Welcome to Campus Child Care! We currently have 100 children enrolled in our program, ranging in age from infants to preschool, and 35 are new to our program. A big welcome to all of you!! We hope you find CCC to be an ongoing source of support as you study/work at NIU. In addition, we would like to welcome our staff—we currently have 19 full-time staff and over 40 student employees.

For those of you who are wondering how your child does once you say goodbye in the morning, please feel free to slip into the observation booth (the white door by 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 build relationships and feel comfortable. Always talk with your child’s teacher if you have any questions or concerns; they are happy to give you updates about your child’s day and classroom activities.

We’ve had some staffing changes with Jennifer Weber (2/3-1) leaving this summer and Katilyn Ostenson (Tod) leaving at the end of August. However, we are thrilled to welcome several new staff to our program: Alex McAnally (INF), Kat Dolan (2/3-1) and Mandy Groff (Pre-3 extra Help). Mandy will be with us until Jen Young returns from student teaching in late October. We will also be welcoming back Bri Wicker from maternity leave mid October!

Please note that everyone needs to review the Parent Handbook, located on our website (www.niu.edu/ccc/handbooks). For those who are returning, all changes are noted on the last page. On the bottom of the Parent Resource page is an Orientation PowerPoint which includes some of our primary policies. All new families should view this (approx. 5 min) to become familiar with our most common practices and policies.

We are happy to invite all of our student parents and workers to utilize a room in our center that we call the North Corner. The intent is for students to use this homey space we have provided as a place to study, relax, store items, etc. It is equipped with WiFi, refrigerator, microwave, table & chairs for working, and chairs/couches for relaxing. We will not be providing snacks but invite anyone to bring in food items to be shared. You are welcome to use this room any time during the hours we are open.

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 all staff schedules and introductions in the first newsletter, so you can ‘meet’ everyone. Newsletters will be posted on our website at the beginning of each month (with the link sent to you via email). Have a great semester and please feel free to talk with us if you have any questions or concerns.

Kristin Schulz
### Staff Schedules

#### Administrative Staff
- **Kristin Schulz**
  - Director (Preschool)
  - 9:00-5:30
- **Amy Lofthouse**
  - Assistant Director (Inf/Tod/Twos)
  - 7:30-4:00
- **Janene Boyer**
  - Office Manager
  - 8:00-4:30

#### Infant Room
- **Sherie Newman**
  - Teacher
  - 7:30-4:00 (MWF)
- **Alex McAnally**
  - Teacher
  - 9:00-5:30 (MWF)

**Student Aides:**
- Bri Arend
- Hannah Schlecht
- Jazmin Acosta
- Rebecca Martell

#### Teachers switch on T&TH

**Student Aides:**
- Jaylin Adams
- Kierstan Holmes
- Mariya Muhr
- Tori Wells
- Michele Lopez
- Megan Nedbal

#### Toddler Room
- **Kellie Fuss**
  - Teacher
  - 7:30-4:00 (TWTH)
- **Pam Yockey**
  - Teacher
  - 8:45-5:15 (TWTH)

**Student Aides:**
- Basma Elmeligi
- Alana Johnson
- Ashley Maresh
- Erin Jenkins

**Teachers switch on M&F**

**Student Aides:**
- Michele Lopez
- Alana Johnson
- Tori Wells
- Marissa Hardy

#### 2/3’s-1 Room
- **April Kaiser**
  - Teacher
  - 7:30-4:00
- **Kat Dolan**
  - Teacher
  - 9:00-5:30

**Student Aides:**
- Hector Corona
- Jaylin Adams
- Gabby Ibanez
- Sarah Masson

**Teachers switch on T&TH**

**Student Aides:**
- Marci Ruiz
- Kate Lambert
- Jenay Plummer
- Cameron Pults
- Karla Kieta

#### 2/3’s-2 Room
- **Kendra Nenia**
  - Teacher
  - 7:00-3:30
- **Barbara Zeman**
  - Teacher
  - 9:00-5:30

**Student Aides:**
- Jenay Plummer
- Charlotte Hildebrand
- Gilda Juncal
- Megan Nebal
- Hector Corona

**Student Aides:**
- Marcie Ruiz
- Gabby Ibanez

### Reminders

- **The center will be closed on Monday, September 4.**
- **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 or in after 10am; our number is 815-753-0125. We will need illness symptoms if you are home sick.**
- **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.**
- **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 number code or one card when entering the building to avoid a $5 buzz-in fee.**
Karla Kieta  Kate Lambert  Kaitlin Johnson
Ashley Maresh  Marcie Ruiz

**Preschool Room 1**
Ann Marie Kuta  Teacher  7:30-4:00 (MTHF)
Jaquida Wynn  Teacher  9:00-5:30 (MTHF)
Teachers switch on T&W

**Student Aides:**
Kate Lambert  Kaitlin Johnson  Abbey Moyta
Kaitlyn Amanda  Emily Love  Mariya Muhr
Jocelyne Bahena  Emily McDowell  Payton Randazzo
Raven Stepter  Karla Kieta

**Preschool Room 2**
Diane Mathison  Teacher  7:30-4:00
Hillary Rosher  Teacher  9:00-5:30

**Student Aides:**
Kierstan Holmes  Shannon Tyrrell  Shannon Tyrrell
Catherine Nash  Jazmin Acosta  Charlotte Hildebrand
Nicole Sanchez  Catherine Nash  Karla Kieta

**Preschool Room 3**
Leslie Dolan  Teacher  9:00-5:30
Jen Young  Teacher  7:30-4:00 (Oct 23rd)
Mandy Groff  Extra Help  7:30-10:30 (M-TH)
7:30-4:00 (Fridays)

**Student Aides:**
Ashley Marroquin  Kelsey Thompson  Gisselle Ruiz
Rebecca Martell  Jocelyne Bahena
Charlotte Hildebrand

**Floaters**
Bri Wicker  Teacher  8:30-5:00

**Student Aide Floaters:**
Rachel Bicksler  Amanda Grau

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.

**REMINDERS**

- Monthly newsletters will be posted on our Web site at the beginning of each month. Please be sure to read them to stay informed about center happenings.

- **Everyone** will be charged an annual fee of $25.00 per child for supplemental **accident insurance** and for our child **assessment tool**. This will appear on your first bill. Please refer to that section in the Parent Handbook for more information.

- 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. It is required annually.
STAFF INTRODUCTIONS

Director (Preschool Classrooms Supervisor)
Welcome to Fall Semester 2017, my name is Kristin Schulz. I have been the director of CCC for 1.5 years. For those of you who don't know me, I am a 2002 NIU graduate with a bachelor's degree in Early Childhood Education. I have been working in the early childhood field for a number of years; 13 of those have been at Campus Child Care. During this time I have been a preschool teacher, served on a number of committees, developed staff training tools, and this is my last semester before earning my masters degree in Child and Family Studies. I hope that you will help me as I get to know all of you and your children.

To help us connect, I'd like to share a little bit about my family. My husband and I live in Belvidere with our two children. Graeme, is 11 and Elizabeth is 7. Both of my children attended CCC until they went to kindergarten! We love outdoor activities and exploring the many natural trails and parks Illinois has to offer. This summer we biked and camped in Rock Cut State Park just a few minutes north in Rockford. Please let me know if you have a favorite park or path as we are always looking for an adventure. I’m already planning our summer 2018 trip to Yellowstone NP. Please feel free to stop in and see me. I enjoy hearing about your experience here at CCC and with NIU. Let me know if I can help in any way!

Assistant Director (Infant, Toddler, Two’s Classrooms supervisor)
Hello! My name is Amy Lofthouse. I am the Assistant Director for Campus Child Care and I will be supervising the infant, toddler and two’s classrooms. This is my third year at CCC and I am looking forward to another great year! I graduated from NIU in 2005 with a bachelor’s degree in Child Development, and quickly put that degree to use at the NIU Child Development Lab. While I worked full time as an infant/toddler/two’s teacher, I attended graduate school, also at NIU, and graduated in 2010 with a master’s degree in Early Childhood Education. After graduating, I moved on to teach preschool, also at the NIU Child Development Lab, and remained there until June of 2015.

On a personal note, I am married and have two children; Clara (4) and Brody (2), as well as a dog, Swiss, who I enjoy spending all of my free time with. As a family, we enjoy spending a lot of time outside and spending time with family and friends.

Have a great semester! Please feel free to stop by at any time! Go Huskies!
Office Manager

Wishing all a great start to the Fall semester and warm welcome to all our families. My name is Janene Boyer and I have been with Campus Child Care for 28 years. To help assist you better, you can see me if you have questions or need help with schedule changes, extra care, enrollment, billing, and many more questions. I am here Monday through Friday, 8:00-4:30. If you do not have a chance to speak with me in the morning or at the end of the day, feel free to e-mail me (jboyer@niu.edu) or call (815-753-0125) with any questions you may have. I hope you have a successful semester.

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 14 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 to open 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 at Sigma Sigma Sigma sorority.

Some of the things I like to do on my 'off' time are traveling to Wisconsin to visit my 11 yr. old grandson, flea markets, yard sales (for books—avid reader), making craft projects, and writing short stories. Please feel free to stop by the kitchen anytime and say "Howdy".

Infant Room

Hello! I would like to take the time to introduce myself. My name is Alexandra McAnally and I will be working in the infant room this year. I am very excited to start this new position! I graduated from Northern Illinois University in May 2017 with a degree in Family and Child Studies with an emphasis in Child Development. I have also obtained the Level 5 ECE and Level 5 Infant Toddler Credentials.

Before coming to Campus Child Care as a professional staff, I worked as a student worker for 1.5 years. I also spent a lot of time with the YMCA Safe N’ Sound program out of Naperville, IL. I worked as a group aid worker for the before and after school program and I also spent 3 summers as a camp counselor for their summer camp program. Currently, I work for a program called Clearbrook Agency. Here, I work as a Supported Living Assistant in the home based services for children with disabilities.
I am looking forward to getting to know you and starting my new position
here at Campus Child Care.

Hello, my name is Sherie Newman and I am teaching in the infant room. I
am truly looking forward to getting to know all of you and building a strong
relationship with you so we can both work together on making your child’s
semester successful. I have been at Campus Child Care for 14½ years and
have had the privilege of experiencing all the age groups.

I am married to a wonderful man, David and we have two boys. Donovan is
seventeen and Austin is almost sixteen. We live on a farm south of DeKalb
with cattle, chickens, dogs and cats. I love living in the country!

I enjoying observing the children in a learning environment and creating
curriculum that will inspire them. I would like for you to understand that we are a team, and I will need
your guidance to make sure that your children are growing and developing. I am always open to
any questions or concerns you may have. Please don’t hesitate to ask. I want to give everyone an
open invitation to come into the room to read, play an instrument, sing a song, to create art or any
other ideas. I hope everyone has a successful semester.

**Toddler Room**

Hello, my name is Kellie Fuss and I am a Teacher in the Toddler Room this ac-
dademic year. Through my many years of experience, I have worked with
children ages infant through school age in the child care field. 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. My career here at NIU Campus Child Care began when this
location opened in the fall semester of 2000. While here I have worked in the
infant, toddler, and 2/3’s rooms. I currently have Gateways credentials in
ECE at a level 5 and Infant/Toddler at a level 4.

My husband, Kevin, and I have one child, Joe. He is in 7th grade at St. Mary
School in DeKalb. It seems that it was not that long ago he was enrolled
here. When I am not at work I love to spend time with Joe and Kevin and
visiting the rest of our family in Northwest Indiana. My other hobbies include
reading and baking. I also spend time volunteering for my church, Joe’s
school, and Boy Scouts of America. I work 9 months and have just returned to work. 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!
My name is Pam Yockey, welcome to the Toddler Room! I am so excited for this year. I have been at NIU CCC since 2010, I have worked with Preschool, Two’s and Infants and look forward to the year with these toddler children.

I began in the Early Childhood field in 1982 and I have ECE credentialing level 4 and Infant/Toddler Level 2. I took time out to raise my daughters and help run our own business for 15 years and I also worked as a Reading Assistant with Sycamore School District.

I live in Sycamore with my husband, Chris. We have three daughters and who are all married and 6 Grandchildren who have become my favorite hobby!

Again, welcome to the Toddler Room!

2/3’s-1 Room

Hello, my name is April Kaiser and I will be starting my 14 year here at NIU Campus Child Care! I have over 31 years of teaching experience and NIU CCC has been the best place by far! I have gained so much knowledge and have had a tremendous support staff through the years! I feel very lucky to be part of the CCC family!

I have taught all age groups but have been with preschool for the past 19 years. Moving to the 2’s will be a new experience but I am looking forward to it!

I have called the tiny town of Paw Paw my home for the past 40 years—wow! I really dated myself there!! But I do enjoy the quiet of small town living. I have two wonderful children—my son Wes attends ISU and my daughter Valerie and her husband Brian are now living in DeKalb with their daughter Kenlee, I do love spending time with my granddaughter!

I am excited to be working with Kat! She is very enthusiastic, and we both are looking forward to be working with the two’s! I had the opportunity of working with Kat’s mom last semester and those of you who know Leslie know how much fun we had! So I am sure the 2/3’s 1 room is going to be super exciting and we are going to have a great time!

I am looking forward to working with each child and his/her family!

Here’s to an amazing semester!
My name is **Katherine Dolan** and I go by Kat for short, and I am delighted to work with you and join the Campus Child Care team! I graduated from Northern Illinois University in 2016 with a Bachelor’s Degree in Family and Child Studies with an emphasis in Child Development. Currently, I am working on a Master Degree in Human Development and Family Sciences and hope to pursue a Doctorate in the future. I just entered my seventh year in working with and teaching children in early childhood education. I have experience working with children ages birth to age five. I am no stranger to early childhood education at Northern Illinois University as I just completed a year of teaching at the Child Development Lab and worked as a graduate assistant. I so look forward to working with April and continuing to learn as much as I can. I look so forward to working with you and your children and building strong relationships!

**2/3’s-2 Room**

Hello families and welcome to Campus Child Care! We are so excited about our 2’s classroom for Fall 2017 semester. In our first week we have spent a lot of time getting to know each and every one of the children and learning their individual interests and personalities. As part of the two-year-old curriculum we develop studies. That is where we expand on a topic they are interested in. If you want more detail about studies (sometimes called projects) visit [http://illinoisearlylearning.org/illinoispip/projects/index.html](http://illinoisearlylearning.org/illinoispip/projects/index.html). We are looking forward to exploring topics of study to learn about with the children. We want you to know a little about us too…

My name is **Kendra Nenia**; this is my 13th year here at CCC. I have a bachelor’s degree in elementary education, and I am pursuing my master’s degree in early childhood education. I am a wife (11 years) and a mother of two amazing children named Margaret – 9 years old and Jack who is 6 years old. Being a mother has been one of the most educational journeys of my life so far and it has made me a stronger teacher too. I am looking forward to building relationships with all of the two’s families and children this year!

Hello, and welcome. My name is **Barbara Zeman** and I will be one of the teachers in Two’s/Three Two this year. I can’t wait to get to know all the new families and see all the returning families and children coming to the Two’s this fall. But first, a little bit about myself. I got both my undergrad and graduate degrees here at N.I.U., but before I got my masters I got my associates degree from Kishwaukee Community College. I consider myself...
a lifelong learner and constantly strive to be the best teacher for the children in my care. I live in the small, little town of Paw Paw. I have two sons. One is a recent graduate of N.I.U. and the other attends Kishwaukee Community College. My husband recently retired from N.I.U., but still enjoys working part time as a drive for Ottawa Dental Lab and farming. We have two dogs and four cats rounding out our household.

**Preschool Room 1**

I am excited to begin my second year at Campus Child Care. My name is Ann Marie Kuta and I began my career over thirty years ago with an Associate in Early Childhood Education from Triton College. I have taught several ages over the years, Toddlers, Twos but has mostly taught the Pre School (3-5 year olds) age.

I added to my education and in June of 2012 with a Bachelors in Early Childhood Education and in December of 2013, I added my Master’s in Education both from Ashford. I am currently furthering my education here at NIU.

I live in Machesney Park, IL along with my husband Dale, we have raised four boys Kurtis, and Zach both have graduated from college with degrees in accounting and finance. Lucas who is a double engineering major at Michigan Tech who will graduate in May 2018 and Nate is a freshman at Illinois State studying Athletic Training and Playing Hockey.

I look forward to getting to know you and your child and working in the Pre –1 room.

Greetings families! My name is Jaquida Wynn and I graduated from Northern Illinois University with a bachelor’s degree in Family and Child Studies. I’m now going into my fourth semester as a graduate student, majoring in Education. I have had the pleasure of working with preschoolers for one year, the twos/threes children for one year and as a floater. I’m so excited to be back in preschool this year in Pre-1. I would like to take this opportunity to welcome you and your family to Fall Semester 2017. I am thrilled to be part of the Campus Child Care team. CCC has played a key part in my life where it has helped me to grow as an individual. I’ve had the opportunity of working as a student worker for a year and a half in the toddler room, I’m a parent of a Kindergartner and an Infant, and it is now my fourth year as a teacher!

I am from the west side of Chicago, but now reside in Cortland, IL. I have an amazing five-year-old daughter, Khira, who attends Cornerstone and a 5 month old in the infant classroom. Spending time with my daughters is what I love to do most. We love to dance, go out for ice cream, read books and have picnics in the park.

Relationships are the foundation for children’s success so I look forward to partnering with you to help your child/ children grow. Have a marvelous semester!
**Preschool Room 2**

Welcome to fall semester at Campus Child Care. My name is **Diane Mathison** and I am a NIU graduate with a bachelor's degree in Child Development. I have worked at Campus Child Care for 17 years. I truly enjoy working with the children and their families. I love how the children get so excited to learn new things.

For those of you who do not know me, I live with my husband Mark, 14 year old son, Cameron, 10 year old daughter, Ella and our cat, Meeko. In my spare time I enjoy watching my children engaged in sports, working in the yard, taking walks, swimming and spending time with my family and friends.

This year I will be working in Pre-2. I'm looking forward to a fun and exciting year. Please feel free to talk with me if you have any questions.

Hello families and friends! My name is **Hillary Rosher Thompson** and I am excited to begin my third year here at Campus Child Care. I graduated from Northern Illinois University in 2010 with a Bachelor's Degree in Early Childhood Education. After graduating, I worked at a child care facility in Rochelle, Illinois before landing a job here at Campus Child Care Center three years ago!

Since working here, I have really enjoyed the relationships I have built with my co-workers, the children, and the families. My teaching style is very hands on and active. I enjoy moving and grooving with the children and living in the moment. My growing interests pertaining to early childhood education are social emotional development and the importance of developing coping skills during the early years. Also, I enjoy learning about various cultures and languages and believe we can all learn from one another!

Personally, over this past summer I was a bride and married my long time

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**Calendar of Events**

**Sept. 4**— NIU and CCC closed for Labor Day

**Sept. 25-29**— Annual Children's Book Fair— Mon-Thurs. 8-5:30, Friday 8-2

**Thursday, Sept 28,** 5:30-6:30 p.m.— Family Program for All Age Groups, Potluck Dinner for all families and extended families! See your child’s classroom to sign up, coming soon!

**Book fair volunteers needed**— A sign up sheet will be posted by the 6th for you to sign up to help.
best friend Cory. We live very quietly and simply in Rochelle with our three cats and two fish.

I am a talker and enjoy conversing with families at the center. I always say, if you ever have questions or need anything please feel free to ask and I will do my best to find an answer for you!

Preschool Room 3
Hello! Welcome to the fall semester at Campus Child Care! My name is Jen Young, and this will be my 15th year teaching here. I just recently finished the coursework for a Master’s Degree in Early Childhood Education. The first eight weeks of the semester, I will be gone while finishing the requirements for my teaching license as I complete a practicum experience in first grade! I am looking forward to the experience, but will miss being here in the classroom. I have worked in every age group here, but have a special place in my heart for preschoolers! I am confident that Leslie and Mandy will take great care of the room and kids while I’m gone, and am excited to work with Leslie when I return!

I live here in DeKalb, with my two sons, Wes and Carter. They are both Alums of Campus Child Care and are starting 3rd grade and 6th this fall. I can’t believe I have a middle schooler! They really do grow so fast. In our spare time, we love doing things as a family and attend many sporting and community events. I am looking forward to a great year. Please let me know if you have any questions or concerns, and I am always reachable through e-mail. jwessel@niu.edu

Have a great beginning of the semester. Go Huskies!

Hi! My name is Leslie Dolan and I am extremely excited to be joining the Campus Child Care team. I come to the CCC with over 20 years’ experience in the education field. My degree is in Elementary Education from the University of Arizona, but my experience and love are in the early childhood field where I have understanding and knowledge in directing, curriculum development and most importantly teaching.

I live in Aurora with my wonderful husband, Chuck, whom I have married to for over 26 years. I have two children; Kat, 23, who graduated from NIU in 2016 and is now pursuing her master's degree in Applied Family and Child Studies and Lance, 19, who attends College of DuPage and is planning to transfer to NIU in the future.

I am looking forward to working with Jen and Mandy while continuing to learn all I can about Campus Child Care, but most of all I am looking forward to working with you and your children and building a strong relationship.
Floater
Hello CCC Families!
My name is Bri Wicker, and this is my second year working at Campus Child Care. I hope everyone enjoyed their summer break and are ready to jump into fall semester 2017! Previous semesters I worked as a teacher in the Pre 1 Classroom, this semester I am excited to announce that I will be working as the CCC floater teacher. The floater teacher will work in all classrooms at the center when other staff are absent. I am thrilled to work as the floater teacher this semester and excited to be given the opportunity to play, engage and learn with all age groups at Campus Child Care! Connecting with all children, families, and staff will challenge and strengthen me as a well-rounded teacher.

I will be returning to CCC from my maternity leave on October 16th and anxiously awaiting to explore my new role. My philosophy when working with children is to have a hands on and play based curriculum. Individual appropriateness when working one on one with a child is important to me, and involves getting to know the child through their strengths and interests. I am looking forward to an amazing semester and I can’t wait to meet you all.

Go Huskies!

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; we especially need some new students to participate. Meetings will be held once during each semester. Please contact Kristin (kschulz@niu.edu) 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 these charges will be added directly to your MyNIU account. All 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 in which 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. Anyone who misses multiple payments may have their child care terminated.
CHILDREN’S & PARENT LENDING LIBRARY

We have a center-wide lending library for children’s books. In the front lobby near the water fountains, there is a bookshelf with a variety of interesting books for all ages. You are welcome to just take a book from the shelf (you do not need to check out the books). As a general rule, these items should be returned after one week. We also have books and brochures available for parents in the small Resource Room next to the lobby. We do ask that you check these books out with Janene. NIU, as well as local service brochures are also available for you to take. We hope you enjoy our lending libraries!

LATE POLICY

Please refer to the Parent Handbook on our website so you can thoroughly understand our late pick up and early drop off policy. In an effort to maintain the appropriate group size and staffing for each classroom, we monitor the children’s schedules. It is imperative that you are on time to pick up your child and that you don’t drop off earlier than your scheduled time. You cannot arrive 5, 10, or 15 minutes early/late (essentially using child care that you have not paid for) unless you intend to stay with your child. If you need some extra time, then you will need to request it in advance. 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. The end of the day late fee is $1.00 per minute as of 5:31. So again, please stay within your child’s schedule and realize that you will see additional fees added to your 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.
Hello NIU Campus Child Care Families! My name is Toni Leal and I am the 4-C Social Worker. I would like to take this opportunity to let you know about the services I provide to families and teachers at NIU Campus Child Care. Before I forget, I want you all to know that all my services are FREE! That’s right, my services are of no cost to you or the center.

As you may know, 4-C: Community Coordinated Child Care is a not-for-profit agency that has been serving children, families, parents and child care providers for more than 40 years. Our mission is to promote children’s well-being by advocating for quality, affordable and accessible child care. We support parents and those providing child care by offering information, education, resources and services. You can check out our other services available to you at www.four-c.org.

One aspect of my job as the 4-C Social Worker is to visit NIU Campus Child Care twice per month and meet with the teachers to support them in their role and provide resources to them as needed. I am available to observe their classroom or a specific child in order to provide feedback, as well as develop behavior plans for children as needed.

Another aspect of my job is to provide services to parents and guardians. Parenting can be tough, but know that there is support for you during this time! A big piece of my work is providing parents with support and information; whether that be by meeting with parents once over coffee (yum!) or meeting regularly for approximately six sessions and discussing topics such as growth and development, communication, self-esteem, and guidance. It is up to you when, where and for how long we meet.

Another part of my work is linking families with community resources. If you are in need of something and are not sure where to go, give me a call. I also provide short-term counseling, facilitate parent workshops and social/emotional activities for children.

I will be at the NIU Campus Child Care on a quarterly basis to get to know you, answer any questions you may have regarding your children or parenting, or to help connect you with community resources. Look out for a postcard with the dates and times of when I will be at the center. I look forward to talking with you!

Toni Leal, MSW, LCSW
4-C Social Worker
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