

# JOLIET JUNIOR COLLEGE



# PARENT HANDBOOK

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# Joliet Junior College Early Childhood Center

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Welcome to Joliet Junior College Early Childhood Center. We are here to meet the needs of a diverse population of community college students and college employees. We follow the college calendar and offer a safe and nurturing environment for preschool aged children (3-5) who are toilet trained and independent in the bathroom who have parents attending and/or working at Joliet Junior College.

We understand the delicate balance between home and school and recognize the added challenge of parents who have chosen to continue their education while raising a family. Making your child care decisions should be among your most thoughtful decisions you will ever make. Let us help put your mind at ease.

The information in this parent handbook should answer the most frequently raised concerns and questions of our clients. Should you find you have questions beyond what we have provided in this handbook and after you have attended our mandatory new client orientation please do not hesitate to talk with us personally.

## **Your Early Childhood Center staff consists of:**

- An executive director/coordinator who oversees and administers the daily operations of the program and is under the direct supervision of the Director of Business and Auxiliary Services and the Vice President of Business Services
- An assistant director/assistant coordinator who is also a lead teacher in a classroom and is responsible for maintenance of the environment, curriculum planning and supervision of teaching staff along with the Lead Teacher.
- A part-time Lead Teacher, who are under the direct supervision of the assistant director/assistant coordinator and oversees the student worker staff and plans the daily curriculum and environments for center learning and discovery activities.
- A part-time Teacher, who takes the lead in the second classroom under the direct supervision of the assistant coordinator.
- Two part-time Assistant Teachers, who serve with the classroom teachers in each classroom
- A part-time Clerical Assistant
- Student workers who act as teachers-aids, lunchroom aids and office aids.
- And Interns as well as service learning students throughout the semester.

# TABLE OF CONTENTS

Mission Statement .....	2
Purpose & Goals .....	2
Curriculum & Schedule.....	2
Registration Procedures.....	3
Community Children.....	3
Extra Clothing and Personal Belongings.....	3
Changes.....	4
Dropped Classes and Add-On Hours.....	4
Sign-in Procedures.....	4
Daily Schedule.....	5
Hot Lunches.....	6
Web-Site.....	7
Discipline & Guidance.....	7
How Discipline will be Implemented by our Staff.....	7
How Parents will be involved in guidance process.....	8
How will children be involved in the process.....	8
Discharge.....	8
Disruptive behavior & Termination of Care.....	9
Health.....	9
Rates & Fees.....	11
Financial Aid.....	11
Delinquent Bills.....	12
Inclement Weather/School Closing.....	12
Insurance.....	12
Personal Information.....	12
Supplies.....	12
Security.....	12
Grievance procedure.....	13
Inclusion.....	13
Sponsorship.....	14
Tax Information.....	14

## **Mission Statement**

The Early Childhood Center of Joliet Junior College is committed to providing and fostering a developmentally appropriate environment and curriculum program which recognizes and respects the diverse population it serves while reflecting best practices in the field of early childhood education.

## **Purpose & Goals**

The Joliet Junior College Early Childhood Center is maintained by the institution to:

- Make it possible for students or employees with children ages 3-5 who attend classes or work while incurring minimal childcare expenses.
- Provide an environment rich in learning experiences while providing care and protection in a safe, healthy and nurturing atmosphere.
- Provide guidance and encourage the social, emotional, physical and cognitive growth of the individual child.
- Provide opportunities for social interactions during short tours and activities on campus.

We are a state licensed facility monitored by the Department of Child and Family Services (DCFS). Our facility is licensed for a total of 39 children at any one time. We maintain a professional standard supported by the National Association for the Education of Young Children (NAEYC) of not more than 18 children in each classroom at any one time.

Childcare services are provided for children ages 3-5 whose parent or parents are college students or employees and for families in the community that are able to adhere to the college calendar when enrollment space allows. Children ages 3-15 are enrolled during summer programming from Mid-May to Early August only. School-Aged care is NOT available at this time.

The center is open Monday - Friday from 6:30 a.m. to 5:00 p.m. during the fall and spring semesters and from 7:30am-12:00 Monday - Thursday only during the summer sessions. Summer sessions offer fun filled, theme based activities for children ages 3-5. Days and hours are limited. Call the center for Summer registration information 280-2280

## **Curriculum & Schedule**

The curriculum at the Joliet Junior College Early Childhood Center is a child initiated - adult supported play-based curriculum using both small-and large-group activities, discovery and pre-planned learning experiences and special interest areas.

We use the Project Approach in our delivery and planning based on observations of each specific group during the first two weeks of the Fall and Spring semesters.

### **Registration Procedures**

Registration information is available by phone: 815-280-2280, in the center located in B-1001, on the Web-site at [www.jjc.edu/ecc](http://www.jjc.edu/ecc) or at one of the mandatory parent orientation session scheduled at the beginning and end of each semester.

All children must be three years old prior to their requested start date and successfully toilet learned so that they are comfortable and independent in the bathroom. Open registration for the Early Childhood center begins on the date announced on the web site and advertised on campus. Priority registration is given to those families who have children currently enrolled. No child will be registered for less than two days per week and no less than two-hours per day. The child's schedule must have an arrival time of not later than 11:00am. A non-refundable registration fee of \$25.00 and a tuition deposit must be paid each semester before the child's registration will be considered active.

Registration fees (\$25.00) and tuition deposits (based on status) may be paid at the service center located in J1002. All forms and required documentation must be complete and on file before the child's first scheduled day or attendance may be delayed and/or enrollment denied.

### **Community Children**

Children from the community may attend the center when enrollment is below capacity. They must meet all registration requirements and follow the college calendar for days in attendance and holidays.



### **Extra Clothing and Personal Belongings**

Each child must have a clean set of clothing at the center. Clothing must be appropriate in size and for the weather and include socks, underclothes, a shirt and pants. Please bring these items to school prior to the child's first day of attendance. Put your child's name on each item of clothing and place in TWO plastic grocery sacks with the child's name clearly marked on the outside of each bag in permanent marker. We will use one bag to send home soiled clothes and the other will hold the remaining clean clothes. Please be prompt in cleaning and returning soiled clothes to your child's extra clothing bag. During cold weather, each child must have a coat, hat, mittens and boots. Remember, we will be going outside nearly every day. Please dress your child appropriately. When boots are worn extra shoes must be provided daily or may be left at school so other children are not sitting on rugs that are wet from rain and snow boots.

The Early Childhood Center will provide a napping cot, sheet and blanket for each

child scheduled to be in attendance after 1:00pm for resting period. Cots are disinfected daily, sheets are laundered daily and blankets are stored in protective cases throughout the week and laundered at the end of the week by ECC staff. We ask that if your child requires some small, soft doll or animal for comfort during resting time that you allow us to make that provision. We will claim the responsibility for cleaning and sanitation of all items provided by the center during your child's school day. We ask that all toys and personal items such as lip balm, be left at home, in the car or with the parent during the child's school day.

All personal belongings such as hats, boots, mittens etc., must be marked with the child's name. The center is not responsible for lost or damaged belongings.

Sunglasses, barrettes, watches, jewelry and other personal items are also best left at home or in the care of the parent during the child's day. Teachers will not be responsible or look for personal items if our request is violated. A Lost & Found box is provided by the front door and parents are encouraged to check it regularly.

### **Changes**

Notify the Coordinator if there are ever changes on any of your enrollment information forms. It is critical to your child's safety and well-being that we have current information at all times.

Changes in your address, phone number or emergency pickup list should be given to the Coordinator in writing.

Class schedules must be kept updated. Your class schedule is what we use to locate parents on campus in case of emergencies concerning your child. Notify the Center if you drop or add classes. Your failure to do so may result in increased charges on your bill.



### **Dropped Classes and Add-On Hours**

Parents who drop classes will be responsible for all Child Care charges until the client has notified the Early Childhood Center Coordinator by use of the Change of Schedule Request form. After your original registration schedule has been approved extra hours may only be added if space is available and with the coordinator's approval. It is important that you use care in creating your childcare schedule. Once you have selected your days and hours of care and your child's attendance schedule has been approved changes to your schedule will not receive credits or adjustments for dropped classes or decreased hours without coordinator approval. Choose your days and hours of care carefully. You are billed in advance for the days and hours you contract in for at the beginning of the semester. Credit may be applied for classes dropped during the first 5 days of the semester but only after a copy of the drop slip has been presented to the coordinator. A change of hours form must accompany every request for schedule adjustments. You are allowed three schedule changes

within each semester. You are required to pay for every additional hour you request regardless of full-time or part-time status. Staff schedules must be adjusted to accommodate schedule changes for children. The fees will be passed on the clients in the amount of \$4.00 per hour for every hour added regardless of status. After the three allowable schedule changes a fee will be added for schedule changes at a rate of \$3.00 per form plus the \$4.00 per hour charge.

### **Sign-in Procedures**

In order to assure proper billing and compliance with the Department of Child and Family Services (DCFS), parents are responsible for signing their child in and out each day on the centers **ProCare** computerized attendance-tracking system. You will be assigned a unique log in code at the beginning of the semester in which enrollment occurs for your child. Proper log in procedures are carefully covered during Parent Orientation.

If your child is scheduled to attend between the hours of 12:00pm - 1:00pm they will automatically be included in the lunch program. If for any reason you will be picking up your child before your scheduled exit time we ask that you notify the classroom teacher in advance. This will avoid the waste of ordering unnecessary food. In the event you pick up your child early without notifying your child's teacher in advance you will be billed for any lunches ordered.

Lunches are ordered for the exact number of children scheduled and signed in each day. It is important that you sign in and out accurately each day. If your child is scheduled to be in attendance for lunch the classroom teacher will order a lunch for your child upon electronic check in with the ProCare tracking system.

### **Daily Schedule**

All children are required to wash their hands upon entering and leaving the center, before and after water table and play dough use, before and after eating, after outdoor play and after using the toilet. Fresh drinking water is available in each classroom as well as outside during play yard activities.

6:30a.m.-7:30a.m. First hour of operation Breakfast is served at 7:00am for those children scheduled to arrive between 6:30am and 7:00am.

Child selected/teacher supported activities are available in the front classroom.

7:30a.m.-9:00 a.m. Children split into two separate classrooms. Children play and learn through extended exploration and discovery with teacher guided activities and interest centers. Participate in story telling and music and movement activities

9:00a.m.-9:30 Morning Snack

9:30.m.-10:00a.m. Small group activities and transition for outdoor activities

10:00am-10:45am Daily outdoor activities provided when weather permits for RED classroom while BLUE classroom engages in extended exploration and discovery with teacher guided activities and interest centers.

11:00a.m.-11:45a.m. BLUE classroom engages in outdoor activities provided when weather permits while RED classroom engages in extended exploration and discovery with teacher guided activities and interest centers.

11:45a.m.-12:00p.m. Transition for lunch

12:00p.m.-12:50p.m. Whole Group Lunch

**We will not conduct business during our children's lunch schedule**

Lunch is a critical part of our daily curriculum and much direct instruction, socialization, fine motor and cognitive learning take place during this structured time period.

12:50 - 1:00 p.m. Prepare for nap

If your child will be leaving us after lunch, please collect all their belongings quietly while we prepare the other children for their daily resting period.

1:00 - 1:30 p.m. Small Group

Children work in small groups under teacher supervision, read stories, work on puzzles, math activities and music enrichment activities.

1:30 - 3:00 p.m. Nap time

Children rest on individual cots with warm, child-size blankets while teachers supervise and soothing music plays.

3:00p.m. - 3:30 p.m. Transition

Children help with their cots and blankets and prepare for afternoon Snack.

3:30p.m. - 4:45.m. Child Selected Activities

Child selected/teacher supported activities are available.

We close promptly at 5:00pm.

**Late Pick-Up Policy**

If you arrive to pick up your child after closing there will be a service charge of \$10.00 for any portion of the first 15 minutes and \$1.00 for every minute after up to 1 hour. In the event you are late without notice we will call the first name on your emergency call list. If we are unable to contact you or any of your emergency

contacts listed on your child's application form during that first hour we will be forced to inform the Department of Child and Family Services that a child has been left behind. A qualified staff member will remain with your child and provide care and safety until an authorized individual or agency arrives to pick up your child. No staff member will in any way hold the child responsible for the situation and no discussion of the issue will take place with anyone except the parent / guardian and never with the child.

### **Hot Lunches**

All children in attendance between 12:00pm and 1:00pm must participate in the hot lunch program unless restricted diet with doctors' letter requires a special lunch arrangement. The center participates in the Child and Adult Food Program (CACFP) through the Illinois State Board of Education (ISBE) and strictly adheres to the requirements of that program. You will find an enrollment form in your registration materials that must be completed and returned as part of your application. The center receives financial support from the ISBE program to help cover the costs of providing nutritious food and well-balanced meals to your child(ren). To receive the meal payment, our center follows menu planning guidelines, keeps accurate meal records daily, and maintains a non-profit food service. If you believe your household income meets or is below the income eligibility guidelines listed in the application, or if you receive food stamps or Temporary Assistance for Needy Families (TANF) for your child(ren), please complete the Free Lunch application form included in your registration packet and return to the center coordinator as soon as possible. All children are served a balanced and nutritious meal prepared in the College kitchen and catered to the center. Menus are planned to meet the nutritional needs of the young child ages 3-5 years of age. Monthly menus are posted in each classroom and are available on the Early Childhood Center Web-site.

Meals are served family style when reasonable and children are encouraged to take and taste some of each food component provided at meal times. Children with special dietary needs or allergies must inform the Coordinator through the child's application and enrollment process. Allergies and food sensitivities must be supported by a physician's note or included on the medical form and signed by the child's physician.

In cases where a parent believes their child to be lactose sensitive a physician's letter must support this concern or no alteration or adjustment may be made to the child's dietary intake during snack and lunch servings. The Illinois State Board of Education requires physician documentation for lactose intolerance or milk must be served with every lunch provided. Founded and physician supported allergies and alerts will be posted in each classroom for supervising adults and student workers

information when preparing and serving food.

## **Web-Site**

Visit our web-site regularly to keep up to date with events and activities being offered by the center. Special events, family programs, on-campus field trips, Family Fun Nights, Parent Education Program and other critical information is included to keep parents informed and up to date with center activities, practices, policies, procedures and other information pertinent to their child(rens) overall well-being.

[www.jjc.edu/ecc](http://www.jjc.edu/ecc)

## **Discipline & Guidance**

Discipline is the on-going process of helping children to develop their own controls so that they can manage their own behavior in socially approved / acceptable ways.

## **How Discipline will be Implemented by our Staff**

Appropriate discipline techniques used include:

- ❖ Avoid problems by offering organized, stimulating program.
- ❖ Reinforcement for positive behavior.
- ❖ Modeling.
- ❖ Redirection to a more acceptable behavior.
- ❖ Setting clear limits.
- ❖ Offering choices.
- ❖ Ignoring negative behavior (when appropriate).
- ❖ Acknowledging good behavior.
- ❖ Including the child in resolutions of conflict.



The following discipline techniques are **PROHIBITED**.

- ❖ Physical punishment.
- ❖ Screaming at child.
- ❖ Ridiculing a child or the child's family.
- ❖ Blaming, teasing, insulting, name calling or threatening the child with punishment.
- ❖ Withholding food.
- ❖ Withholding of affection or positive attention.

No child will be subjected to, under any circumstances any form of corporal punishment, which includes hitting, spanking, swatting, beating, shaking, pinching and other measures intended to induce physical pain or fear. The childcare staff will never use abusive or profane language or deprive children of food, rest or use of restrooms. Children will not be punished for toilet accidents.

## **HOW PARENTS WILL BE INVOLVED IN GUIDANCE PROCESS**

- ❖ A director or lead teacher will verbally notify the child's parent if a pattern of unacceptable behavior is noted.
- ❖ As needed, the teacher will discuss with the parent(s) the child's behavior. If an unacceptable behavior occurs during the day or a behavior is uncharacteristic of the child, a behavior report will be completed, signed by the parent, and a copy will be retained in the child's file.
- ❖ The director may request a formal conference with parent(s).
- ❖ If deemed necessary, the parent may be asked to pick up the child from the center and / or remove the child for the next attendance day.

## **HOW WILL CHILDREN BE INVOLVED IN THE PROCESS**

- ❖ Children will be aware of the classroom guidelines. They will be reminded of the guidelines throughout the day.
- ❖ Older children will be involved in creating the class rules.
- ❖ Both preschool and school age children will have a reasonable opportunity to resolve their own conflicts.

## **DISCHARGE**

Any child who, after attempts have been made to meet the child's individual needs, demonstrates the inability to benefit from the type of care offered by the facility, or whose presence is detrimental to the group, shall be discharged from the facility.

## **Disruptive Behavior & Termination of Care**

Please do not be alarmed if during the first few weeks of attendance your child cries and/or refuses to join the classroom group, exhibits aggressive or regressive behaviors or acts out at home or in the car when it's time to leave for school.

These behaviors while frustrating are typical and appropriate behaviors for preschool children experiencing separation anxiety. You can help your child make an easier transition if you display a positive attitude about the child's day and keep an open dialogue about when you will be back to pick them up. Get to know your staff and share you child's concerns as well as your own with the teacher's. Allow ample time for routine arrival procedures such as signing your child in, hanging their coats and hand washing.

Occasionally a child does not adjust to the group childcare setting. The staff will meet with the parents and together they will determine if the child's participation in the program may need to be limited or curtailed. In cases that arise where a child in the Center is deemed harmful to himself or to other children, the Coordinator

reserves the right to suspend the child's privilege to attend for the day. Continuous disruptive or dangerous behavior will result in suspension from the program for the semester. Examples of behaviors that could result in exclusion may include, but are not limited to: biting, spiting, scratching, punching, kicking, abusive use of language or other behaviors deemed harmful by the centers philosophy and the coordinators discretion. Care may also be immediately terminated if a parent/guardian is hostile, uses profane language, or is verbally or physically threatening or abusive toward staff or other clients of the center. If on more than three occasions during a thirty day period a parent/guardian fails to pick up their child promptly at the end of their scheduled day without notifying the coordinator, if parent refuses to comply with agreed upon plan of action relating to child's behavior, or if payment for services falls in arrears after payment plan has been established the center coordinator has the right to terminate the enrollment of the child from the Early Childhood Center.

## **Health**

Each child attending the Early Childhood Center must have a physician signed, complete medical report on the forms prescribed by the Department of Child and Family Services (form CFS 600) on file. The immunization portion of this record must be current and complete and include poliomyelitis, measles, rubella, mumps, diphtheria, pertussis, tetanus, haemophilus influenzae B (HIB), hepatitis B, and Varicella (chicken pox) or provide the date the child had the disease. Each child must have current Tuberculosis test and lead screening, if indicated by a physician. Results of each of these tests must be included on the child's medical form. The form must be signed and dated by the physician and be less than 6 months old for children 3-5 years of age. For school-aged children, a copy of the most recent regularly scheduled school physical may be submitted (even if it is more than 6 months old). If your child(ren) transfer to our center from another licensed center, the medical report may be used if it is less than one year old at the time of enrollment. Your child's new medical report is valid for two years from the time of enrollment.

The Center Coordinator will administer prescription medication or a designee assigned by the Coordinator. A medication request form must be filled out for each dosage. Medication must be in the original bottle and have the child's name, physician's name, current date and proper dosage on the bottle.

The Early Childhood Center staff will **not** administer non-prescription medication. Parents must return to the center to administer non-prescription medications to their child when they deem it necessary.

No child will be allowed to stay at the Center if a fever of 101 degrees Fahrenheit is present or if there are signs and /or symptoms of vomiting or diarrhea. If a child becomes ill or develops a fever of 101 degrees or higher, the child will be isolated from the group and made comfortable while parents are immediately contacted by

campus police and instructed to return to the child care center. In the event a parent is off campus or cannot be located within one hour the coordinator will begin calling contacts provided from the emergency call sheet in the child's file.

Parents are required to provide the name of a certified practitioner for children exempt from medical care on religious grounds. If your child(ren) are exempt from immunizations, physical examinations and /or medical treatment based on religious grounds, a request for such waiver must be in writing, signed by the parent, and kept in the child's record. In the event we have children without the benefit of immunization, an accurate list will be maintained and made available to parents upon request. Individual names will be withheld. Only the number of non-immunized children and / or adult in the center will be disclosed.

If your child contracts a contagious disease, please notify the Coordinator or any staff member of the Center immediately. Notice will be provided to all parents whenever the center has been exposed to a communicable disease or head lice has been identified. We are required to report these cases to the Will County Health Department.

Any child on doctor prescribed medication must have completed a full 24 hour course of antibiotics and be fever and symptom free for a minimum of 24 hours before returning to school.

Only minor injuries will be treated at the Center. These include bumps, bruises, minor cuts, scratches and nosebleeds. If further care is needed, first aid will be administered and the Campus Police will be sent to locate the parent. Parent must have a current class schedule on file, for this purpose. The Coordinator and both classroom teachers are certified in CPR and First-Aid as well as AED procedures.

### **Parent Involvement**

There are many opportunities for parent involvement at JJC Early Childhood Center. Parent involvement is at the core of our program. We encourage parent input and feedback through the use of parent volunteer forms, satisfaction surveys and parent-teacher conferences. Our parent Advisory Committee, SPRITE Club and Volunteer programs offer many opportunities for parents and family members to become involved. Please ask our clerical staff for our parent involvement philosophy and printed information sheet for more detailed information.

### **Rates & Fees**

**\$25.00 per family non-refundable registration fee each semester.**

**A two day-two hour minimum weekly schedule is required.**

For an accurate, updated tuition fee sheet, please see our clerical staff. Every family will receive a tuition and fees form along with billing dates when they sign their billing agreement at the beginning of their first semester. Billing agreements are renewable each semester for 2 years from the date of enrollment.

You have the first 5 days of the current semester to make any adjustments or alterations to your child care schedule without penalty. At the end of the 5<sup>th</sup> day of the semester bills will be mailed to the address provided on the registration card. Payment is due at the payment center in J-1002 no later than the date indicated on each concurrent bill.

Charges on each bill will include the daily tuition rate based on the days and hours of care you have registered and your approved status (Student, Staff/Faculty, Community). Any additional hours or guest lunch charges (\$3.50) that you have used during the semester will be added to your bill as appropriate. Credit will not be given for hours missed because of illness or for other personal reasons. Adjustments for prolonged absences must be arranged with the Coordinator and will be considered case by case. In the event of a school closing credit will be applied to the next billing cycle for the days the center was closed provided your child was scheduled to attend on that closing date.

Please note that the regular tuition cycle does not include final exam week. Many of our student clients do not require the same days and hours of care during final exam weeks. To help in keeping affordable rates for JJC parents we do not include that week in our tuition billing cycle. If you require care during final exam week you must pre-register on the form provided by the coordinator and pay for hours used in advance for each day you will require care during final exam week. We do not provide care on the last Friday of the semester for business and professional assessments. Clients from the community must make alternative arrangements during final exam week. This service is provided for JJC student-Parents only.

### **Financial Aid**

If your childcare bill is paid through IDHS or other financial aid programs or assistance, please notify the Coordinator prior to enrollment. Parents will be responsible for fulfilling all attendance requirements for their financial programs and for providing all necessary forms to the Coordinator in a timely manner. Requests for assistance in filing necessary forms or making copies of information from child's file will require two days notice.

### **Delinquent Bills**

Parents of children whose payments are more than one month in arrears will have an

academic restriction placed on their records and their child may be dropped from the program unless arrangements for payment are made cooperatively with the coordinator and Payment Center. If it becomes necessary to involve a collection action the parent will be responsible for all costs related to the action.

### **Inclement Weather/School Closing**

In cases of extreme weather conditions, radio stations WJOL (1340 AM) or WGN (730 AM) will carry announcements for school closing. There will be no charges for days when school is closed.

### **Insurance**

Joliet Junior College carries liability insurance coverage; medical insurance is the responsibility of each child's parent.

### **Personal Information**

All personal information contained in the application form or child's file is for the use of the Joliet Junior College Early Childhood Center staff only and will not be released to groups or individuals without written permission of parent or guardian.

### **Supplies**

No traditional school supply list is required for your child's enrollment. The Early Childhood Center provides all necessary supplies beyond each child's individual change of clothes and napping blanket. We keep a list of needed supplies posted in the center and ask that parents choose items off our list to restock our supplies.

### **Security**

We offer a secure environment for our children during their daily schedule. All doors remain locked from the outside with panic bars for immediate exit on the inside in the event of an emergency. At enrollment, each family is issued a six digit entry code that allows entry to the childcare center during regular business hours. At closing the coded entry mechanism is disengaged and the center is securely locked down until opening of the next business day. Because entry codes are unique to each family we ask that you protect the safety of all our children and keep your entry number private. Share your entry code only with those family members who may be scheduled to pick up or drop off your child on a regular basis. In the event that you have made arrangements for someone else to pick up your child on a temporary basis, that person will be allowed entry by the coordinator and checked for valid identification.

Monthly fire drills and tornado drills are conducted and recorded. The childcare

center has Nextel connections to the campus police department and emergency services. The center coordinator is an emergency sector leader for the college and will follow emergency procedures and protocol in the event of an emergency or catastrophic event. The place where children will be housed in the event of a disaster is the nearest, safe environment which can not be predetermined. Bases on the level of the emergency, the location of that *safe-place* will be determined by the Coordinator and the campus Police. Notification of the place selected will be available to parents from the police or other authorized agency and sector leaders.

### **Grievance Procedure**

Should you have any concern or experience any problems while your child is enrolled in the Early Childhood Center, you should bring those concerns or problems to the immediate attention of the teachers and /or your Center Coordinator. Feel free to talk to the teachers or Coordinator in an open and frank manner, offering suggestions and possible solutions. The center staff will make every effort to help resolve any problem or concerns related to the center activities.

### **Inclusion**

The Joliet Junior College is committed to a policy of nondiscrimination on the basis of sexual orientation, race, color, religion, sex, marital status, national origin or ancestry or unfavorable discharge from military service in the admissions, employment, educational programs and activities it operates. Inquiries and concern should be addressed to the Director, Human Resources.

### **Sponsorship**

Joliet Junior College provides an Early Childhood Center for the convenience of its students and College employees through the office of Business & Auxiliary Services.



### **Tax Information**

Parents are expected to keep their own records of payment information needed for income tax information purposes. The center's FEIN (Federal Exemption Index Number) may be obtained by contacting the center Coordinator. Clients will **not** be provided with duplicate receipts of payment information beyond the standard billing procedures.

**We WELCOME you and your child to our EARLY CHILDHOOD CENTER and look forward to a positive experience for all. Please feel free to call me at any time with questions, comments, and concerns.**

**Thank you**

**Beverly Cavanaugh, Coordinator**