

# Care-O-sel



Child Care and Educational Programs

[ 4-19-01 draft ]

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## Child Care and Education Centers

Virden, Illinois 62690

### Virden Center for Young Children

**Infants, Toddlers & Preschool:** (217) 965-5437

North Route 4

### The Annex

**School Age - Before and After School Program:** (217) 965-4548

179 East Jackson Street

### The Virden Parent Place

**Parent Support and Education:** (217) 965-5475

377 Fortune Street

### Virden Elementary Preschool

**Model Student Program:** (217) 965-5450

231 Fortune Street

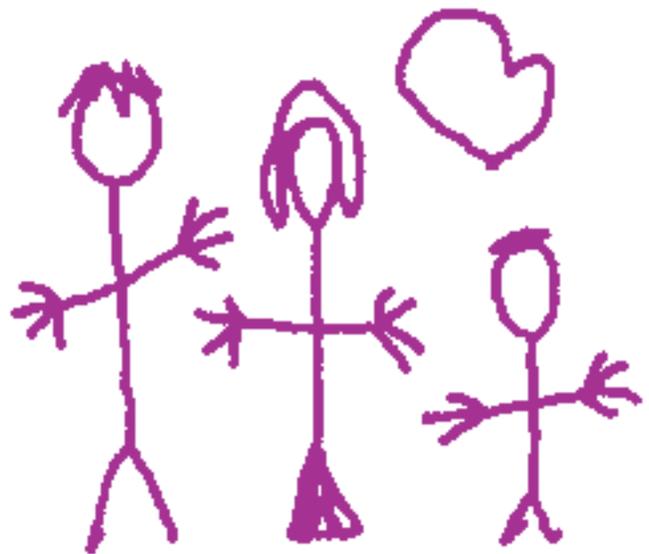
All centers are open Monday - Friday from 6:00 am - 6:00 pm. The The Virden Parent Place is open Monday - Friday from 8:00 am - 4:00 pm. For more information about any of our centers or programs, please call the center most convenient to you. Visit our Web Site at [www.care-o-sel.com](http://www.care-o-sel.com).

*Welcome to Care-O-sel Child Care and Educational Programs.*

*We are pleased that you are considering us for your needs.*

*Please take a moment to read through this handbook to find out if  
our program is right for your child.*

*We are happy to answer any  
questions you may have  
about our centers.*



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## Our Purpose and Goals

Care-O-sel Child Care and Education is a non-profit, charitable, non-sectarian, interracial and non-political organization.

Our purpose is to provide preschool and full-day care that benefits the child, the parent and the community, while in full compliance with state license requirements.

We provide parents opportunities to meet other parents and teachers who have as their common concern, the interest and needs of children. Opportunities are available to grow in the understanding of child development through well-planned adult education programs offered monthly.

We meet the education and care needs of the early childhood community, contribute to a wholesome local environment and provide a setting where people of various religious and ethnic backgrounds can work together for common interests. The program includes full integration of all special needs and at risk children.

Care-O-sel



## The Program

Children are motivated to learn by their own desire to make sense of their world. We are committed to providing a developmentally appropriate program, with the help of well-trained teachers, a variety of materials and equipment, and low adult-to-child ratios. We engage children in an environment that is child-initiated, child-directed and teacher supported.

Each day children of all ages have time for free play with a variety of materials and spaces. Some activities are teacher-planned and guided, but each child can freely choose which activity, materials or space he or she wishes to use.



We strive to challenge and stimulate each child at his or her own developmental level.

### **The Following elements are part of our regular program for children:**

- ⌘ A group time each morning with children and their teachers
- ⌘ Free choice time inside and outside every day
- ⌘ Regular meal and rest times
- ⌘ Field trips (as appropriate) at least once a month
- ⌘ A schedule of activities throughout the day that balances the quiet/active and cognitive/gross motor skills

### **Model Student Program for three and four year old children:**

- ⌘ Model students will be scheduled to attend Virden Elementary Preschool Classes
- ⌘ Preschool classes are two and a half hours long and are conducted four days a week
- ⌘ The Virden Elementary School Bus will transport children to and from classes.

## Age Groups

Each child spends time every day in a group of his or her peers. Interest and activities are designed for individual age groups and posted weekly on the parent bulletin board.

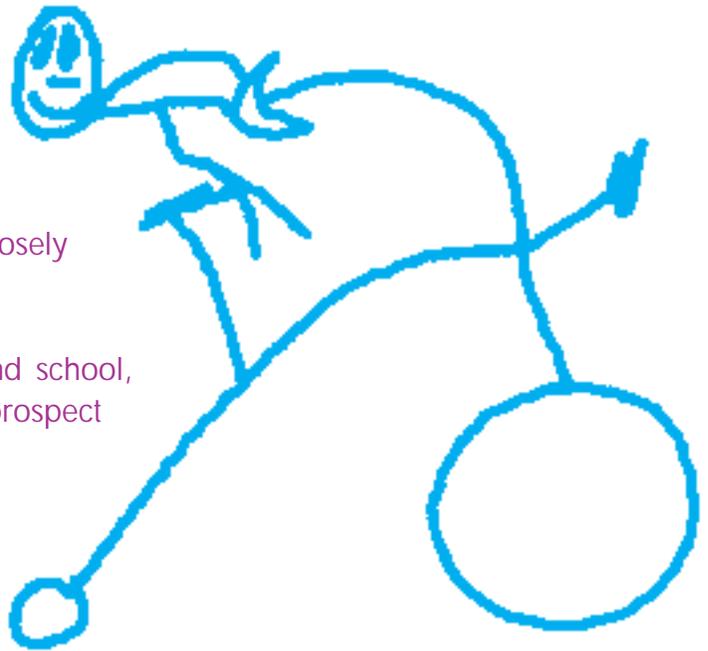
## Parent Involvement

An early childhood education program without strong parent involvement cannot adequately meet the educational needs of the children.

Environments prevail in which parents can make an important contribution. The parent will work closely with teachers during the orientation period.

If during orientation the child is reluctant to attend school, the parent and teachers collaborate to make the prospect more acceptable to the child.

We will keep parents informed about the school's programs through monthly newsletters and bulletins.



## Parenting Classes and Support

Parents are invited to attend parenting classes each month. The classes are sponsored by Lincoln Land Community College, Virden Prekindergarten, Model Parent Training and Local Area Networks. Classes address a wide variety of parenting skills.

The Parent Place is open week days for drop-in support and parent resource materials.

## Professional Staff

Quality, continuity and longevity of staff is a priority. Our salary schedule and staff benefits are given special attention in our budget to assure that we have the best staff available to care for and teach your children.

### Our Teachers:

- ✿ have two- and four-year degrees in early childhood education or a related field and teaching experience.
- ✿ provide teacher-to-child ratios of 1:4 for infants through two years old; 1:10 for preschoolers aged three to five years; and 1:15 for kindergarten and school age children.
- ✿ participate in on-going teacher training throughout the year.
- ✿ have current first aid and CPR certificates.
- ✿ develop a partnership with parents in caring for and teaching their children.



## Facilities

Each Center is designed to meet the unique and varying needs of different age groups of children who are spread throughout our Centers and Programs.

### All of our programs include:

- ✿ large fenced play yards with age-specific structures and a variety of building equipment for extended outdoor creative play
- ✿ outdoor areas for riding toys and bicycles
- ✿ fully-equipped kitchens, laundry room and several bathrooms
- ✿ bus service to the Virden and Girard Elementary Schools

### Supplies and Equipment:

Toys are tools for learning and should be selected with care. The Centers have a large variety of developmentally appropriate equipment and toys. Children bringing toys from home find it difficult sharing their special things with the rest of the group. Breakage or loss may also occur. Please keep special items and toys at home.



## Tuition and Enrollment Information

Upon visiting the Center and enrolling your child, you and the center director will decide on a start date and a schedule for transitioning your child to the program.

Free or reduced tuition is available for eligible families. Subsidies from the Department of Human Services are accepted. The Center will help parents secure assistance. Preschool transportation is included in tuition.

- ✿ Breakfast and lunch are included for children in all programs.
- ✿ Morning and afternoon snacks are provided for children in all age groups.
- ✿ Preschool classes are included for all 3, 4 and 5 year olds.
- ✿ Parent classes are available for free with dinner and child care.

Members may enroll for a minimum of one full school term. A school term is from mid-August to mid-June, although the program continues with a summer term to accommodate working parents. Total enrollment is not to exceed the standards of the licensing agency. Enrollment shall be open to any child, provided the program can meet the needs of that child. Enrollment shall be granted without discrimination. All required D.C.F.S. forms shall be submitted before enrollment. A release authorization form includes the names of designated pickup people. A picture I.D. is required from those designated.



The programs reserve the right to drop a child for reasons of non-cooperation, delinquency in payment of fees or inability of child or parent to adjust to the program, as determined by the staff. Members shall not withdraw prior to the end of the school year except for the following reasons:

- serious illness of the child
- permanent removal from the community
- mutual agreement between the director and the parent
- delinquency in the payment of fees

In all cases of withdrawal, a two week notice is required, except in the case of serious illness or accident.

## Tuition and Enrollment Information (continued)

### Explanation of Fees

The director collects all fees and tuition. Banking and bookkeeping procedures are done by the bookkeeper. Fees and tuitions are set by the director in accordance with the provisions of the annual budget. The proposed budget is formulated by the board of directors to include a 3% cost of living increase for each new fiscal year.

A registration fee shall be paid upon enrollment to a new school year for each child. A registration fee of \$10 is payable when you enroll a child. For each succeeding year, \$5 is due upon enrollment for each additional child that is enrolled. Weekly tuitions must be paid following each weeks care no later than 10 am on Friday morning for attendance to be continued the next week. See insert for current fee schedule. No refunds or partial tuition due to missed day care.

### Guidance Philosophy

In spite of the limits that are set, difficult situations arise. Staff remain alert to class room activities at all times. We will attempt to foresee and forestall trouble. We will redirect any uncooperative child to another activity and allow children of comparable size and ability to work out their own solutions. Helping children understand one another's actions is always a priority. Toilet accidents will be treated casually.

We will not punish your child for feeling sad. We will reflect and help to clarify his or her feelings and try to initiate activity in one of the learning centers. Children will be asked to evaluate where they went wrong and how they can plan a different course of action next time. We do remove a child from the group when they are hurting another child, or mistreating equipment by having them sit and watch a few minutes. It is a period of time usually lasting no more than three to four minutes during which the child can cool down, and watch successful play and work. Anger is also not punished, but is vented in a positive way - talked out. Our teachers and aides are taught to use their calm softer voice to diffuse potentially difficult situations.



## Guidance Philosophy (continued)

When in doubt, it is sometimes best to do nothing unless health or safety is involved. The use of a quiet voice as much as possible, and getting down to the child's level when talking with the child, are essential to their sense of self-esteem.

There are occasions where we may need to confer with you and perhaps other professional resource persons to design a consistent plan for treating misbehavior.

Some behavior may not be tolerated by the Center; we want to protect the children who come here. In that case, efforts will be made to change the behavior with the aid of professionals who will observe the child in this environment, and if that is unsuccessful, place the child in a different, hopefully more appropriate situation.

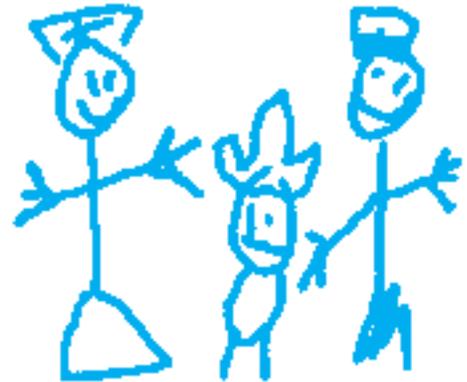
## Health

### Accident Insurance

Accident insurance shall be provided by parents. In case of liability, children shall be covered by the Center.

Care-O-sel Child Care and Educational Programs are for children who are well. Children who are not well will not feel like participating and may expose other children to a contagious sickness if:

- they are running a temperature
- have vomited within the last 24 hours
- have had diarrhea within the last 24 hours
- have infected (yellow or green) secretions
- rashes of a suspicious nature.



### Injury and Illness

Do not bring your child if you think that they may be ill. If they are injured or become sick here at the Center, we will call you immediately. Our staff members keep both CPR and first aid certifications current. As wonderful as your child's teachers may be, they are no substitute for a parent when a child is sick. Remember to leave us dependable alternate numbers in case you can not be reached. A child needs permission from a doctor to return after a contagious situation such as scabies. Remember to phone us on days when your child will not be attending. We work cooperatively with the Department of Public Health, so your questions or concerns may be referred to them. If an injury should require immediate professional attention, someone from the school will notify you to meet us at the local emergency room where you may choose to use their services.

### Required Medical Information

A certificate of good health, signed by a physician, is required at the time a child is admitted to the Center. Such a certificate may also be required for re-entrance after any lengthy or serious communicable disease or illness. Each child is to be carefully inspected every morning upon entering the school. If good health is in doubt, the child should not be admitted. Should the child seem ill during the day, they will be isolated immediately and the parents contacted. Parents are required to contact the Center if their child has been exposed to a contagious disease.



### Required Medical Information (Continued)

All newly enrolled children are required to have completed immunization for diphtheria, whooping cough, measles and polio. They must also have an annual tuberculin test and provide record of these. All staff members, volunteers and participating parents shall present certificates of good health and negative tuberculin tests.

The program does not carry individual medical insurance policies for the children. Your own insurance fee will be used to pay for these emergency room services. Part of our curriculum includes attention to safety concerns. We emphasize it in our daily routines. Please use care as you come and go from our Center.

### Nutrition

Young children associate love and acceptance with the food they eat. We wish for this happy association to prevail in our early childhood setting. Appropriate food experiences instill good eating habits and build a physically healthy body. Food servings shall be in a form and amount appropriate to the particular age group being served. Foods that offer a variety of texture, color and flavor will be offered from the four basic food groups. Our Center serves a balanced breakfast, snack, lunch and afternoon snack - all of which are served family-style. Parents are discouraged from bringing foods from home to replace our regularly served meals. Birthday parties, holidays and special occasions are, of course, exceptions. We love to celebrate special days and pre-packaged treats from home are welcome at these times.



## Clothing

- ✿ Children should be dressed for active play.
- ✿ We spend time outside each day.
- ✿ It is necessary to have hats, boots, gloves and jackets in the cold months.
- ✿ Clothing should be named and tagged
- ✿ A change of clothes are always nice to have on hand.



## Testing

Testing is done by the Sangamon Area Special Education District in the Fall to assess skill levels, formulate curriculum and develop individual evaluation programs. These tests are done again in the Spring to assess progress.

Come visit us!

**When:** Monday - Friday, at your convenience

**Where:** All Care-O-sel Centers and Programs

**How:** Call to arrange your first appointment

