FEE SCALE

***Please note that tuition is subject to change each fall semester.**

These rates are effective 10/1/2010.

Toddlers – (15 months until 2nd birthday)

Family Income	half-day rate	full day rate
\$25,975	\$22.00	\$31.00
\$25,976-34,999	28.00	35.00
\$35,000-44,999	31.00	39.00
\$45,000-54,999	34.00	43.00
\$55,000+	37.00	47.00

2 Year Olds

Family Income	half-day rate	full day rate
\$25,975	\$22.00	\$31.00
\$25,976-34,999	27.00	34.00
\$35,000-44,999	30.00	38.00
\$45,000-54,999	33.00	42.00
\$55,000+	36.00	46.00

3-5 Year Olds

Family Income	half-day rate	full day rate
\$25,975	\$22.00	\$31.00
\$25,976-34,999	26.00	33.00
\$35,000-44,999	28.00	36.00
\$45,000-54,999	30.00	39.00
\$55,000+	32.00	41.00

- **Tuition Agreement**

Charges are based on the schedule approved at the time of enrollment. A tuition agreement must be signed by the parents upon enrollment.

- **Tuition Discount for Siblings**

A family with more than one child enrolled at the CDC will receive a discount on tuition charges. Tuition will be charged at 100% for the first child. Additional children in the same family will receive a 10% discount on tuition charges.

- **Tuition for Extended Illness/Family Emergencies**

Because we are a business, we cannot afford to waive fees for days when children do not attend. Tuition will be charged for each day a child is enrolled, with one exception:

⇒ Should an extended illness occur (more than five consecutive center days), tuition will not be charged for the following five consecutive center days – if we receive a physician's written confirmation of the illness. After the second five consecutive center days of absence, fees will be charged according to your tuition agreement for the duration of semester, unless a withdrawal form is submitted.

BILLING

Statements are sent via U. S. mail, around the 17th of the month for the following month (excluding families that receive subsidy help – see Agency/Third Party Payment). Questions about your statement should be directed to the Assistant Director or Director. They are available to assist you from 7:30 a.m. until 4:30 p.m. Stop by the reception desk or call 373-3777.

PAYMENT

Tuition payments for the full month are due on the first business day of the month. Checks and money orders are payable to *Parkland College* and deposited in the locked box on the wall near the entrance in the lobby (NO ENVELOPES PLEASE). Credit cards are accepted. If paying by credit card, please present the payment slip with your card (bottom portion of statement).

NO CASH PLEASE.

- **Late Payment**

Payments received after the 15th of the month are late and will be assessed a \$10 late fee. To avoid a late pay fee, payment must be received on or before the 15th. This does not include families that receive subsidy through Child Care Resource Service (CCRS). Please see below for details.

- **Agency/Third Party Payment**

If an agency or third party will pay for your child's tuition, we must receive written confirmation directly from the agency or third party of their intent to pay tuition for your child. The agency or third party must provide billing claim forms for each month the child is enrolled at the CDC. We will submit claim forms

at the end of each month. After agency or third party is billed, parents will be billed for the balance due. **Parents are responsible for all charges not covered by the agency or third party.** Payment from families receiving subsidy will be due by the 20th day of the month. Payments received after the 20th of the month are late and will be assessed a \$10 late fee.

Note: Agencies typically do not cover registration fees or other non-tuition charges. Most agencies do not pay 100% of tuition charges. Please be aware that CCRS has an 80% attendance rule meaning children need to attend at least 80% of their eligible days in order for all of them to be paid.

• Fees (Non-Tuition)

Initial Space Reservation/Registration Fee	50.00
Subsequent Semester Reservation/Registration Fee (fall, spring, summer)	30.00
Change of Schedule (1 st change free, each additional subject to fee)	10.00
Late Pay fee	10.00
Late Departure fees	as outlined below

Abrupt Withdrawal (less than two weeks notice) = one full week's tuition

• Late Departure

For those families that are enrolled in our morning half-day program you will be charged **\$5.00 per each 15 minutes past 12:30 that the child is here.**

For those families enrolled in our full day program or afternoon half-day program you will be charged **\$2.00 per minute the child is here after 4:30 p.m. (or 4:15 if your schedule is 11:15-4:15).**

We encourage parents to **schedule** a complete half-day (5 hours) or a complete full day (10 hours). **Even if you don't anticipate having your child attend for the complete block of time, by scheduling your attendance times to correspond to half-day or full day our staffing will be in place for you in the event you need us longer than you expected.**

Examples of complete half-day hours are: 7:30am-12: 30pm (w/open drop off between 7:30-9:00am) or 11:15am-4: 15pm (drop off no earlier than 11:15 and open pick-up between 2:30-4:15pm). A complete full day schedule would be 7:30am-4: 30pm (w/open drop off between 7:30-9:00 am and open pick up between 2:30-4:30pm).

The CDC closes at 4:30 p.m. There will be a \$2 per minute charge for departure after 4:30 p.m.

EXCESSIVE LATE PICK UPS COULD RESULT IN A CENTER INITIATED WITHDRAWAL. At 4:30 CDC staff will attempt to call the parent(s) once at each phone number that is listed on the child's registration card (home, work, and cell). If we are unable to reach the parent(s) we will then attempt to contact the other authorized persons listed on the registration card one time each. If, at the end of thirty (30) minutes (5:00 pm) we have not heard from the parent and/or other authorized pick up person with an estimated time of arrival we will then contact outside authorities such as the child abuse hotline, local police and so forth for assistance. Please be assured that your child will remain in the care of the CDC staff until the parent, authorized pick up person or outside authority come to get the child. The CDC staff will not hold the child responsible for the situation and discussion of this issue will only be with the parent or guardian and never with the child.

HEALTH AND SAFETY

REGISTRATION CARD

Parents are required to complete a new registration card before the start of fall semester, and to update information on the card as needed during the year. To update your child's registration card, stop at the reception desk.

MEDICAL EMERGENCY/ACCIDENT

Our staff will take every precaution to insure the safety of all children. Information parents have provided on the child's current registration card and medical consent form will be used if emergency treatment is necessary. In the event of a medical emergency or accident requiring medical treatment, parents will be notified immediately. We will also contact Parkland College Public Safety and an officer will come to the center to check the child. In the event of an accident, parents will receive an Accident Report, completed by the teacher or staff member who was supervising the child at the time of the accident. This report will provide details of the incident and actions taken.

All CDC staff that work in the children's classrooms are encouraged to have first aid training and training on other health related topics. At least one staff member is trained in first aid and CPR each year.

MANDATED REPORTER

All CDC staff are required by law to report any sign of possible abuse or neglect of a child. Reports are given via a hot line designated for this purpose. As required by DCFS, written procedures and workshop training is provided to each staff member.

MEDICAL EXAM / IMMUNIZATIONS

The State of Illinois requires all children enrolled in a licensed center to have a physical examination (including TB skin test or a physician's waiver, and Lead Screen or physician's waiver) within six months prior to enrollment. An up-to-date record of immunizations (including Hepatitis B) is also required. A medical form with all of the required information must be on file at the CDC within 30 days of enrollment. The medical exam and health form must be renewed every two years.

OBSERVATION

The classrooms are equipped with one-way mirrored windows. This means the children won't see observers looking into the classroom from the multi-purpose room, but observers can view the activities inside the classroom. Anyone is welcome to observe at anytime, with one exception: Observations are not permitted during nap/rest time – 12:30-2:30 p.m. each day. Observers other than parents must adhere to the Observer Guideline posted in the reception area. Feel free to turn off the lights in the multi-purpose room if it is not being used. This will enhance your ability to see more clearly into the classrooms.

ARRIVAL AND DEPARTURE

- **Sign In/Sign Out**

Children are brought to and picked up from their classroom. Daily sign in/sign out is required by parent or other authorized adult (adult being 18 yrs. old or older – no siblings/friends/relatives under 18 please) as listed on the child's registration card for the current semester. A person on the current registration card who is unfamiliar to the staff must show identification before being allowed to take your child. No person will be allowed to remove your child from the CDC if his or her name is not on the child's current registration card. If any individual (including the parent) attempts to pick up a child and appears to be unstable, intoxicated or under the influence of drugs (as determined by a CDC staff member), we will contact another person on the child's current registration card. We will call the police if necessary.

- **Separation**

Separation can be stressful for parents as well as children. We are here to help in this sometimes difficult, very common, and developmentally necessary process.

When you leave your child, please don't "sneak out". Make your good-byes and hugs something your child can depend on, even if it brings some tears at first. Sometimes children don't express anxiety until a few weeks later, when they feel safe enough to do so. Bringing a familiar object or picture to leave with your child sometimes eases their frustration. In any case, please be assured we will comfort and reassure your child. We'll talk about how s/he feels. We will ask you to do the same. When it's time for you to leave the classroom, after you say your good-byes, make the departure definite. Lingering can make a child unsure of what is expected of him/her. Together, we will work through this most important developmental process.

- **Transitions**

When children will be changing classrooms the current teachers will work with the new teachers to facilitate visits to the classroom prior to the child's first day in their new room. Parents are informed of which room their child will be reassigned to by a letter sent to their home and in the letter they are encouraged to help with this transition by making visits with their children to the new classroom and to meet the teachers.

FIRE & TORNADO DRILLS

We conduct monthly fire and seasonal tornado drills. A record of drills is kept on file for your reference. In case of fire, children are directed out the nearest exit. In case of tornado or severe weather, children are directed to a designated area. Each room has an evacuation plan posted.

DIAPERING/TOILET LEARNING

Children not completely toilet trained are required to arrive at the CDC in disposable diapers. **Pull-ups (other than the Velcro type "easy open sides") and cloth diapers are not acceptable.** Your child's teachers will discuss toilet learning with you to determine when your child is ready to come to the CDC in underwear.

Before beginning toilet learning, a child must exhibit some signs of readiness.

These include: Has a concept of wet and dry

Has a regular bowel movement
Stays dry for an hour or two in the daytime
Wakes up dry from nap
Shows interest; wants to imitate children at school and adults at home

Before beginning toilet learning in the classroom, the teachers and parents need to discuss the following:

Toilet learning techniques
What words the parents will use with the child for bathroom functions
What date toilet learning will begin

Parents must provide disposable diapers and diapering supplies. By providing them, you can be sure you have an adequate supply for your child at all times. During toilet learning, parents must bring at least two complete changes of clothing, including training pants, socks, pants, and shirt. These will be kept in the classroom. Please take soiled clothing items home each day and return clean replacements the next day. Although the teachers cannot estimate when each child should be placed on the toilet, they will show the child the toilet and allow him/her to sit on the toilet at diaper changing times.

ILLNESS

Parkland Child Development Center is a well-child facility. In an effort to keep children and staff healthy, we will strictly enforce the health policy outlined below. It is important that we have parents' full cooperation in compliance with this policy. A child's day at the Center is active, and can be stressful if (s) he is not feeling well. For the benefit of your child and others, it is important that you keep your child home for the following reasons:

- fever in the past 24 hours
- unexplained skin rash
- has been on an antibiotic for less than 24 hours for a contagious condition
- onset of heavy yellow-green nasal discharge, excessive coughing or sneezing
- vomiting or diarrhea in the past 24 hours
- is not himself/herself
- has recently been exposed to a contagious disease

The child may return when s/he has been free of all symptoms and has not required fever/pain medication for any of the preceding 24 hours. Should these symptoms develop while at school, the teacher will attempt to contact you. If we cannot reach you, we will attempt to contact the person(s) listed on your child's current registration card. It is important that an available person (other than the parents) be listed on the current registration card.

- **Communicable Diseases**

If your child contracts a communicable disease, it is essential that you report this information to the CDC Director. Information of possible exposure to communicable diseases will be posted for the class (es) involved. The child's name will not be posted, only the information about the communicable disease.

If a symptom persists (such as a rash or cough) or if a communicable disease is confirmed (such as measles, chicken pox, meningitis, mumps, scarlet fever or strep throat), admittance may require a statement from the child's physician declaring the condition non-contagious. If the CDC staff suspects that a contagious condition (such as impetigo, lice, pink eye, ringworm, or scabies) is present, the parents will be called.

When a child is sent home under these conditions, s/he will not be admitted to the classroom without a physician's written clearance. Please understand that we must insist on these rules in order to insure a healthy environment for all the children.

MEDICATION

Parents must sign a consent form authorizing medication to be administered at the CDC. A consent form needs to be signed daily when a child requires prescription and non-prescription medication. **Prescription/Non-prescription Drugs** must be brought to the CDC in their original containers. Prescriptions must be dated and labeled with the child's name. A Medication Administration form must be fully completed and signed for each day that a medication is to be given. The forms are available from the teachers. The CDC staff cannot administer acetaminophen or aspirin for fever reduction. Children should not be given acetaminophen or aspirin for fever reduction within 24 hours of attending the CDC. The CDC staff cannot administer doses that are not age appropriate, as listed on the label.

MEALS / NUTRITION

The CDC cook is a certified food service employee who prepares and delivers food for the children and staff, maintains the menu, and is responsible for the sanitation of the kitchen.

Food from home will not be allowed beyond the reception area, so please allow time for your child to finish eating before arriving at the CDC.

A nutritious breakfast, lunch and afternoon snack are served daily at the approximate times of:

- 8:30 Breakfast (If your child will not arrive before 8:45, please make sure they have eaten before they arrive)
- 11:30 Lunch (If your child is coming into the late session, and will not arrive before 11:45, please make sure they have eaten before they arrive)
- 3:00 Afternoon Snack

Mealtime should be an enjoyable experience for all children as well as provide proper nutrition. We feel the children should receive foods according to the food guide pyramid, and that food should not be encouraged as a reward or denied as punishment. The Child Development Center is a participant in the USDA Food Program. The goal of the USDA Food Program is to improve health and nutrition, establish good eating habits and further nutrition education. Parents must complete an application each year so that we may receive some remuneration for the meals served.

- **Menus**

Menus are planned in a four-week cycle so that no main entrée is served more than twice during that time period. Copies of menus are posted in the lobby and in each classroom for parent to review. Once the menu is posted, every effort is made to adhere to it. If a change is necessary, the food substituted is from the same food group.

- **Vegetarian Alternative**

We provide a vegetarian alternative for those who have beliefs prohibiting meats. Parents must inform the child's teacher and complete the food instructions section on the registration card if they choose this alternative. Parents must also provide documentation from a doctor indicating this alternative. This may be indicated on the "physical form."

- **Food Allergy/Intolerance**

If your child has an allergy or physical intolerance to a certain food or food group, we must have a physician's note stating the intolerance. A parent must complete the food instruction section on the registration card. Your child's name and food allergy/intolerance will be posted in the classroom kitchenette so that all staff, student workers and practicum students will know at a glance which children should be excluded from receiving a certain item. As part of the Illinois State Board of Education Food Program, we are required to offer a specific amount from each food group; therefore, we cannot cater to personal preferences. Parents may not opt to send a sack lunch, snacks or drinks for the child except in cases of allergies or intolerance and arrangements must be made in advance with the Director and Cook.

SAFETY

- **Parking area/Unattended Children in vehicles**

Parents are expected to hold their child's hand while walking them into the CDC, and also when walking from the CDC to the parking area.

Please do not leave children unattended in a car in the parking lot while bringing other children into the CDC. Please do not leave your vehicle running while parked in the circle drive.

- **Multi-purpose room**

For safety reasons, we prefer that your child does not play in the multi-purpose room before arrival or after pickup.

- **Maintenance of Facility**

Parkland College physical plant personnel perform routine and special maintenance work at the CDC. A custodian employed by Parkland College is assigned to the CDC and cleans the center each evening.

WEATHER CLOSING

Parkland College and the CDC will maintain regular hours, except under severe weather conditions. If Parkland College remains open, the CDC will remain open. If Parkland College closes, the CDC will close. Official announcements will be broadcast on local radio stations **ONLY IF PARKLAND COLLEGE CLOSES**. **If the media does not mention Parkland College, we are open and operating on a normal schedule**. When the decision is made to close Parkland College, we will make every effort to contact parents or others on the child's current registration card to notify them so that the child may be picked up promptly. A CDC staff member will remain at the center until the last child is picked up. When the weather and/or forecast is threatening, please listen to local TV and radio stations. When you hear an announcement that Parkland College is closing, we would appreciate it if you would refrain from calling the center. Instead, please come to pick up your child immediately. This will keep our telephone lines open for use to call parents who may not have heard the announcement.

Remember, announcements are made only if Parkland College closes.

ADDITIONAL INFORMATION

CELEBRATIONS

- **Treats/Food Items**

Due to DCFS licensing standards, all food brought to the CDC must be commercially prepared and must arrive at the CDC in unopened containers directly from the store or bakery. Home-prepared foods cannot be served. When you plan to bring treats and/or food items, prior arrangements should be made with your child's teacher. Please do not bring any treats containing nuts.

- **Holidays**

For many reasons, our center chooses not to emphasize all the various holidays throughout the year. Children receive a great deal of stimulation during these times, and our feeling is that we should maintain the consistency that the children come to expect at the center. We will discuss holidays and sometimes read stories about them, but we sometimes avoid parties and art activities related to holiday themes. We feel it is up to each individual family to celebrate these special days in their own way. In addition, young children often find holidays such as Halloween to be frightening, so each classroom chooses to celebrate in their own special way. Information is sent home throughout the year pertaining to the details of these specific holidays.

- **Birthdays**

You are welcome to bring a special snack for your child to share on his/her birthday. In an effort to promote snacks and treats as nutritious foods, we encourage you to avoid items that contain high sugar content. Following are a few suggestions: Fruit chunks, carrot cake, Chex party mix, individual boxes of raisins, oatmeal cookies, cheese and crackers. Please avoid bringing food that contains peanuts. Ask your child's teacher how many children are scheduled on the day you plan to bring a snack to share. You are also welcome to join your child during this snack time.

If you intend to have a party and invite children from the CDC, your child's teacher can give you a list of names. You may give the invitations to your child's teacher, who will place them in the children's cubbies (we ask that you include every child).

PLACING INFORMATION IN CUBBIES

Information to be provided by anyone other than a Parkland Child Development Center staff member must be presented to the CDC Director for consideration. If approved, the Director will facilitate the distribution of the information to each child's cubby. If the request is denied, the information will be returned to the source with an explanation for the denial. **Requests for distribution of information will be automatically denied if any child is excluded.**

FIELD TRIPS

Teachers frequently plan short walking trips to the main campus for special reasons. Occasionally, they plan trips off campus to further enhance the children's experiences. Each time an off-campus trip is planned, a parent will be notified in advance and will be required to sign a permission slip for the child's participation. An age-appropriate vehicle restraint apparatus is always used. First-Aid kits are always provided on field trips, and each child is "labeled" with the CDC phone number.

Transportation for field trips is offered in three different ways:

Parkland mini-bus: A staff member who has an Illinois Commercial Driver's License is cleared by the State of Illinois to drive this vehicle.

MTD: The city bus system does not provide child restraint seats or seatbelts. There is not charge for a child to ride the MTD. Parents and teachers pay a minimum charge.

Private vehicle: This is always an alternative when a parent prefers to drive.

If a child arrives at the CDC after the class has departed on a field trip or a walk on campus, the parent may not leave the child on the premises. Parents may bring their child to the classroom when the children have returned from the trip.

OUTDOOR PLAY

Studies have consistently shown that children do not have lowered resistance to colds or other infections because of outdoor play, but are much healthier and have a stronger resistance to illness with exercise out-of-doors. Daily outdoor play for the children is a state requirement. We will exempt children from going outside with their class ONLY with a physician's written instruction, not to exceed 5 consecutive days.

Under severe weather conditions, the state requirement is lifted. If temperature or wind chill falls below 20°, the children will not have outdoor playtime unless the Director gives special permission. When the children do not have outdoor play, the multi-purpose room is used .

PERSONAL ITEMS

- **Restrictions**

Clothing, shoes, backpacks and any other items that depict violence or vulgarity are not acceptable (i.e. "hero" characters such as Batman, Power Rangers, tobacco or liquor products, etc.)

- **Book Bag**

Each child should have a book bag or similar container to bring items to and from the CDC.

- **Cubby**

Each child will have a cubby and a space in the coat closet. Parents are reminded to check their child's cubby every day for important items and information.

- **Clothing**

Children should be dressed in play clothes that are comfortable, washable, easy to put on and take off, and suitable for activities both indoors and outdoors. In order to reduce the amount of slipping and falling, parents are encouraged to dress their children in closed-toe, rubber soled shoes.

We offer art activities, water, sand and outdoor play. Dress your child in clothing that allows him/her the ability to move about freely and to get dirty. Provide at least one extra set of clothing appropriate to the season that can be kept at school. Include socks and underwear. Label everything with your child's first and last name.

Be aware of weather conditions and dress children accordingly. Outdoor play is an integral part of the daily schedule. We will enjoy time outdoors every day, unless it is raining or the wind chill is below 20°. To ensure that your child is comfortable, be sure s/he always has weather-appropriate clothing.

For winter: Boots, heavy coat, snow pants, hat, gloves or mittens, scarf, etc.

For summer: Swim suit, towel, sunscreen, etc.

- **Toys**

The CDC classrooms are adequately equipped with toys, games, and materials of special interest to young children. We ask that personal toys, with the exception of soft sleeping toys, be left at home. It is difficult to be responsible for personal play items as they can easily be damaged, misplaced or lost at school.

PARENTAL INVOLVEMENT

Parents are strongly encouraged to become involved at the CDC in various capacities and at whatever level they are comfortable with. There is no obligation, and we respect each other's busy schedules. Parents, grandparents, and other significant adults in the lives of the children may wish to volunteer in the classrooms. Please talk to your child's teacher about how you can involve yourself in your child's experience here.

PROGRAM ASSESEMENT

Each year the CDC staff review our report from the previous year and evaluate the improvement objectives to see if they have been met. It is at this time that new improvement plans/goals are made for the upcoming year. To read this report you can go to www.parkland.edu/sa/units.html

WEB SITE

Visit us on-line at www.parkland.edu/childdev/