WELCOME TO CAMPUS CHILD CARE
Goals for Orientation

- Provide an opportunity for you to meet your child’s teachers, center staff, and other CCC families.
- Help you and your child adjust to a new program.
- Highlight and review some important center policies and procedures.
- Answer any questions you have about our program.
Some Important Policies……..

- We are heavily regulated through agencies such as:
  - DCFS Licensing
  - Child & Adult Care Food Program
  - NAEYC Accreditation
  - State of IL Quality Rating System

These entities have long lists of ‘must dos’ for our program (to ensure high quality care and education for your children). So, please read on……………
SUPERVISION

- Please make sure your child is supervised AT ALL TIMES while in the building, circle drive and parking lot.
- Do not allow your child to run ahead of you. They should always be close by and in your sight.

Supervision at all times is critical!
Please use your NIU Prox card or number code to enter the building.

It takes time away from other important tasks when Janene has to regularly let parents in.

- A $5 fee is charged to those who routinely need to be let in.
CHECK PARENT POCKETS DAILY

- Bills and invoices, along with important letters, registration forms, etc. are placed in parent pockets; they fill up quickly!
- Information for parents is also displayed by the pockets (menus, campus and community activities, etc.).
SIGN IN & OUT

- Remember to sign your child IN and OUT each day. Sign in sheets are located in (or just outside) your child’s classroom.
STAY WITHIN YOUR SCHEDULE

- You MUST stay within your child’s scheduled time.
  - For example, if your child is scheduled from 8-12:30, you may drop off between 8-10 a.m. and pick up no later than 12:30. A $5.00 per ½ hour fee is assessed for any time used beyond your regular schedule.
Schedule Change / Extra Care

- You may request ‘Extra Care’ as a one-time request to extend hours on a day or add a day to your child’s normal schedule. The regular rate will be billed plus a 10% administrative fee. You may not switch days.

- You may request a permanent schedule change when you regularly need to extend hours or add a day. The regular rate is applied.

- You may not use any of these days until you hear back from Janene (receive approval).
RE-ENROLLMENT / INTERIM CARE

- Remember that you must re-enroll for every semester and for Interim times (between semesters).
  - Enrollment forms are placed in Parent Pockets approximately 2 months prior to the upcoming semester.

- We have 4 Interim periods in which you can opt to have child care (or not). A separate application is required for these times:
  - 4 weeks (minus 10-day university closure) from mid-Dec. to mid-Jan.
  - Spring Break in mid-March
  - 5 weeks from mid-May to mid-June
  - 2 weeks in August between summer and fall semester
REFER TO THE WEBSITE & PARENT HANDBOOK

- Read the Parent Handbook in its entirety and consult it when you have a question about a policy or practice. A hard copy is available upon request. The most current handbook is always available on the CCC website (www.niu.edu/ccc/handbooks/index.shtml).

- Also, be sure to check our website for information about the program. Here you can also access parent resources such as the monthly newsletter, child development articles, family-related agencies, etc.
You may park in the circle drive for up to 30 minutes when dropping off and picking up your child.

Cars that are left in the circle drive will be ticketed and may be towed.

Do not leave your car running and do not leave children unattended in your vehicle – both are illegal and unsafe practices.

You may only park on the building side of the circle drive.
PAYMENTS

- All families must pay bills on time to ensure continued child care.
- Students make payments through MyNIU. Janene posts the billing directly to your account and then places the invoice in your parent pocket (for your records).
- Faculty, staff and community families are billed through Accounts Receivable. You pay from your invoice that is placed in your parent pocket. Anyone placed on the Hot List (for past due accounts) will have their enrollment terminated.
- All accounts are billed once a month for 4-5 week increments.
SUPPORT SERVICES

Our program works closely with the social worker (Toni) and nurse (Kim) from Community Coordinated Child Care (4-C). Their services are extended to you as children and families within our program.

Teachers will assess each child’s development within the first 2 months of enrollment and continually thereafter. Children will be referred for screenings, assessments, and services, as needed.

- Birth – 3 years – Child & Family Connections
- 3-5 years – your local school district
- NIU Speech and Hearing Clinic
- Center for Family Health or your doctor
Please do not bring in food or toys from home.

Maintain good communication with your child’s teacher and talk with her every day. Please stay off your cell phone while you are in the building so teachers can talk with you at drop off and pick up.

Please call the center (753-0125) on days your child will be absent.

Keep sick children home and let us know if s/he has a contagious illness. See the Parent Handbook for more detailed guidelines about our sick policies (www.niu.edu/ccc/handbooks/index.shtml).
All families are welcome and celebrated in our program. We define family as those who are committed to each other over the lifetime of the child. Some families are made up of 2 moms or 2 dads, a single mom or dad, blended siblings, extended families, etc. We make no assumptions about with whom a child lives, who they love, and who loves them. Within the classrooms, teachers will discuss all types of families and not just the traditional mom-dad-child structure. For special events, we extend an invitation to anyone in your family who would like to attend.
We would **LOVE** to have you get involved in our program. Here are some ways to do that:

- Volunteer to serve on the CCC Advisory Board that meets 1-2 times a semester
- Volunteer to do an activity in your child’s classroom (cooking or art activity, music, yoga, reading....)
- Attend Family Gatherings (once a semester)
- Join your child for a snack
- Share your families culture
- Donate used clothing
- Help fix broken toys
- Volunteer to help with our annual Children’s Book Fair (last week in March)
What you can expect your child to be doing while s/he is here.....

Creating

Exploring

Learning

Loving

Creating
TALK WITH US IF YOU HAVE ANY QUESTIONS OR CONCERNS……..

- Teachers
  - Your child’s day
  - Curriculum / daily activities
  - Your child’s growth & development

- Associate Directors
  - Lisa supervises infants, toddlers, and 2/3’s classrooms
  - Kristin supervises all preschool classrooms
  - Hires and supervises student employees

- Director – Chris
  - Overall program
  - Regulatory entities

- Office Manager – Janene
  - Schedule changes
  - Subsidy program
  - Billing/Fees