Welcome to Campus Child Care! It’s hard to believe the summer is over and fall semester is already under way. We currently have 113 children enrolled in our program ranging in age from 2 months to 5 years. For those of you who are wondering how your child does once you say good-bye in the morning, please feel free to slip into the observation booth, located between each classroom. You are welcome to come and check on your child at any time during the day and the observation booth is a great way to do this! Some children may need a few days or weeks to adjust, so allow them some time to feel comfortable. Always talk with your child’s teacher if you have any questions or concerns; they are happy to give you updates.

This year, as with every year, we have specific goals we are working on. Our goals for this year include: revise our mission statement and develop a strategic plan; provide training and education to staff related to LGBT families; provide educational opportunities for parents related to character development in young children (Character Counts); select and implement an assessment tool to evaluate children’s overall growth and development.

We have begun work on most of these goals but the first one we will focus on is ‘Character Counts’. Lisa will set up a table display in the front lobby around mid-September to highlight the variety of topics we will be ‘discussing’ throughout the year. Then, teachers will provide table displays related to a specific topic related to character development for the months of Oct., Nov., Feb., and March. The teachers will plan some activities for the classroom to support ‘Character Counts’ and we will also provide you with some early childhood articles related to this important topic.

We also plan to continue our collaboration this year with Off-Campus and Non-Traditional Student Services. They are another department within Student Affairs and we serve a similar population (all students with children are considered non-traditional, and many of you commute). To start, we will be co-sponsoring an event called ‘Good Morning Huskies’. They will provide a continental breakfast for our families (in our conference room), on Sept. 30 from 7:30-9:00 a.m. After you drop off your child(ren) in the classroom, you are welcome to join us for a quick breakfast before you head out to tackle a busy day.

Please continue to read on. We normally provide two separate newsletters, one for the infants through two’s and another for preschool; but we like to include staff schedules and introductions in the first newsletter, so you can ‘meet’ everyone. Also, a few revisions have been made to our Parent Handbook so be sure to refer to this document on our Web site (www.ccc.niu.edu) or ask Janene for a hard copy. All new families are expected to read the Parent Handbook but it’s also a good idea for returning families to refresh themselves. Newsletters will also be posted on our Web site at the beginning of each month. Have a great semester and please feel free to talk with us if you have any questions or concerns.

Chris Herrmann, Director

www.ccc.niu.edu
(815) 753-0125
REMINDERS

- For your child’s safety, please keep him/her by your side as you enter and exit the building. Children should not be running ahead of parents in or outside of the building. You also cannot leave a child up front as you drop off siblings; they must stay with you at all times.

- Please call the Center on days your child will be absent; our number is 815-753-0125.

- Please remember to sign your child IN and OUT each day and walk your child directly into the classroom or playground where a teacher will greet him/her.

- Remember that you will be billed for all holidays that fall during the semester (Labor Day and 2 days for Thanksgiving), along with any days in which your child is absent.

- If you are applying for a child care subsidy (through 4-C), you must submit your completed application ASAP. All families will be billed the regular rate for child care until your application is approved and a parent fee is assigned.

- Please save your invoices so you can track the amount you are spending on child care (for tax purposes).

- Please be sure to use your One Card when entering the building to avoid a $5 buzz-in fee.
STAFF SCHEDULES

Preschool Room 1
Diane Coleman  Head Teacher  8:00-4:30
Kendra Nenia  Teacher  8:30-5:00

Teacher Aides:
Breanne Johnson  Krystal Kennedy
Liz Pennacchio  Kari Sanders  Emily Schwass

Preschool Room 2
Diane Mathison  Head Teacher  9:00-5:30
Stefanie Echols  Teacher  8:00-4:30

Teacher Aides:
Cindy Hammil  Tiffany Hilyard
Natalie Huston  Laura Nolan
Alecia Rawlings  Lyndsey Underwood—Kish Intern

Preschool Room 3
Kristi Hayward  Head Teacher  7:30-4:00
David Snow  Teacher  8:30-5:00

Teacher Aides:
Amy Allen  Kelly Cook
Natalie Cumming  Dana Rosinski
Christina Smithson  Heather Wagner

Preschool Room 4
April Kaiser  Head Teacher  7:30-4:00
Barbara Zeman  Teacher  9:00-5:30

Teacher Aides:
Amy Allen  Giovanna Gray
Martha Pankow  Alecia Rawlings
Morgan Rufin  Pam Yockey—Kish Intern

Floaters
Shikara Branch  Renee Dearborn  Melissa Gethner
Emily Goodyear  Aimee Harrison  Tiffany Hilyard
Kari Kalas  Marianne Moore  Danielle Naley
Sara Nolan  Colette Patterson  Liz Vu

Some students are employed as ‘Floaters’. They move around the center and work in various classrooms as needed (taking over for other teachers who are absent). Teachers are also scheduled out of the room at times for curriculum planning, staff and classroom meetings.

REMININDERS

- Monthly newsletters will be posted on our Web site and hard copies will be available by parent pockets.

- Everyone will be charged an annual fee of $6.00 per child for supplemental accident insurance. This will appear on your first bill. Please refer to that section in the Parent Handbook for more information, if needed.

- Please fill out a Schedule Change form whenever you are requesting a permanent schedule change. Any decrease in hours requires a two week notice. Any increase in hours will be accommodated on a first-come, first-served basis, as space is available. Forms are available on the front blue counter. One time schedule changes (extra care) must be requested in advance to avoid a late fee. Please talk to Janene about any schedule change.

- Please do not bring toys or food from home. Leaving items either at home or in the car is the best option instead of bringing them into the center.

- Please return the Food Program form ASAP. Anyone receiving a child care subsidy must return this form to remain eligible for funding.
STAFF INTRODUCTIONS

Director

Hello, and welcome to Campus Child Care. My name is Chris Herrmann and I have been the Director of Campus Child Care for the past 20 years. I have a bachelor’s degree in Child Development with a minor in Business, and a master’s degree in Family and Child Studies. I am in charge of the overall program and specifically manage the subsidy and food programs, licensing, accreditation, budget, assessment, etc. CCC is one of 20 departments within the Division of Student Affairs and Enrollment Management and I also meet regularly with community-based child care programs; so I have responsibilities and commitments that extend beyond the center.

My husband and I have two grown children. My daughter, Bailey, just left her position as a high school English teacher to pursue a Ph.D. in Education at UW, Madison. My son, Drew, is a junior at NIU majoring in English, and also plans to be a high school teacher. In addition, I have a large extended family and they keep me very busy!

Have a great semester. Feel free to talk with us if you have any questions or concerns about any aspect of our program, or if we can help you find the right resources at the university; we are here to help in any way we can.

Chris Herrmann

Assistant Director

Hello and welcome to the fall semester at Campus Child Care. For those of you who are new to our program, I am Lisa Schmidt, the assistant director. My primary responsibilities are supervising and staffing the classrooms. I have been the assistant director since May 2000 and was a teacher at CCC for 4 years prior. I earned my M.S. degree in Family and Child Studies from NIU. I live in Genoa with my husband, Steve, and our daughter, Carli.

Thanks to all the infant and toddler families who have already met with me. This is a meeting that gives us the opportunity to discuss the handbook, practices, health related issues, and discuss any of your questions. All newly enrolled families in these classrooms make an appointment with me so these topics can be covered and there are fewer misunderstandings in the future. For our returning families, I encourage you to re-read the handbook on our website for a refresher. Enjoy your upcoming fall semester and please feel free to see me if any questions or concerns arise.

Lisa Schmidt

Secretary

Welcome to Campus Child Care. My name is Janene Boyer and I have been with Campus Child Care for 20 years. I live in Sycamore with my husband, Steven, and my two boys, Kyle and David.

Please see me for assistance with making schedule changes, requesting extra care, billing and many other questions. I work Monday through Friday from 8:00 to 4:30 so feel free to call during the day or send an e-mail with your questions. This may be more convenient for some of you if you drop off early or pick up later in the day and don’t get a chance to stop with questions you may have. We also have a drop box for your convenience at the front desk for papers that need to be returned to us. I hope you have a successful semester.

Janene Boyer
Kitchen

My name is Karen Smith, or as the children refer to me, “The Lunch Lady”. I’ve been the Kitchen Helper at CCC for six years. I’m originally from this area but lived in Michigan for 11 years where I earned my associate’s degree in Culinary/Hospitality Management. My many visions upon graduation were opening a Bed & Breakfast, Tea Room, or Soda Shoppe. I worked in several restaurants and had a catering business before moving back to Illinois. Prior to joining the staff at CCC, I was the cook for Sigma Sigma Sigma Sorority. One of the things that keeps me here is the children. I love getting to know the children and watching them grow. Some of my “little friends” have moved on to Kindergarten and I’ll miss seeing them every day. Some of the things I like to do on my ‘off’ time are camping, traveling to Wisconsin to visit my 2 yr. old grandson, yard sales (for books … avid reader), making craft projects, and writing short stories. Please feel free to stop by the kitchen and say “Howdy”.

Karen Smith
Kitchen Helper

Infant Room

Hello, my name is Sherie Newman and I will be the Head Teacher in the Infant Room this year. I’m looking forward to working with Carol again in the Infant Room. The Infant room is not a new experience for me; five years ago I was an Infant teacher for children who are now heading off to Kindergarten!! I truly enjoy being with the young children since my two boys are nine and almost eight years old! My husband and I live in rural Shabbona and enjoy our country life with many animals, a garden and plenty of space for flowers. Our two boys attend Shabbona Elementary and really enjoy school. My personal hobbies include quilting, reading, and spending time with my family. Carol and I look forward to getting to know you and your child. We hope the experiences you will encounter at Campus Child Care will be positively memorable. We are committed to helping you succeed with your goals and provide a bright future for your child. Carol and I will able available for all your questions and thoughts.

Sherie Newman
Head Teacher

Hello Parents! Welcome to fall semester in the Infant Room. My name is Carol Schroeder and I am the assistant teacher. I have worked with children all my life: teaching elementary, kindergarten, and preschool children. This is my seventh year at Campus Child Care, where I have had experience with the infants, toddlers, and twos. What a great place this is for your children to be safe, to be cared for, and to grow and learn! On a personal level, my husband, Barney, and I live here in DeKalb where Barney is Director of Christian Education at Immanuel on Russell Road. Our children are grown. We have a son who teaches philosophy in LA, another son who does freelance film work in LA, and a daughter who is beginning grad school in Urbana this fall. Joel and Elly are both married and Mark is getting married this October in Santa Barbara, CA. Sherie and I will do all we can to ease your transition into the infant room and we are eager to work with you as caregivers for your baby.

Carol Schroeder
Teacher
Toddler Room

Hello, my name is Kellie Fuss and I am the Head Teacher in the Toddler Room. I have been working in child care for many years. I received an associate’s degree in Early Childhood Education from Purdue University and a bachelor’s degree in Family and Individual Development from Northern Illinois University. I have experience working with all age groups. I have been at Campus Child Care for 9 years. While here I have worked in the infant, toddler, and 2/3’s rooms. My husband, Kevin, and I have one child. Joe comes to the center and is in the Preschool 4 classroom. The 3 of us live in DeKalb with our cat, Jessie. When I am not at work I love to spend time with Joe. My other hobbies include rubber stamping, scrapbooking and baking. I work a 9-month contract so I can spend more time at home with Joe. After having a great summer at home I am glad to be back at work. I am looking forward to working with the toddlers and their families this year. Have a great semester.

Kellie Fuss
Head Teacher

My name is Dawn Reader and I have worked at Campus Child Care since January 2002. I have worked in Pre 2, Pre 4, the school-age classroom and now the toddler room. I graduated with my bachelor’s degree in Family and Individual Development (FID) from N.I.U.

I look forward to getting to know you and your child during this upcoming year. I hope to create fun hands-on learning experiences for your child. I enjoy teaching and letting the children experience insects and animals. I have several pets at home. I look forward to sharing my passion and knowledge of animals with the toddlers. When I am not working I spend time with my family and friends. I enjoy being outdoors, scrapbooking and reading.

Dawn Reader
Teacher

Calendar of Events

Sept. 24, 6:00-7:00 p.m.— Family Program for Preschool Classrooms
Sept. 28, 6:00-7:00 p.m.— Family Program for Infant, Toddler, Two’s Classrooms
Sept. 30, 7:30-9:30 a.m. — Good Morning Huskies — Continental breakfast for parents in Conference Room
Oct. 12-16 — Children’s Book Fair in CCC Large Motor Room

Billing Deadlines for MyNIU — Sept. 21, Oct. 26, Nov. 30
2/3's-1 Room

Welcome to 2/3-1. Sarah and I are so excited about being together with our new group of young children. I am Kathy Coffman and I will be the “older” teacher in the classroom. Sarah is the teacher that will be a mother again this December. Congratulations to her family! I have been enjoying working with young children for many years now. They have an appreciation for life that can’t be matched by any other experience I have ever known. This will be a big transition year for our classroom. Potty training and learning other independence skills will be part of our daily lives. Socializing and learning about the world in general will be ongoing. I enjoy helping children learn about natural plant and animal life. So you will be hearing a lot about that. I am a mother of three nearly grown children; Jason age 23, Katie age 20, and Leigh age 17. So, parental life has taught me to look at “mistakes” as a valuable learning tool. It is truly the way children and adults learn as well. Especially me! Besides enjoying the outside world, I am also an avid reader. I enjoy reading about historically based fiction, books about native Illinois life, and light comedy writing. I try to take long walks at least three times a week. This gives me a chance to enjoy fresh air, and cleanse my soul as well. As we go through our yearly adventure together, remember to talk with Sarah or I in relationship to any questions or concerns that you have about your child’s day, development, or our room happenings. Be sure to read the Daily Reflections and our newsletter each month. These are packed with information about your child and our room in general. Sarah and I will be happy to talk with you briefly at arrival and at the end of the day. Parents are part of our room. Relax, enjoy your career or your time here at NIU. We will do our best to give your child the care that he/she deserves!

Kathy Coffman
Head Teacher

Hi! My name is Sarah Kakkuri (rhymes with Zachary)! I am the Assistant Teacher in 2/3’s-1. I have been working at Campus Child Care for 9 years. I received my Associates degree in Early Childhood Education from Kishwaukee College in 1997. My favorite part about working at Campus Child Care is bonding with the children and building relationships with their families. Speaking of families, I live in DeKalb with my husband, Rich and our 6-year old son, Jakob. We will be welcoming our 2nd son at the end of December! When I am not at work I am spending time with my family and working on our 1st ‘real’ home that we bought a year and a half ago. I am very excited to welcome the new children who will be joining our classroom as well as the familiar faces who have already joined us. Kathy and I have a busy, fun-filled year planned for our classroom! If you ever have any questions, please feel free to talk to me at anytime.

Sarah Kakkuri
Teacher

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Extra Clothes —We are in need of donations of boys underwear. You can drop them off up front or with your child’s teacher. Thank you!
Welcome to 2/3’s-2! My name is Jen Young and I will be the head teacher in the classroom this year. I have my bachelor’s degree in Child Development from NIU, and have been working here at CCC since I graduated! Since working at CCC, I have worked as a Head Teacher in every age group, and am excited to be back in a two’s classroom. This has been my favorite age group to work with. I know that it can be a very challenging age group, but a great age where the children are growing and learning so much! I’m very excited to move up with some of the children from the toddler room, and am excited to meet the new children to the center! My husband, Jake, and I live here in DeKalb with our son, Carter, who’ll be four in September and our other son, Wes who was born July 30th. I love being a parent and having the perspective as both a parent and a teacher. In our spare time we enjoy spending time with our extended families, going to the zoo, playing outside, and I like doing anything creative! I will be returning from maternity leave on October 22, and am really looking forward to this year and watching as the children grow and learn.

Jen Young
Head Teacher

Hello, my name is Kristin Schulz. I live with my husband Jeremy and son Graeme with our three cats, in Belvidere. Graeme and I travel everyday down Annie Glidden Road. We enjoy the time to talk and play together but dislike driving in the snow. I am an NIU alum, I have been at Campus Child Care, as a preschool teacher for five years. I am very excited for a change and a chance to work with both Jamie and Jen in the twos room. I look forward to getting to know your family and welcome any questions, comments, or concerns.

Kristin Schulz
Head Teacher

Hello, my name is Jamie Peterson and I am the substitute teacher in the 2/3’s-2 classroom while Jen Young is on maternity leave. I have worked at Campus Child Care for two years as a teacher’s aide in the infant, toddler, and preschool classrooms. I graduated in May of this year from NIU with a bachelor’s degree in Child Development. When I am not working, I enjoy reading books of all sorts and spending time with my roommates and friends. I’m excited for the semester to start and getting to know your family!

Jamie Peterson
Teacher

Please bring gym shoes for your child to wear during outdoor play. Many parents have said they prefer to send their child to school in sandals because it is hot and they want their child’s feet to ‘breathe’. This is understandable but wearing thin cotton socks will do just this and will allow your child to walk, run, climb and ride bikes while also protecting their feet.
Preschool Room 1

Welcome to the fall semester at Campus Child Care. My name is Diane Coleman and I am the head teacher in Preschool Room 1. I have a bachelor’s degree in Child Development from NIU and have been working with young children for twenty-three years, the past twenty here at Campus Child Care. I have lived in DeKalb since I was six years old and have attended many of the schools in the community. I have a keen interest in animals, especially horses and I take riding lessons every week. I have always been an avid reader and I hope that I can pass on the passion to your children.

Diane Coleman
Head Teacher

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Hi! My name is Kendra Nenia and I’ve been working at NIU Campus Child Care Center for four years now. This year I am in Pre-1 with Diane Coleman. I’m really excited to have another opportunity to be with preschoolers! I have loved every minute being with this age group and I am truly grateful to have another year with the 3’s, 4’s and 5’s. I look forward to working with all of the wonderful families who are moving up as well as the families who have already been in Pre-1. A little information about me is that I have my degree in Elementary Education from Western Illinois University. Also, I have 15+ years experiences in the early childhood settings. I have worked as a nanny for triplets, in private childcare, in commercial day care, and in public schools. So, I have a wide variety of experiences with many different children and their families. To add to my experiences, my husband and I have an 18 month old daughter named Margaret! I am thrilled to bring my experience and education to the Pre-1 room. I can’t wait to work with Diane, the children, and families of the Pre-1 classroom.

Kendra Nenia
Teacher

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Preschool Room 2

Welcome to the fall semester at Campus Child Care. My name is Diane Mathison and I am the head teacher in Preschool Room 2. I have worked at Campus Child Care with preschoolers for nine years and have been working with young children for fourteen years. I enjoy their eagerness to learn and explore new things! I have a bachelor’s degree in Child Development from NIU. I live in DeKalb with my husband Mark, our six-year-old son Cameron and two-year-old daughter Ella. In my spare time I enjoy spending time with my family and friends, going on walks/bike rides and working on projects around the house. I am looking forward to a fun filled semester and can’t wait to meet the new and returning families.

Diane Mathison
Head Teacher
Hello all. My name is Stefanie Echols and I am a teacher in Pre-2 this year. This is the start of my third year at Campus Child Care (two years with 2/3's, so this is my first year with preschoolers) and I am thrilled to be starting a new semester and working with you all. On a personal note, I live in Aurora with my beautiful 20 month old daughter Sienna Renee (who is in the toddler room) and her dad, Akil. In our spare time we love to spend time together with both sides of the family and experiencing new and fun things with Sienna. I also enjoy shopping and learning. I look forward to this being an awesome year with the children. Please feel free to approach me with questions/ concerns that may come up as I will be readily available.

Stefanie Echols
Teacher

Preschool Room 3

Hi! My name is Kristi Hayward. I graduated from NIU in August of 2000 with a degree in Child Development. I am currently in grad school pursuing a degree in Early Childhood Education and teaching certificate with Special Education endorsement. I have been at Campus Child Care since 2000. I spent my first 7 years in 2/3's 1 and am excited to start my third year in Pre 3. My passion is working with children and their families. I seek out additional opportunities to increase my knowledge in the areas of diversity, special needs, and literacy development. I have lived in DeKalb since I started at NIU in 1996. I enjoy listening to music, attending sporting events, and spending time with family and friends. I am a true HUSKIE fan! I am looking forward to meeting you! Welcome to NIU!

Kristi Hayward
Head Teacher

Hi! My name is David Snow and I will be working with Kristi in Preschool Room 3 this year. I will be beginning my fourth year here at Campus Child Care. I have worked in child care for quite some time and each year gets better as I gain more experience and education. I live in the town of Cortland with my wife, Rachael, and my two children, Nicholas, 11 and Haley, 8. We also have a beagle named Rascal who loves to chew on anything he can get his paws on. When I’m not spending time with my family or walking the dog I like to spend time reading, running, biking, and listening to music. I’m looking forward to the start of a new semester and getting to know all of the new families!

David Snow
Teacher

Did you know ....?  
NIU students who have 'opted out' of the student health insurance can still utilize the Health Services center on campus? The two programs are completely separate.
Preschool Room 4

Hello everyone! My name is April Kaiser and I am starting my 6th year at Campus Child Care. I am excited to be working in the Pre-4 classroom. I have a degree in Early Childhood and have been working in this field for 23 years. I have worked with children ages 6 weeks to school-age, but find my passion is teaching at the preschool level.

I live in the little town of Paw Paw with my two children Valerie and Wesley, our cat Gracie and our little dog Daisy. My daughter will be starting her senior year and looking forward to going away to college the following year. Wesley will be in 8th grade this year and excels in hanging out with his friends and playing basketball. The fall and winter season keeps us pretty busy with his games.

I look forward to working with you and your child and to a very exciting semester in Pre-4!

April Kaiser
Head Teacher

Hello, My name is Barbara Zeman. This is my third year at Campus Child Care. I am very excited to be in Pre-4 with April and to be moving up with some of the children that I had last year in 2/3's-2. I am looking forward to getting to know the children who are new to Pre-4 and those who were here last year. I live in the small town of Paw Paw with my husband, Mike, and two sons, Anthony and William. For the past two years we have been slowly remodeling our house in the arts and crafts style. Our cats have loved this process with all the new places to hide and things to play with, but our two dogs (and sometimes even me) haven’t enjoyed the mess or strange people coming and going, and yes this was my idea. Along will slowly working on our house I have been slowly working on my masters degree in Early Childhood Education and an Early Childhood Teaching Certificate (Type 04). It will be interesting to see which gets done first.

Barbara Zeman
Teacher

FAMILY PROGRAMS

Please join us for an hour of good food and fun. Each classroom will host a potluck dinner and have an activity planned related to ‘Character Counts’ (ways to build character in young children).

See the calendar on p. 9 for the designated night for your child’s classroom; we have two different nights scheduled. Also look for your flyers in your parent pockets and the sign-up sheet in your child’s classroom. We hope to see you there!!
ADVISORY BOARD

The Campus Child Care Advisory Board serves as an advocate group for the center and seeks to ensure that the children are provided with high quality child care. The Board serves in an advisory capacity to the Director. We are looking for some parent representatives to serve on our Advisory Board for the upcoming academic year. Meetings will be held twice during each semester. We specifically need student parents to serve on this board. Please contact Chris as soon as possible if you are interested or would like more information. A letter may be sent out to individuals who are recommended by others, inviting you to serve on the board.

BILLING PROCEDURES

Students will be billed for child care once a month and fees will be added directly to your MyNIU account. These payments need to be sent to the Bursar’s Office. Faculty, staff and community will be billed through Accounts Receivable every month. Remember that you will be charged for holidays so you will be billed the same amount each week, regardless of the days we are closed. You are also billed for days you are scheduled but your child does not attend. If you have any questions regarding your child care fees or the billing process, please talk with Janene. Please pay your child care bills on time. We check payment reports at least once a month and a letter will be sent to anyone who has missed a payment. Anyone who misses two consecutive payments may have their child care terminated.

CHILDREN’S BOOK FAIR

We will be holding our annual Children’s Book Fair the week of October 12 – 16. The books are provided by Anderson Books in Naperville. Every year we have a variety of books for all ages of children – ranging from board books, preschool soft covers and hard covers, holiday, early readers, school-age, reference, sports, poetry, and some adult selections usually including cook books, parenting books, and some recent releases. The book fair is set up in the Large Motor Room and we fill at least 15 tables full of books! The books are sold at regular price (however we don’t charge sales tax) and typically we make a 20% profit on all sales. Every year we ask families to donate at least one hour of their time during this week – your time would be spent selling books, helping customers select books, and straightening the books as needed. More information will be available soon.

CHILDREN’S LENDING LIBRARY

We have a center-wide lending library for children’s books and music cassettes. In the front lobby near the water fountains, there is a book shelf with a variety of interesting books and tapes for all ages. You are welcome to just take a book from the shelf (you do not need to check out a book or tape). As a general rule, these items should be returned after one week. We hope you enjoy our lending library!
LATE FEE POLICY

Please refer to the Parent Handbook (www.ccc.niu.edu) so you can thoroughly understand our late pick up and early drop off policy. Keep in mind that you requested a specific schedule for your child at the beginning of the semester, so you are responsible for maintaining that schedule. We offer an extremely unique, student-oriented scheduling process which allows you to enroll your child during different hours on different days (although it is a set schedule for the entire semester). This is an option that you will not find at any other child care center. We are trying to cater to the unique needs of college students by offering flexible, part-time scheduling.

Due to our full capacity and high demand, we must monitor the children’s schedules closely. In order to continue to offer this type of scheduling, we need you to do your part and be on time to pick up your child. You may think it’s not a big deal to come 5, 10, or 15 minutes late/early, but it is. We may have a teacher scheduled to leave at that time or another child may be coming in to take your child’s place. If you need some extra time, then it is your responsibility to request it. Even if you only need extra care a few times during the semester, you must make arrangements with us, in the office, first. Late fees are charged when we have not received advance notice of a schedule change. Although there is an additional 10% fee added to accommodate ‘extra hours’, a late fee is more expensive than arranging extra care in advance. So again, please stick closely to your child’s schedule and don’t be surprised if you see additional fees added to the bill if you arrive early or pick up late. We are not as concerned if you drop off later than your scheduled time or pick up earlier because that does not negatively affect our ratios.

FuN FaCtS

Suzanne Gellens, in her book, *Activities that Build the Young Child’s Brain* (Early Childhood Association of Florida), lists the ideas that early childhood professionals have known for years and are now confirmed by recent brain research:

- Every situation is a learning experience.
- Children need to be nurtured and have physical contact with other people.
- Children learn through their interactions with people and the environment.
- Play is an essential component to learning.
- Hands-on activities result in lifelong learned skills.
- When a child has a choice in selecting its own activities, involvement is increased.
- All children’s senses need to be stimulated in an enriched atmosphere.
- Activities presented to children should match their stage of development and their interest level.
- There should be a balance between activity and rest; quiet learning and active learning.
- Children need a loving, stress-free environment for optimal learning to occur.