

**THE ROSE K. GOEDERT CENTER FOR EARLY CHILDHOOD  
EDUCATION**

**PARENT HANDBOOK  
REVISED APRIL 2018**

**DOMINICAN UNIVERSITY  
PRIORY CAMPUS  
7200 W. DIVISION  
RIVER FOREST, IL 60305  
708-714-9150  
708-714-9151 FAX  
preschool@dom.edu  
www.dom.edu/goedert  
NAEYC Accredited Center  
Excelerate Illinois Gold Circle of Quality Program  
Member International Association of Lab Schools**

## HISTORY AND PHILOSOPHY OF THE PROGRAM

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 and affordable preschool setting for their children. The parent/guardian population served by the Early Childhood Education Center has changed dramatically in the past 25 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 as it relates to children has never changed; it remains 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, healthful 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 students of the Dominican University School of Education through internships and student teaching at the Center.
- \*\*To maintain a responsive attitude to the needs of the broad 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 and is reflected in every facet of its operation, from management and staff selection to the design of the facilities plant. This attention to quality, in program administration and environment, is and should continue to be a distinctive hallmark of Dominican University's Center.

## GENERAL INFORMATION

The Rose K. Goedert Early Childhood Education Center is located on the Priory Campus of Dominican University. 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 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 beginning 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 every day by the person dropping off or picking up. The sign in/out sheet is located at the front desk. Parents/guardians or designated persons must sign in/out using their first and last names as "mom" and "dad" is not acceptable per DCFS policy. The children must be taken into the classroom and picked up from the classroom. Please make sure the teacher sees your child enter the room.

An annual fee of \$25.00 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 \$50.00 will be charged for supplies. These charges will normally 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 as well as a weekly update. We will do our best to accommodate information to parents in their preferred language.

A mailbox is provided for each family. All Center mail including monthly statements and receipts will be put in your mailbox. Please check your box daily. Other information may be e-mailed to you.

Children's assessments are completed using the Teaching Strategies on-line assessment that is updated continually during your child's time at the Center. The ASQ-3 and the ASQ: parents/guardians will complete SE-2 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 assessment in August and February.

It is the policy of the Rose K. Goedert Center for Early Childhood Education to not 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 would 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 mailboxes to set up play dates or invites to birthday parties. In the case of a child who is no longer enrolled in the center, parents are welcome to give center administration stamped partially addressed (please remember to include your address as the return address) envelopes and we will fill in the rest of the information and put it in the mail on your behalf.

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 being evacuated occurs.

At the Goedert Center, we strive to create an atmosphere that is centered on children. When parents/guardians are with their children, but are distracted by a cell phone conversation, they are not sending their children the right message-- especially as you say your goodbyes in the morning or when you see your children at the end of the day. If you need to handle business on your cell phone, please take care of it outside the Center.

### CENTER VISITATION

We provide tours of the Center weekdays from 9:30 – 11:00am by appointment. Once a family has started at the Center parents/guardians may stop in at any time to check on their child. We have observation windows so you can see how your child is interacting 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 give us a call or e-mail, to let us know of your plan, in case, the day may have a special activity planned that would not make a good day or time for a visit. We don't want to miss you. Staff and student workers, who left the program in good standing, are welcome to visit us as well. Requests to visit must be made in advance and are approved at the discretion of the director.

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

## PROGRAM

Our program is designed as a pre-school with full day options. Our structured pre-school 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 doors are locked during the day. There is a buzzer on the wall to the left of the inside door.

The Goedert Center is a pre-school with specific educational goals for our children. We want every child to be ready for Kindergarten when they leave our program.

Our pre-school program begins at 9:00am. All children must be here by that time. If your schedule does not allow for a drop off prior to 9:00am, 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 of our children to get the full benefit of learning time.

There may be an emergency in your family or an appointment you have to 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 day care center. As such, children must arrive at the designated times.

If you need to make a change in hours or days of attendance, we need to know on or before the 15<sup>th</sup> of each month. We send our tuition information to the University Student accounts office on the 17<sup>th</sup>. 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.

### Withdrawal

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

Children arriving at the Center prior to 7:30 will meet in the Penguin room. Children staying after 5:30 will all be picked up from the Penguin room. At approximately 7:30, your child's teacher will bring your child to his/her classroom. Since the children, already present, might be in the middle of cleaning up or having potty time, the teachers may come out of the room after 7:30. At approximately 5:30 your child's teacher will take them to the late room and make sure, they are introduced to the teacher in charge.

Part time hours must begin by 9:00 A.M. If your child is in a two-year-old room, they must be picked up by 12:30pm. If your child is in the older classrooms, they must be picked up by 1:00pm.

### 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 writing 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. Any changes in the pick up time must be reported prior to the scheduled pick up time.
- We can serve you best when informed of any emergencies that may arise. Your child's safety and well-being are our primary concerns.

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

### SPECIAL NEEDS

If a child is receiving specialized services at 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 we can set up a plan to reasonably accommodate your child.

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 best serve the child. 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 when possible.
- \* work with any therapist, nutritionist, social worker or support person who is 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 meeting within period discussed. The parent/guardian will receive a copy of the intervention plan, with next steps, after each meeting.
- \* provide documentation to the Center director regarding outcomes from doctor 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.

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. Listings may include family childcare providers and nanny-finding agencies. 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:

- |                        |                        |
|------------------------|------------------------|
| * LANGUAGE DEVELOPMENT | * DISCOVERY SCIENCE    |
| * MUSIC                | * LITERACY ACQUISITION |
| * DRAMATIC PLAY        | * PHYSICAL EDUCATION   |
| * HEALTH/NUTRITION     | * MATH READINESS       |
| * SOCIAL SKILLS        | * SELF AWARENESS       |

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 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 on-line assessment tool is used to evaluate your child's progress and plan for your child's individual needs. We also partner with the Collaboration for Early Childhood to provide on-line access to the ASQ:3 and ASQ:SE-2 assessment questionnaires. All three of 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 next steps as needed.

### PLAYTIME

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 escorted to an indoor play area when available. The Center provides a totally 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.** It is essential that all of your child's belongings be labeled. The Center cannot be held responsible for lost or misplaced items.

### OUTDOOR PLAY

Outside play is an important 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 for spreading infection is

reduced. Daily outdoor play is healthy and burns energy. It gives children an opportunity for a change of environment, a balance in play and routine, large muscle activities (gross-motor development).

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

Please keep this in mind when sending your child to school, 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 of the Center for our three older classrooms. We do arrange for persons to come to the Center and present programs for the children. Parents will be notified via the monthly newsletter and notes home when these events will take place.

In the case of an event off site, a bus will be hired for transport. All parents will be required to sign a permission slip before a child uses this transportation. All vehicles will have seat belts and are driven by qualified drivers.

Each classroom will take a backpack containing a first aid kit, Kleenex, wipes, epi-pens, attendance list and cell phone with them whenever they leave the Center with the children whether it is a trip or to the playground or auditorium.

### 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 a minimum and used to enhance the curriculum.

## STAFF PROFILE

A director, assistant 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 is comprised of eleven full time teachers who have met DCFS requirements. All Head Teachers have a minimum of a Bachelors' 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 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.

## APPLICATION POLICY

Our application period is on going. All admission applications must be returned to the Center office, with the \$50.00 application fee, prior to placement on the waiting list. Parents will be notified of placement availability.

Children are admitted when there is an available space in their age appropriate classroom. A schedule is determined for each child upon entry into the Center. This schedule may not be changed without permission from

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. If you choose to take the summer off, we will not be able to hold your space. If you wish to come back in the fall, you will have to go back on the waiting list.

All families receiving a placement in the Center must pay \$200.00 towards their first month tuition before receiving their application packet. This amount will be credited to their account at the time they start at the Center. 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.

The Center requires a certified copy of your child's birth certificate before your child can start our program. Per the Illinois Department of Children and Families Day Care Licensing requirements, all parents must provide a birth certificate. 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 not available, 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 it is complete. 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 1 hour 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. Parents are allowed to spend this time in the classroom as well. It also gives us a chance to collect your enrollment paperwork and answer any questions you may have before your start date.

### YOUR CHILD WILL NEED THE FOLLOWING LABELED ITEMS:

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

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

### 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 that we may update your information.

### FIRE DRILLS / TORNADO DRILLS / EMERGENCY CLOSING

The Center holds a monthly fire drill. All classrooms meet at our playground to be counted. In the case of inclement weather, we will meet in the hallway of the Priory building.

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, need for early dismissal or any emergency involving the entire Center, a message will be sent to you through the SchoolReach emergency notification system. The phone number will show up as the Centers number. Please listen to any message from 708-714-9150 before you call the Center. We want to keep our lines open if needed.

In the event of a major catastrophe, here on campus I wanted to make you aware of our relocation plan for children and staff. We hope to never have to use it. Please print and keep for you files.

### 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 not available, the children will then locate to the East-dining hall. A staff person will be stationed at the main Priory entrance to guide parents to the correct location.

### RELOCATION PLAN

#### Main Contact for the Goedert Center

Director 708-714-9150

Assistant Director 708-714-9150

Dean's Office 708-524-6399

#### Grace Lutheran School

7300 W. Division Street River Forest IL, 60305

708-366-6901

In the event that we can no longer use our building or the Priory main building, we will evacuate to the Grace Lutheran Church and School gymnasium with use of the atrium bathrooms and warming kitchen.

The alternate evacuation area would be the Fellowship Hall in the school.

We will use the school office as a command center. Parents will park in the public parking lot on Division or the Concordia University parking lot.

Children will be picked up from the Bonnie Brae entrance.

Children will be sent home with parents or authorized designees. Staff from the Goedert Center will be in charge of releasing the children.

#### Use of Trinity High School for secondary relocation site.

#### Trinity High School

7574 Division Street River Forest, IL 60305

708-771-8383

We will use Trinity High School as our secondary relocation sight. The sight will be used in the event that the Priory Campus is unsafe as well as Grace Lutheran Church and School. We will have access to a phone at the site.

The children will walk down Division to the High School. The Director and or Assistant Director will be in charge of contacting parents. Staff will be in charge of dismissing children to those persons designated to pick up.

## 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 as well as 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 store containers.

The Dominican University food service provider will provide a hot lunch for 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.

We say the prayer "God is Great, God is Good" at lunch and snack time.

Snack begins at 9:00am. Children coming in late may not be served.

## 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 that 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  
No nut granola  
Yogurt  
Cheese and crackers  
Fruit juice bars  
String cheese  
Small bagels with cream cheese  
Nutritious muffins  
If you are uncertain if your treat fits in line with our new 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 sometime 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 that would include stickers, pencils, writing pads, bubbles, etc.
4. If you, a friend or family member have a musical talent, come in and provide a music time for the children.

Food must be store bought and in original containers.

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

(Oriental Trading Company and the Dollar Store are great sources of materials)



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

### 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 rest period. The two and young three year olds will rest from approximately 12:30pm – 2:30pm. The three, four and five year olds will rest from approximately 1:00pm – 2:30 pm. We do not have a special space for children who do not nap.

### MOVING CHILDREN

Great care and thought is made when deciding to move children to a room with older children. It is a time consuming process with conversations held with the child's current teacher and the administrative staff. 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 will be able to have out of Center play dates with the old friends. If a single child moves into a new classroom they will be given time, prior to the move, to visit the new room. When a group of children move, their new teachers will come into their current classroom to introduce themselves and the children will have a chance to visit their new room.

The Director makes final decisions on moves. Parents will be notified in writing when those moves will occur. Major moves are done the third week of June and the day after Labor Day. 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 9:30 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 the first bite, the child is picked up at school and spends the remainder of the day at home.

After the second bite, the child is picked up at school and spends the next 24 hours at home.

After the third bite, the child is picked up at school and spends one week 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

GOOD FRIDAY

MEMORIAL DAY  
LABOR DAY  
DAY AFTER THANKSGIVING  
THE WEEK OF CHRISTMAS

FOURTH OF JULY  
THANKSGIVING DAY  
THE 3RD WEEK IN AUGUST  
THE WEEK OF NEW YEAR

**\*\*\*The Center closes at 2:00pm the day before Thanksgiving and the day before Good Friday. The children will not take naps on those days.** Holidays occurring on Saturday will be observed on the preceding Friday. Holidays occurring on Sunday will be observed on Monday.

### 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 families 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 Head teacher first to resolve the issue.

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

If the issue is still not resolved, through this meeting, the parent may then 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

Tuition payments are made on a monthly basis. A \$15.00 fee will be assessed on late payments.

1. Payment is due on the first of the month. A late fee will be assessed if tuition is not paid in full by the 15<sup>th</sup>. All accounts must be kept current. Failure to keep current could lead to your child's dismissal from the Center.
2. Days may be added (if available) but not switched. Because our program

in addition, 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.

3. Payment may be made at the Center if check is being used. **Cash will not be accepted for tuition payment.**

4. Payment may be made with a credit card. To pay by credit card you must complete the online form through student accounts. You may access the payment system at [www.dom.edu](http://www.dom.edu) through the business office link. **There is a service fee to pay with a credit card.**

5. One months prior notification is required for any parent wishing to change their child's attendance plan.

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 next statement.

It is the parent's responsibility to check tuition receipts. If you feel, there is an error you must contact the front desk as soon as possible. No adjustment will be made to a bill after 3 months from the discrepancy date. This includes late pick up 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 January at the front office. There will be a \$5.00 charge for any duplicate statements.**

### 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, 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 time. 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. ELS students do not qualify for the affiliate rate.

The Center has been an important part of the Dominican University campus for more than a decade. Our philosophy, goals and objectives are reflective of 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.