DIRECTOR’S DESK

Welcome to Campus Child Care! It’s hard to believe the summer is over and fall semester is already under way. I hope everyone had a fun and relaxing (or at least productive) summer. We currently have 130 children enrolled in our program ranging in age from 2 months to 5 years. We are happy to welcome all of you (new and returning families) to our program. Feel free to slip into the observation booth, located between each classroom, if you want to check on your child at any time during the day. It can give you peace of mind to know your child is doing well. Some children may need a few days or weeks to adjust so allow them some time to feel comfortable. Based on the crying I hear at the end of the day, it seems more children will have trouble with pick-up time rather than drop-off! Always talk with your child’s teacher if you have any questions or concerns.

One important change I want to mention is that Lisa will now be supervising the preschool classrooms in addition to the infants, toddlers and two’s. So those of you who may have previously met with me (i.e., parent conferences) will be talking with Lisa instead. You can read our introductions below for more detailed information regarding our responsibilities.

Another new practice we are starting this year is that all classroom teachers will be setting up a 15-20 minute meeting with the parent(s) of each ‘new’ child in their classroom (including those who may not be new to the center but have moved up to a different age group with a new teacher). We thought it would be good to meet with you briefly at the beginning of the semester to see what goals you have for your child and ask any questions of the teacher. We will hold formal parent conferences in November.

We are very happy to welcome David Snow to our center. Dave comes to us from The Growing Place, a local child care center (his introduction is included under Preschool Room 4). We are thrilled to have a male teacher (adds a little gender diversity to our female dominated group!) Dave is the first new teacher we have hired in two years so we had to dust off our orientation materials; it was well worth it! Although he is not replacing Nadine (she was an Infant Room teacher), we hired Dave because Nadine will be going on maternity leave in late September followed by a personal leave for the remainder of the school year. Nadine will then come back and replace Diane Mathison (as a teacher, but not in Pre 2). Diane will be leaving at the end of this year to start her own home child care.
**DIRECTOR’S DESK cont’d**

Regarding the rest of the staff, some of the teachers have switched classrooms (some “moved up” with their children) while others remained in the same classroom. This is done in an effort to provide continuity of care for the children as they move through our program while also leaving behind someone who is an ‘expert’ in each classroom. The teachers have been very busy participating in staff training, setting up their classrooms, and preparing the curriculum. We know you will be pleased with the results! The professional staff will introduce themselves to you later in this newsletter, so read on! We are quite proud of the fact that all of our full-time teachers have college degrees, primarily in early childhood education, and significant experience working with young children and their families. Every classroom is staffed with three teachers including one head teacher, one assistant teacher, and several part-time student workers (with the exception of the Toddler Room which is staffed with four teachers when they have 12 children).

Last year we posted our Parent Handbook on our website (www.ccc.niu) and we will continue to do the same this year. The format has changed since last fall; we added lots of fun photos so I encourage you to take a look. Soon, I will make a few minor revisions so it is updated for fall 2006. Everyone is responsible for familiarizing themselves with our policies so please read through it. Feel free to request a ‘hard copy’ from Janene if you want one to keep on hand.

Every month we will send out a newsletter to keep you informed of important events, classroom happenings, center policies, procedures, etc. We will break the newsletter down, providing you with information that pertains to your child’s classroom and age group. For the first month, however, we send out one newsletter so you can get a feel for the overall program and ‘meet’ the entire staff. After all, you are likely to come in contact with teachers from other classrooms, especially at the beginning and end of the day. We will also be posting our newsletter on our website and hope most of you will access it that way. We will post a sign-up sheet by the front blue counter for those who would like it e-mailed to you each month. We will also keep a few black and white copies by the parent pockets for those who prefer a hard copy.

Have a great semester and please feel free to talk with us if you have any concerns. Please continue to read the rest of the newsletter – I promise the typical monthly newsletter will not be this long!

Chris Herrmann, Director
### REMINDERS cont’d

- 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 about this insurance.

- Parents need to fill out a **Schedule Change Form** whenever making a request for 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, if space is available. Forms are available at Janene’s desk. **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 return the **Food Program Form** as soon as possible. Anyone receiving a child care subsidy **must** return this form to remain eligible for funding.

- Please **do not bring toys from home**. We maintain a generous supply of toys and materials for the children to use so it is not necessary to bring items from home. Leaving toys in the car is the best option if your child insists on carrying something out the door.

- Please **do not bring food** into the center. If a child comes in with food or leaves food in their cubby, it will be thrown away. We are required to serve food from our kitchen, so make sure your child eats breakfast **before** you get here.

### STAFF SCHEDULES

#### Administrative Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Herrmann</td>
<td>Director</td>
<td>8:30-5:30</td>
</tr>
<tr>
<td>Lisa Schmidt</td>
<td>Asst. Director</td>
<td>7:45-4:45</td>
</tr>
<tr>
<td>Janene Boyer</td>
<td>Secretary</td>
<td>8:00-4:30</td>
</tr>
</tbody>
</table>

#### Infant Room

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kellie Fuss</td>
<td>Head Teacher</td>
<td>9:00-5:30</td>
</tr>
<tr>
<td>Sarah Kakkuri</td>
<td>Teacher</td>
<td>8:00-4:30</td>
</tr>
</tbody>
</table>

#### Toddler Room

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sherie Newman</td>
<td>Head Teacher</td>
<td>8:30-5:00</td>
</tr>
<tr>
<td>Carol Schroeder</td>
<td>Teacher</td>
<td>7:30-4:00</td>
</tr>
</tbody>
</table>

#### 2/3's-1 Room

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kristi Hayward</td>
<td>Head Teacher</td>
<td>8:30-5:00</td>
</tr>
<tr>
<td>Connie Hammond</td>
<td>Teacher</td>
<td>7:00-3:30</td>
</tr>
</tbody>
</table>

#### 2/3's-2 Room

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jen Young</td>
<td>Head Teacher</td>
<td>9:00-5:30</td>
</tr>
<tr>
<td>Jenn Flahive</td>
<td>Teacher</td>
<td>7:30-4:00</td>
</tr>
</tbody>
</table>

### Student Workers:

- Ashley Ahrens
- Heather Stoner
- Katie Donovan
- Nicolle Widel

- Catherine Antolec
- Jenna Huffman
- Megan Duskey

- Amber Morris
- Jenna Huffman
- Katie Donovan
- Nicole Smith

- Audreia Johnson
- Laci McKelvie
- Mandy Wanderer
- Rachel Wilson

- Lindsay Placko
- Natasha Brown
- Sara Dennison

- Hayley Hoff
- Melissa Vargas
- Nicole Schwebke

- Melissa DeWitt
- Michelle Marksteiner
- Morgan Conley
# Staff Schedules

**Preschool Room 1**
- **Diane Coleman** Head Teacher 8:30-5:00
- **Kristin Schulz** Teacher 8:00-4:30

**Student Workers:**
- Amanda Howard
- Katie Ivancich
- Marissa Boyer

**Preschool Room 2**
- **Diane Mathison** Head Teacher 8:00-4:30
- **Dawn Reader** Teacher 9:15-5:45

**Student Workers:**
- Aundrea Allbritton
- Devan Richardson
- Morgan Conley

**Preschool Room 3**
- **Kathy Cregier** Head Teacher 7:30-4:00
- **Kendra Kirkham** Teacher 9:00-5:30

**Student Workers:**
- Danielle Milnes
- Heather Cyrus
- Keshia Bonner
- Morgan Conley

**Preschool Room 4**
- **April Kaiser** Head Teacher 7:30-4:00
- **David Snow** Teacher 8:30-5:00

**Student Workers:**
- Morgan Conley
- Erica Osher
- Jenna Huffman
- Laura Waslewska (Volunteer)

**Floaters**
- Nadine Cruz-Saubert (Head Teacher) until Sept. 29
- Christi Gale
- Jennifer Phillips
- Jessica Cwiakala

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

Director

Hello. My name is Chris Herrmann and I have been the Director of Campus Child Care for the past 17 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 a department within the Division of Student Affairs 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 children. Bailey recently graduated from Augustana College and is in her second year as an English teacher at Sycamore High School; she has some amazing stories to tell! Drew is a senior in high school, anxiously awaiting his turn to go to college, but focuses most of his energy on baseball and his new DJ business.

Have a great semester. Remember to have fun and work hard! Feel free to talk with us if you have any questions or concerns about any aspect of our program or the university; we’ll try to direct you to the right place if you need assistance.

Chris Herrmann

Assistant Director

Hello and welcome to the Fall semester at Campus Child Care! We have many new families throughout the center. For those of you who are new to our center, I am Lisa Schmidt the Assistant Director. One of my primary responsibilities is our Infant and Toddler program – I work closely with and supervise those classrooms as well as the 2/3’s and preschool rooms. I have been the Assistant Director for the past 6 years; however, I was a classroom teacher for 8 years prior – the last 4 at Campus Child Care. I earned my M.S. degree in Family and Child Studies from NIU. I live in Genoa with my husband Steve and our 7 ½ year old daughter Carli.

Thanks to all the new 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 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 read the updated handbook on-line as I always find new information that needs to be included.

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. We are all off to a very busy start. My name is Janene Boyer and I have been with Campus Child Care for 17 years. I live in Sycamore with my husband Steven and my two boys.

Please stop to see me about making schedule changes, requesting extra care, billing questions and any other question you may have. I am here Monday through Friday from 8:00 to 4:30. If you come at a time when I am not available, you can call me during the day with any questions or you can send an E-mail to me at jboyer.niu.edu. We even have a drop box for any papers that need to be returned, on the blue counter. I hope you have a successful semester.

Janene Boyer
Kitchen Helper

My name is Karen Smith, or as the children refer to me, “The Lunch Lady”. I’ve been the Kitchen Helper at CCC for three 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. When I accepted this position, I thought of it in terms of a stepping stone to a cook’s position somewhere on campus. Many offers for a cook’s job have come and gone. One of the things that keeps me here is the children. No where else on campus can I go and have Jakob hug my knees or Sam tell me “snack was good” or have Nick invite me to his soccer games. I love getting to know the children and watching them grow. It’s very easy to become attached.

Some of the things I like to do on my ‘off’ time are camping, traveling, 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 Kellie Fuss and I am the Head Teacher in the Infant Room. I have been working in child care for 15 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 6 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 toddler room. 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 cross stitching.

I am looking forward to working with the infants and their families this year. Have a great semester!

Kellie Fuss
Head Teacher

Hello to all of you! My name is Sarah Kakkuri (rhymes with Zachary) and I have worked at Campus Child Care for 6 years. I am going to be working with the Infants this year. I have worked with this age group before, but it has been 3 years. I received my Associates degree in Early Childhood from Kishwaukee College in 1997. I live in Sycamore with my family which includes my husband Rich of 6 years, our 3-year old son Jakob, who attends Campus Child Care and is in one of the Preschool Rooms. We also have two black cats, Shanahan and Xavier. I am very excited to be working with all of our new babies and a few of our returning babies and all of their families.

Sarah Kakkuri
Teacher
Toddler Room

Welcome to the Fall Semester. My name is Sherie Newman and I am the Head Teacher in the Toddler Room. I have been at Campus Child Care for 31/2 years and have had experience with children for many years (too many to count)! I am happily married to a wonderful man, David and we have 2 very active boys. I received my Early Childhood Degree from Illinois State University. I am looking forward to getting to know you and the children. We will give your child experiences to help them develop and accomplish many milestones. I will be available for any questions you may have. Keep in mind the Parent Conferences at the end of the semester and the Family Night that we have every semester. We strive to give you the best, quality care that NIU Campus Child Care can provide.

Sherie Newman, Head Teacher

Welcome Toddler families! My name is Carol Schroeder. I am the assistant teacher in the Toddler Room. I am happy to have the opportunity to follow my former group of infants this year. My degree is in Elementary Education. I have taught grades 2 and 3 and kindergarten, had a licensed family day care in my home, was lead teacher in a classroom for preschoolers for 14 years, and have enjoyed the past three years working with infants. My husband, Bamey, and I live here in DeKalb. Bamey is a Director of Christian Education at Immanuel Lutheran Church. Our three children grew up in Wisconsin and now all live out of state. Mark teaches at the University of Southern California. Joel works in the film industry in LA. His wife, Lynne, works for a public radio station. Our daughter, Elly, is home for a few weeks now preparing for her September 16th wedding! She and her fiancé, Sage, will be living in Vermont. Sage will be teaching chemistry and biology there. I am looking forward to a year with your active little ones!

Carol Schroeder, Teacher

2/3's-1 Room

Hello my name is Kristi Hayward. I graduated in August of 2000 with a bachelor's degree in child development. I started at Campus Child Care a few days later. I have been in 2/3’s-1 for six years. My passion is working with children and I enjoy this age group very much. I continue to further my education in the areas of diversity and special needs. I have lived in DeKalb for the past ten years. I adopted a turtle who needed a home about a year ago; his name is Tucker. I grew up in Streator where my parents still reside. My brother lives in Nashville, TN. I enjoy music, traveling, Sea World, zoos, athletic events, and spending time with my friends. For the past three years I have been a demonstrator for Gold Canyon Candles. Welcome to Campus Child Care and Go Huskies!

Kristi Hayward, Head Teacher

Hello! My name is Connie Hammond. I’m very excited about remaining in the 2/3-1 classroom. Three years ago I moved to DeKalb after living in Paw Paw, IL all my life. I have worked with children of all ages throughout my life. I went to Kishwaukee College and received my Associate degree in ECE. I am looking forward to a great year.

Connie Hammond, Teacher
2/3’s-2 Room

Welcome to Twos/Threes - Two! 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 at CCC for the past 5 years, the first two as a student worker and then the past 3 as head staff. I have worked in both the Two’s/Three’s area and Preschool, and am very excited to be back with the Two’s! My husband, Jake and I live in DeKalb and have an 11-month-old son, Carter who is enrolled the center. I love being a parent and now have the perspective as both a parent and as a teacher. In any spare time we enjoy spending time with our families, and I’m hoping to do more scrap booking this year! I’m looking forward to a great semester and am excited to get to know all of you and your children! If you have any questions or concerns at any time please talk to myself or Jenn!

Jen Young
Head Teacher

Hello! My name is Jenn and I am the Assistant Teacher in the 2/3’s-2 room. Last year I was in the Toddler room and now I am moving back up with the ‘older’ children. I have my bachelor’s degree in Child Development and completed my master’s program in Family and Child Studies last December. I am really excited about this upcoming year and look forward to meeting the children and parents!! I am sure there will be many new and exciting experiences to come!!

Jenn Flahive
Teacher

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 20 years, the past 17 here at Campus Child Care. I bought a brand new town home last year and am still in the process of decorating it. I live with my two cats, Emma who is two years old, and Ally who is just a one-year-old. My parents are both deceased but I have a great brother who teaches chemistry at Ohio State University. I’m quite excited to be working with Kristin Schulz again this year and we have been planning some wonderful learning experiences for your children. One of my favorite pastimes is reading and I’m looking forward to sharing that love with your children. Have a great semester.

Diane Coleman
Head Teacher

Welcome. My name is Kristin Schulz and I am the assistant teacher in Preschool Room 1. This is my third year at CCC. I am a 2004 graduate from NIU and I hold a bachelor’s in Early Childhood Education. In May, my husband and I welcomed our new baby into the world. Graeme is four months old now and the happiest baby ever. We have been adjusting to parenthood and lack of sleep ever since, but we are enjoying every minute. This is my second year working with Diane and I am so excited; we have a lot of very fun ideas for this year. I look forward to getting to know all of the new families and reconnecting with all of the returning families. As always, please feel free to contact me with any questions or concerns.

Kristin Schulz, Teacher
Preschool Room 2

Welcome! My name is Diane Mathison and I am the head teacher in Preschool 2. I have worked at Campus Child Care with preschoolers for six years and have been working with young children for twelve 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 and our three-year-old son Cameron. I also am expecting and am due in November. In our spare time we enjoy spending time with our families and friends, going on walks and exploring the outdoors, 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

Hi, my name is Dawn Reader. I currently work in the Pre 2 classroom as an assistant teacher. I have worked for Campus Child Care since January 2002. I graduated with my bachelor’s degree in Family and Individual Development. Some of my interests include scrapbooking and stamping. I also enjoy taking walks, so I volunteer as a dog walker in the mornings at Tails. I have a dog at home but he is too old to take walks. I love animals and I have a mini zoo at home; I have three tree frogs, two turtles, fish, two cats, and my dog.

My teaching style is hands-on learning. I feel that children learn best if they are able to see and experience the materials. This is why I think pets in the classroom are a great asset. In Pre 2 we have Snuggles, our guinea pig, and fish. The children will have the chance to feed the fish and give treats to Snuggles. They will also be able to hold Snuggles in a towel on their lap. We have a fun year planned and I look forward to getting to know you and your children.

Dawn Reader
Teacher

Preschool Room 3

Welcome to Pre-3! Kendra and I are very excited to get to know our new classroom friends, and glad to get back together with the returning children. I am Kathy Cregier. I am your Teacher in every sense. Please feel free to come in a little early or catch me for brief conversations. It is my goal to get to know our parents. Just as I do the children.

I am the old lady in the room; but young in attitude. I have three children. Jason is 20, and a sophomore in college. Katie is a 17-year-old senior; much to her delight. Leigh is 14, and is in 8th grade; she is the sports jock of the family. We live in a small town, Waterman, just south of DeKalb. I am a rural girl but enjoy learning about the diversity that our families bring to our Campus Child Care community.

We’re going to have a fun year, filled with new experiences that will help ensure your child’s growth socially, emotionally, physically, and educationally!

Kathy Cregier
Head Teacher
**Preschool Room 3**

Hi. My name is Kendra Nenia (I was recently married in May to Marc Nenia!) I've been working at NIU Campus Child Care for two years now. This will be my first year in a preschool room. I'm really looking forward to a great semester with Kathy and the children. I have my degree in Elementary Education from Western Illinois University. Also, I have 12 years experience in early childhood settings. I have worked as a nanny for triplets, in private child care, in commercial day care, and in public schools. So, I have a wide variety of experiences with children and families. I am thrilled to bring my experience and education to the Pre 3 room. I can’t wait to work with the children and families of the Pre 3 classroom.

Kendra Kirkham  
Teacher

**Preschool Room 4**

Welcome to all our families! My name is April Kaiser and I am a teacher in the Pre-4 classroom. I am very excited to start the semester and getting to know the children and families. In my spare time I enjoy being with my children, Valerie who is 14, and Wesley who is 10. I am very excited to be teaching with David and having lots of fun this semester.

April Kaiser  
Head Teacher

My name is David Snow and I am an assistant teacher in Pre-4. I am new to the Campus Child Care Center but have been working in the child care field for about 5 years. In that time, I have worked with many children of all ages. I received my associate's degree from Kishwaukee College and my bachelor's degree is Psychology from NIU. I currently live in Cortland with my wife, Rachael, and my two children, Nicholas-8, and Haley-5. We also recently got a dog named Rascal who has been lots of fun. In my spare time I enjoy spending time with family, reading, and running. I am looking forward to getting to know all of you and get the semester rolling.

David Snow  
Teacher

**ACCRREDITATION**

Campus Child Care has been accredited through the national Academy of Early Childhood Programs since 1992. NAEYC Accreditation is a national, voluntary system to measure the quality of child care centers, preschools and kindergartens, and to help these programs improve. We will be going through the ‘reinvented’ accreditation process this fall, with much more stringent criteria than before. We will be inviting you to participate in this process by filling out a Family Survey some time in October. This may be a little difficult for those of you who are new to our program but we will try to provide you with information regarding some of the things you have not yet experienced (i.e., end-of-year program evaluation, parent conferences, etc.) Please look for this survey and fill it out as best you can.
NIU ONE CARD

Please keep in mind that we make every effort to maintain a secure building but we also need your help. We really need everyone to use their **NIU One Card** each time they enter the building. Janene often spends too much time ‘buzzing’ people in, taking her away from other tasks, so **please** remember your card. Also, do not let others ‘tailgate’ by holding the door open for them. It is best to let yourself in and let the door close behind you. If you lose your card, please go to the One Card office in the Holmes Student Center to obtain a new one. We appreciate your cooperation with this.

VISION & HEARING SCREENING

Every year, our center participates in Vision and Hearing Screening, which is coordinated by our nurse at 4-C and conducted by the DeKalb County Health Department staff. The screening dates for this year are September 18 & 19 with rescreening on October 6 & 9. **ALL** children between the ages of 2.10 to 5 years will be screened while they are in attendance at the center. We will send out a yellow history form for you to complete along with an informational brochure. It is helpful if you return the history form, but we will go ahead and screen your child even if we don’t receive it. This type of screening is very basic and does not require written parental permission.

Keep in mind, this is considered to be a minimal screening of your child’s vision and hearing abilities. We **strongly** encourage **all** children to have a complete vision exam by an optometrist (or ophthalmologist) before s/he enters kindergarten. This is a good way to catch any problems which may not be detected through our screening process.

ADVISORY BOARD

The Campus Child Care Center 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 are held once a month during fall and spring semesters. We **specifically need more 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 will be sent out to individuals who are recommended by other parents or staff members inviting you to serve on the board.

PARENT PROGRAM

Mark your calendar for **Thursday, Sept. 21**. We will be holding our fall parent program that evening from 6:00–7:00 p.m. Light refreshments and math activities are on the agenda! More information will be sent out soon. This is a great opportunity to meet up with other parents and families within your child’s classroom.
PARENT POCKETS

Congratulations – if you found this newsletter, you obviously found your parent pocket! Please be aware that all parent pockets are located in the infant hallway, just past the front desk. Please check your pocket daily for newsletters, billing invoices, teacher notes, etc. Please be sure to take the material that is in the pocket above your name, (or you may get someone else’s bill & they may expect you to pay it!)

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, 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.

BILLING PROCEDURES

We bill for child care through the University Billing System (UBS) which means your fees will be added directly to your NIU Revolving Account. You will need to make all payments to the Bursar’s Office. 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 will receive four identical bills during each semester (except for the first bill which includes a one-time registration fee and annual insurance fee). 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. Anyone who misses a payment will receive a letter of reminder. Anyone who misses two payments will have their child care terminated.

Anyone who is enrolled in a Dependent Care Assistance Program (DCAP) must obtain a cash receipt from the Bursar’s Office to verify payment before we can sign off on your monthly forms. We receive statements from Bursar’s regarding individual balances but they are typically one month behind so it may not reflect your most recent payment.