



DOMINICAN UNIVERSITY

Where Learning Demands More

Rose K. Goedert Center for Early Childhood Education

Parent Handbook

Revised 5.10.2023

HISTORY AND PHILOSOPHY

Welcome to the Rose K. Goedert Center for Early Childhood Education. Our Center is licensed by the Illinois Department of Children and Family Services. The Early Childhood Education Center began in 1972 as a small preschool program designed to assist Dominican University students and staff by providing a safe, nurturing, affordable preschool setting for their children. The parent/guardian population served by the Early Childhood Education Center has changed dramatically in the past 50 years, reflecting a shift in the mission of the Center to serve not just Dominican University students, faculty, and staff but the broader community of families with young children. While its parent/guardian market has changed, the Center's objective regarding children has never changed; it remains a place to provide a safe, secure play and learning environment that fosters healthy social, emotional, and intellectual growth. In keeping with Dominican University's philosophy and practice, the Center's mission comprises these key elements:

- ❖ To provide high-quality preschool in a safe, healthy, and stimulating social and intellectual environment.
- ❖ To provide high-quality, specialized educational programs for children.
- ❖ To support cultural diversity in the Center population through cultural sensitivity in programming.
- ❖ To provide unique teaching opportunities for Dominican University School of Education students through internships and student teaching at the Center.
- ❖ To maintain a responsive attitude to the needs of the broader community of families with young children through special activities, programs, and site development.
- ❖ To provide preschool with full-day options.

The term "High Quality" is a vital element in the Center's mission and practice. It is reflected in every facet of its operation, from management and staff selection to the design of the facilities. This attention to quality in program administration and environment is and will continue to be a distinctive hallmark of Dominican University's Center.

GENERAL INFORMATION

The Rose K. Goedert Early Childhood Education Center is located on Fenwick's Priory. We are open Monday through Friday from 7:00 a.m. – 6:00 p.m. In the event that extraordinary circumstances prevent you from picking up your child at the appointed time, please notify the center staff of the delay. You will be billed in accordance with the late fee schedule. A flat fee of \$20.00 will be charged for the first five minutes beginning at 6:01 pm. The fee will be \$20.00 whether the child is picked up at 6:01 pm or 6:05

pm. An additional \$2.00 per each additional minute will be charged at 6:06 pm. The time will be determined by the atomic clock located in the front office. This charge will be reflected on your next month's statement.

All children must be signed in and out daily by the person dropping them off or picking them up using the Brightwheel app. The children are dropped off in the vestibule with a Goedert Staff member and picked up outside the classroom exterior door.

An annual fee of \$50.00 will be charged to defray the cost of the Teaching Strategies Gold assessment tool, which is used to evaluate and plan for your child's needs. A yearly fee of \$100.00 will be charged for supplies, which includes the Brightwheel app. These charges will typically be charged in September but may depend on your child's enrollment date.

The Center director will provide a monthly newsletter to all families. In addition, each Head Teacher will provide a monthly classroom newsletter and a weekly update. We will do our best to accommodate information to parents in their preferred language.

Children's assessments are completed using the Teaching Strategies on-line assessment, updated continually during your child's time at the Center. The ASQ-3 and the ASQ:SE-2 are also used. Parents/guardians will complete the ASQ forms no later than 30 days from the time of entrance to the program. Parent/teacher conferences will be held in November and May. You will also receive a written progress report in August and February.

It is the policy of the Rose K. Goedert Center for Early Childhood Education not to give out any personal information on a child or family; this includes phone numbers, birthdates, and addresses. You will be able to sign up for a voluntary contact list that will be given to the other parents in your child's classroom. It would include your child's name, parent's name, e-mail address, and phone number. Parents are welcome to place notes in children's cubbies to set up play dates or invites to birthday parties.

All files are stored in a locked cabinet in the front office. Only program staff and authorized personnel have access to them. The yellow information cards are stored in a box at the front desk and are only removed from the office when a fire drill or emergency requiring the Center to be evacuated occurs.

Our doors are locked during the day. A doorbell is on the exterior of the building to the right of the front doors.

We request that parents remain *off* cell phone calls during drop off and pick up. This is a transition time when our students can have strong emotions. We also use this time to receive any reports about your child. Please use this time to keep us informed of anything that may affect your child's mood.

We are a weapon-free zone. No toys with guns, swords, etc. may be brought into the building.

CENTER VISITATION

We provide tours of the Center weekdays from 10:15 am – 11:00 am by appointment. Once a family has started at the Center, parents/guardians may stop in anytime to check on their child. We have observation windows so you can see how your child interacts in the classroom. If you have a grandparent or other family member wanting to visit, we must receive advanced notice of the visit, and we will check identification.

Former families are welcome to stop back for a visit at any time. We ask that you call or e-mail us to inform us of your plan in case we have a special activity planned that would not make a good day or time for a visit. We don't want to miss you. Requests to visit must be made in advance and approved at the director's discretion.

University staff and outside contractors may enter the building during the day to check on computers, serve food, check operating systems, etc. The administrative staff is aware of those who are providing services.

ABOUT OUR PROGRAM

Our program is designed as a preschool with full-day options. Our structured preschool program begins at 9:00 am and continues through lunchtime. We provide nurturing, structured activities for children two to five years of age. Our curriculum is designed to provide preparatory activities designed to provide a strong foundation for kindergarten.

Our preschool program begins at 9:00 am. *All children must be here by that time.* It is disruptive to the children already in class when a child comes in late. It may also be difficult for the late child to transition in the morning when they have no time to settle in. We want all our children to get the full benefit of learning time.

There may be an emergency in your family or an appointment you must make early in the day. We understand that, and these are certainly exceptions that are made. Our concern is with families who consistently bring children in late. To best meet the needs of all of our children, families who are continually late to our program may be disenrolled. The Goedert Center is a school for Early Childhood Education. It is not a drop-off daycare center. As such, children must arrive at the designated times.

If you need to change hours or days of attendance, we must know on or before the 15th of each month. We send our tuition information to the University Student Accounts office on the 17th. Once it is sent and a change is made, we have to send documentation to student accounts, and they need to provide us with new bills. It has become a hardship for our accounting office and us. We want to make sure the bills you receive are correct.

Children arriving at the Center prior to 7:30 am will meet in the Penguin room. Children staying after 5:30 pm will be picked up from the Penguin room. At approximately 7:30 am, your child's teacher will bring your child to his/her classroom. Since the children might be cleaning up or going potty, the teachers may leave the room after 7:30 am. At approximately 5:30 pm, your child's teacher will take them to the closing room and ensure they are introduced to the teacher in charge.

Part-time students must be at school by 9:00 am and be picked up by 12:30 pm.

Parents/guardians will bring their children into the school vestibule and sign them into the Brightwheel app. Brightwheel QR codes are located on the exterior doors. Please do not leave your vehicles idling in the parking lot, except when needed to idle in extreme heat or cold to maintain interior or engine temperatures.

WITHDRAWAL

We require a 30-day written notice of withdrawal from the Center. E-mails can be sent to the director at sthomas@dom.edu. If written notification is not received within that timeframe, we will charge the tuition rate for the full 30 days.

PLEASE NOTIFY US WHEN:

1. Your child is sick.
2. There is a change in the person who will pick up your child. The name must be submitted in advance, and a photo I.D. is required. Only authorized persons will be permitted to pick up your child.
3. The person picking up your child will be delayed past 6:00 pm.

We can serve you best when informed of any emergencies that may arise. Your child's safety and well-being are our primary concerns.

SPECIAL NEEDS

If a child is receiving specialized therapeutic services or medical treatment at the time of enrollment at the Goedert Center, we ask you to discuss your child's specific needs with us prior to starting the program. At our initial meeting, we can discuss ways to set up a plan to accommodate your child reasonably.

Children receiving medical treatment that requires additional support will share the treatment and support needs with the Director and Curriculum Director to assure that the school can meet the requirements.

The Goedert Center works with the Collaboration for Early Childhood and local District 97 for follow-up consultation and screenings based on information gained from the ASQ: SE-2 and ASQ:3 assessment tools. If an ASQ comes back from parents with scores indicating need for monitoring or intervention, the teachers will send the appropriate documentation to the Collaboration and set a meeting to discuss the results with the parents. We will then work as a team to set up a plan of action for the child. This may include sending a referral to the child's school district, providing early intervention and general special needs resources.

If Center staff have concerns regarding a child's development and/or behavioral needs not indicated on the ASQ, the director, and head teacher will meet with you to express our concerns, ascertain if the parents/guardians have concerns, and come up with a plan to serve the child best. If a second meeting is required for the child, a meeting will be set up to develop an intervention plan with specific expectations

and supports identified to address the concern(s). Communication will continue between staff and parents for as long as needed.

The Goedert Center staff will:

- do our best to provide reasonable accommodations for children with special physical, medical, and developmental needs.
- work with families and service agencies to provide the best environment for your child.
- be a part of the IFSP or IEP meeting with the school district or other providers.
- work with any therapist, nutritionist, social worker, or support person providing services for your child. The Center will also accommodate on-site visits from those working with a child.

Parents/Guardians will:

- follow through with suggestions and next steps agreed upon during parent/teacher intervention meetings within the time discussed. After each meeting, the parent/guardian will receive a copy of the intervention plan with the next steps.
- provide documentation to the Center director regarding outcomes from doctors or therapeutic visits.
- allow the Center to receive and share information from all therapeutic interventionists with your child's teachers. You will be provided with forms that allow you to grant permission to share information.

Our goal is to limit or eliminate the use of suspension, expulsion, and other exclusionary measures. Our policies comply with federal and state civil rights laws.

There may come a time when the Goedert Center is no longer the best environment for your child and the classroom as a whole, despite efforts to serve the best needs of your child. You will be given a reasonable amount of time to find a new placement. Center staff will work with you to help your family through this process, including providing listings of educational environments that may be better equipped for your child. We will also provide a list of questions to ask when choosing a new placement.

CREATIVE CURRICULUM GOALS AND OBJECTIVES

The Center uses the Creative Curriculum as a blueprint for planning daily activities. The five components of the curriculum are:

1. How Children Develop and Learn
2. The Learning Environment
3. What Children Learn
4. The Teacher's Role
5. The Family's Role

Our teachers use this information to design lesson plans that include:

- | | |
|--------------------------------|------------------|
| * Social/Emotional Development | * Mathematics |
| * Physical Development | * Science |
| * Language Development | * Social Studies |
| * Cognitive Development | * The Arts |
| * Literacy | * Technology |

The goal of the curriculum is to provide the children with the skills needed to make a smooth transition to kindergarten.

The objectives of the curriculum are to:

- Provide a consistent schedule
- Offer children choices
- Give children ample opportunities for creative expression
- Allow children the freedom to explore the environment
- Permit children to get messy during play
- Encourage children to work independently
- Value children's ideas
- Promote problem-solving and appropriate risk-taking
- Help children express their feelings and resolve conflicts in constructive ways as well as help them build positive relationships
- Provide age-appropriate play materials that support and challenge children's abilities
- Encourage children to see tasks through to completion

The Teaching Strategies online assessment tool is used to evaluate your child's progress and plan for your child's individual needs. The first progress report will come out within 60 days of your child's start date. We also partner with the Collaboration for Early Childhood to provide online access to the ASQ:3 and ASQ: SE-2 assessment questionnaires annually. We request that parents complete these reports within the first 45 days of each school year. These tools help us better plan for and meet your child's needs. If, through these assessments, we find that your child may need additional services, we will meet with you to create an action plan. We then have the services of the Collaboration to help us take the next steps as needed.

OUTDOOR PLAY

Outdoor play is an essential part of your child's development. Studies have shown that contrary to the common belief that 'exposure to cold air causes a cold,' fresh air is good and healthy. When children and adults spend a long time together in indoor spaces, germs, and illnesses can pass more easily from one person to another. In fresh, outdoor air, children do not have to rebreathe the germs of the group, and the chance of spreading infection is reduced. Daily outdoor play is healthy and burns energy. It gives children an opportunity for a change of environment and finds a balance in play and routine.

Gross motor development and social skills are the focus of our work on the playground. The children are escorted outside for recess daily (weather permitting) or to an indoor play area when available. The Center provides a fenced-in playground with age-appropriate large motor equipment for outdoor play and learning. Please provide suitable clothing for the day's weather conditions, including boots, hats, mittens, scarves, and snow pants. **We do not have extra hats, coats, or gloves for everyone. The children will be sent out in the outerwear they wear to school. All of your child's belongings must be labeled.** The Center cannot be held responsible for lost or misplaced items.

We go outside twice a day. The exceptions are:

- Rain
- Extreme heat at 90 degrees heat index or above
- Cold below 27 degrees temperature or 25 degrees wind chill

When sending your child to school, please keep this in mind: if a child is too sick to go outside, they are too sick to come to school.

EXCURSIONS

We take an occasional field trip outside the Center for our three older classrooms. We arrange for persons to come to the Center and present programs for the children. When these events occur, parents will be notified via the monthly newsletter and emails.

In the case of an event off-site, a bus will be hired for transport. All parents must sign a permission slip before a child uses this transportation. All vehicles will have seat belts and be driven by qualified drivers. Buses are requested not to leave their engine idling in the parking lot except when needed to idle in extreme heat or cold to maintain interior or engine temperatures.

Each classroom will take a backpack containing a first aid kit, tissues, wipes, epi-pens, attendance list, and cell phone whenever they leave the Center with the children, whether on a field trip, to the playground, or for a walk around the campus.

SHOW & TELL AND CIRCLE TIME

Children are encouraged to bring labeled items such as vacation photos, rock collections, books, etc. These treasures may be especially interesting to the preschool child. During circle time, children are given a chance to share stories, which develops language, listening, self-confidence, and cooperation skills. Beyond show and tell, we request that toys from home be limited. We cannot replace lost or misplaced items. Please do not send money or any items of value which may be lost or pose a safety hazard. Toy weapons are prohibited.

SCREEN WATCHING

Although the Center has a T.V., iPad, and Apple TV, video viewing is kept to 20 minutes a day and used to enhance the curriculum. For example, teachers may look up documentaries or stories to share with children to extend lesson plans and current discussion topics.

STAFF PROFILE

A director, curriculum director, and support team staff the Early Childhood Education Center. This network fosters a comprehensive educational program that promotes your child's initiative, curiosity, confidence, and resourcefulness. Each staff member has received training in various areas of child development.

The Center's support team comprises eleven full-time teachers who have met DCFS requirements. All Head Teachers have a minimum of a bachelor's degree, and our Teachers have a minimum of an Associate's degree. Some have completed master's degree programs in early childhood education, while others are working toward a master's degree at the University. All full-time staff members attend in-service training sessions throughout the year. They are all certified in First Aid and CPR.

DOMINICAN UNIVERSITY STUDENTS

Students of Dominican University serve as teacher aides at the Center, assisting our teachers in the classrooms. These students are here on a semester basis, and there are times they may not return for an additional semester. Occasionally, Dominican University students visit the Center for observation and participation. This enables them to gain valuable insights regarding the developmental growth of children.

VACCINATIONS

Administrators, teachers, students of Dominican University, and students of the Goedert Center must comply with all DCFS vaccination requirements. All staff are fully vaccinated and maintain updated physicals every two years or when health appears compromised. Physicals are completed no more than 6 months *before* employment or enrollment. During Adult physical exam Physicians must indicate the discussion of immunizations.

EMERGENCY NUMBERS

If there are any changes to your contact information, such as moving, a job change, change in phone numbers, or e-mail addresses, please let us know immediately so we may update your information.

APPLICATION POLICY

Our application period is ongoing. All admission applications must be made through our online waitlist portal. Parents will be notified of placement availability.

Children are admitted when there is available space in their age-appropriate classroom. A schedule is determined for each child upon entry into the Center. This schedule may be changed 30 days before the scheduled change via an email request to the Director. The Center is not available for occasional use. Unused scheduled hours are not cumulative.

A minimum of three days a week is required for attendance. We cannot hold your space if you choose to take the summer off. If you wish to return in the fall, you must return to the waiting list.

All families receiving a placement in the Center must pay \$275.00 towards their last month's tuition before receiving their application packet. This amount will be credited to their account at the time they start at the Center and *used toward their last tuition payment*. It is a non-refundable deposit. If the family decides not to start the program on their assigned day for any reason, their deposit will be forfeited.

All parents/guardians must meet with the Director prior to their child entering the Program. We want to get to know you and your family so we can best meet your needs and answer any questions you have. Policies and procedures will be discussed during this meeting. All application materials need to be presented at this time.

Per the Illinois Department of Children and Families Day Care Licensing requirements, all parents must provide a birth certificate prior to their child's start at our center. The Center shall make a copy and return

the original to the parent or guardian no later than the end of the next business day after receipt. If a certified copy is unavailable, the parent or guardian must submit a passport, visa, or other governmental documentation as proof of the child's identity and age and an affidavit or notarized letter explaining the inability to produce a certified copy of the birth certificate. The Center is required by law to notify the Illinois State Police or local law enforcement agency if a parent or guardian fails to submit proof of the child's identity.

Under no circumstance will a child be allowed to enter the program without a complete physical form signed by a doctor. If anything is missing from the form, the child's enrollment will be put on hold until completion. Children must be re-examined every two years, and an updated form must be submitted to the Center per DCFS requirements.

We request that all children visit their new classroom for approximately 30 minutes before they begin the program. This allows us to welcome you and your child. Your child will have a chance to meet his/her new teachers and classmates and get a feel of his new environment before the first day. It also allows us time to collect your enrollment paperwork and answer any questions you may have before your start date.

YOUR CHILD WILL NEED THE FOLLOWING LABELED ITEMS:

- A drawstring cloth or nylon sack. *Only drawstring sacks are acceptable.*
- A complete change of weather-appropriate clothing (in case of emergency), including underwear, socks, shoes, mittens or gloves, and an extra hat.
- A **small** pillow and a **small** blanket.
- Diapers (if applicable)
- One box of wipes
- One box of tissues

Label your child's extra clothes, shoes, and boots. Many children have the same items in the same sizes.

FIRE DRILLS / TORNADO DRILLS / EMERGENCY CLOSING

The Center holds a monthly fire drill. All classrooms meet at our playground to be counted.

Tornado drills are held at least two times per year. They are held inside the building in the hallway.

In the event of a school closing, a need for early dismissal, or any emergency involving the entire Center, a message will be sent to you through the Brightwheel App.

In the event of a major catastrophe here on campus, we have an internal relocation plan, and information will be given via Brightwheel App at the time of relocation. The safety of our students is our greatest priority.

RELOCATION PLAN TO THE PRIORY BUILDING

If the children need to be relocated, the first thing we will do is check to make sure the Priory building is safe. If it is, we will assemble in the auditorium. There is bathroom access. Parents/guardians will be notified to pick the children up from this area. Parking is available near the main entrance to the building. If the auditorium is unavailable or too close to the danger, the children will relocate off the Priory Campus to one of two secure locations shared with staff, River Forest Police, and DCFS.

Main Contact for the Goedert Center

Director 708-714-9150

Assistant Director 708-714-9150

Dean's Office 708-524-6399

ALLERGIES/LUNCH/SNACK

We are a nut free Center. No homemade items may be brought in for treats. This is a Department of Children and Family Services rule and a precaution for our children with food allergies. ***If you are bringing in a treat, please discuss this with your child's teacher before you decide what to bring.*** Food must be brought in original storage containers.

The Dominican University food service provider will provide a hot lunch for the children. Please notify the Director and Head Teacher if your child has special dietary requirements. Only children who have excessive special food needs will be allowed to bring in lunch or daily snacks. All food brought in for a specific child must be labeled with the child's name and be refrigerated. Lunch brought in must meet USDA requirements unless it is counter-indicated based on the child's food needs.

If your child has eaten on the way to the Center, especially peanut butter, please make sure they have washed their hands and face before they enter the classroom. We ask this for the safety of our children with allergies.

Snack begins at 9:00 am. Children coming in late may not be served. Children ***cannot*** bring breakfast to school.

Healthy Eating and Wellness Policy

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for children to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. The Goedert Center is committed to helping children learn, establish, and maintain lifelong, healthy eating and activity patterns. Proper nutrition has been shown to enhance student's overall health, as well as their behavior and achievement in school. Staff wellness is also an integral part of a healthy school environment, since school staff can be daily role models for healthy behaviors.

We ask that parents partner with us in providing a healthy environment for children enrolled at the Goedert Center. In particular, we ask that when parents bring treats in for their child's birthday or other special

occasions, they limit their snacks to healthy items. In lieu of sugary items, we suggest that parents bring in:

- Ready to be served fresh fruit (no grapes, please)
- Hummus and pita chips
- Ready to be served vegetables with fat-free or low-fat dressing
- Frozen yogurt
- Yogurt
- Cheese and crackers
- Fruit juice bars
- String cheese
- Small bagels with cream cheese
- Nutritious muffins

Food must be store-bought and in original containers. If you are uncertain if your treat fits our policy, please ask your child's teacher.

Additionally, we want to encourage parents/guardians to consider other ways to commemorate their child's birthday.

1. Bring a special craft project the children can work on. Have your child pick out that project.
2. Spend some time in the classroom reading a story. Your child can even donate the special book as a gift to the class.
3. Put together a goodie bag for the children, including stickers, pencils, writing pads, bubbles, etc.
4. If you, a friend, or a family member have a musical talent, come in and provide a music time for the children.

Throughout the year, we have several additional opportunities to celebrate. Many of these celebrations involve special treats for the children. Instead of candy or other sweets as part of celebrations, we request nutritious snacks as listed above and other items such as:

- Stickers for Easter egg filling and Santa bags
- Small playdough cups
- Small pads of paper
- Coloring books
- Pencils
- Small packs of crayons

Please let the teachers know if you have any ideas on further snacks and other items to bring in.

NAPS

A rest period is required for all children. All children will rest in their classrooms. Children will be provided with a cot and sheet. Parents may send a blanket, pillow, and quiet sleep toy for a rest period. The two and three-year-olds will rest from approximately 12:30 pm – 2:30 pm. The three, four, and five-year-olds will rest from approximately 1:00 pm – 2:30 pm with a quiet book reading from 1:00-1:30 pm. We do not have a special space for children who do not nap.

MOVING CHILDREN

Great care and thought are made when deciding to move children to their next classroom. Conversations are held with the child's current teacher and the administrative staff to ensure goodness of fit. Moves are based on many things, with age and length of time in the Center being factors. Therefore, decisions cannot be made solely on keeping groups of friends together. There will be times when children move without a friend. We know they will make new friends and hope they can have out of Center play dates with their old friends. Children are given opportunities to meet their new teachers and visit their new classrooms before their move.

The Director makes final decisions on moves. Parents will be notified in writing when those moves will occur. The majority of moves are done in late June and late August. We may move children at other times of the year as space becomes available. We hope that parents will accept these moves understanding the time and effort it takes to make the best decision for their child.

CLASSROOM OBSERVATION

Parents/guardians and family members who wish to observe in their child's classroom may do so at any time. Tours for prospective families are given between 10:15 and 11:00 A.M.

GUIDANCE AND DISCIPLINE POLICY

See "Discipline and Guidance Policy" per section 407.270a, which all parents must sign verifying they have read and understood the policies.

BITING/BEHAVIOR POLICY

Although this policy may seem rigid, biting is a serious threat to our health. A human bite may break the skin and an infection can occur. It is our hope that this policy may never have to be used.

- After a bite, the child is escorted to the office to sit with our Curriculum Director or Director to discuss the ramifications of his/her actions and the emotional state of the bitten child. Parents are contacted via the Brightwheel app about the bite.
- After the second bite, the child is picked up at school.
- After the third bite, the child is picked up at school and spends 24 hours at home.
- After the fourth bite, the child is dismissed from the Center.

Children are not allowed to hit, slap or in any other way harm a teacher. If this behavior occurs, the parent will be notified. If it occurs a second time the child will be sent home from school. If a third incident occurs, a meeting will be held with the Director and the Dean of the School of Education to decide if the child will be able to remain in the program.

Our program promotes friendship and manners. It is expected that all children show respect to their teachers and friends.

HOLIDAY CELEBRATIONS

Traditional Holidays will be celebrated at the Center. Parents will receive notification of upcoming parties. These celebrations enable children to mark the passage of time and recognize seasonal changes. If you would like to celebrate your child's birthday at the center, please notify the head teacher in advance to make arrangements.

The Center will be closed for the following holidays:

MARTIN LUTHER KING JR. DAY
FIRST DAY OF SPRING BREAK
MEMORIAL DAY
THE 3RD WEEK IN AUGUST
THANKSGIVING DAY
THE WEEK OF CHRISTMAS

JUNETEENTH
GOOD FRIDAY
THIRD AND FOURTH OF JULY
LABOR DAY
DAY AFTER THANKSGIVING
THE WEEK OF NEW YEAR

Holidays occurring on Saturday will be observed on the preceding Friday. Holidays occurring on Sunday will be observed on Monday. *Refer to the School Calendar for additional school closures.*

ADVISORY COUNCIL AND PARENT VOLUNTEERS

The Center has an advisory council that is made up of at least one parent from each room, two Center staff, one University representative and the Center Director. Meetings will be held at least 3 times per year.

There are many opportunities to volunteer throughout the year. We need help in the classrooms during special occasions. Please check with your child's teacher to sign up for activities. We also encourage parents, grandparents, and other family members to come in and read stories, help with projects, share information with the classroom on your family's culture, or work with the teacher to come up with any other way to participate.

EVERY PARENT/GUARDIAN IS AN ACTIVE PART OF THE ROSE K. GOEDERT EARLY CHILDHOOD EDUCATION CENTER AND A VALUED MEMBER OF OUR EARLY CHILDHOOD COMMUNITY.

PROGRAM EVALUATIONS

A program evaluation will be done every year. Parents/guardians and staff will play a major role in this evaluation. Parents are encouraged to provide input at any point during the year. A summary of the evaluation will be sent to all parents, along with a plan of action to rectify problematic issues that may have become known during the evaluation.

GRIEVANCE PROCEDURES

If there is an issue in the classroom, the parents must speak with the Lead Teacher first to resolve the issue.

If the issue is not resolved, the parent may notify the Director and schedule a meeting to discuss the issue.

If the issue is still unresolved through this meeting, the parent may contact the Dean of CASS at 708-524-6399 for further discussion.

FOR OUR DIAPERED FRIENDS

The Center does accept 2-year-olds who are not potty trained. We do not accept children 3 and above who are not completely potty trained. **Those 2-year-olds, who were not potty trained when they enrolled, must be completely out of diapers/pull-ups by age 42 months (3 1/2) to stay in the Center. We will not be able to accommodate non-potty trained children after that time.**

Children must wear disposable diapers or pull-ups. No plastic pants will be used. An ample supply of labeled diapers and wipes must be provided. Staff members will work with parents during toilet learning. If your child has an accident, his/her wet clothing will be placed in a plastic bag and put on top of the locker in the classroom. Please provide extra clothing and take soiled clothing home.

For health and sanitary reasons, we will not wash or keep feces-soiled underwear in the Center. These undergarments will be removed from the Center and placed in the outside garbage bin just as we do with diapers. If you are in the midst of potty training, it is suggested that you purchase the most inexpensive underwear for your children to wear here at the Center.

Pacifiers and Sippy cups will not be used in the Center.

TUITION

1. Tuition payments are made on a monthly basis. A \$15.00 fee will be assessed on late payments.
2. Payment is due on the first of the month. A late fee will be assessed if tuition is not paid in full by the 15th. All accounts must be kept current. Failure to keep current could lead to your child's dismissal from the Center.
3. Days may be added (if available) but not switched. Because our program standards require staffing based on enrollment; please remember that we cannot give refunds based on absences for illness or for one or two-day holidays.
4. Payment may be made at the Center using our online payment portal.
5. One month's notice is required for any parent wishing to change their child's attendance plan.
6. Any adjustments to your monthly charges need to be authorized by the Center Director and, in some cases, the Dean of the School of Education. These will appear on your following statement.

It is the parent's responsibility to check tuition receipts. If you feel an error was made, you must contact the Director as soon as possible. No adjustment will be made to a bill after 3 months from the discrepancy

date. This includes late pickup fees and late payment fees. Every effort is made to charge and bill without error. When requesting replacement bills or receipts you must allow three business days for the business office to provide the replacement. End-of-the-year **statements will be available in December for the complete year of tuition.**

FINANCIAL POLICY

As part of our financial agreement, any parent whose child leaves the Dominican University Early Childhood Education Center must pay the financial balance in full at the time of withdrawal. Any parent owing money upon withdrawal from the Center will not be allowed to return to the Center at a later date.

The Center does not discriminate in hiring or acceptance of applicants based on race, color, religion, national origin, sex, marital status, or physical handicap. Admission to our program is prioritized in the following way:

1. Date of Application
2. Dominican University staff, faculty, or students
3. Siblings of children who are currently enrolled
4. Available opening concerning days and times. Full-time students have priority over part-time.

AFFILIATE RATES

A discounted rate is available to faculty, staff, and students of Dominican University. Students must show proof of registration.

The Center has been an essential part of the Dominican University campus. Our philosophy, goals, and objectives reflect Dominican University policies and procedures. We hope these policies facilitate the Center's smooth and efficient operation. Should you have any questions or concerns, please do not hesitate to contact the teaching or administrative staff. We are here to serve you and your child.