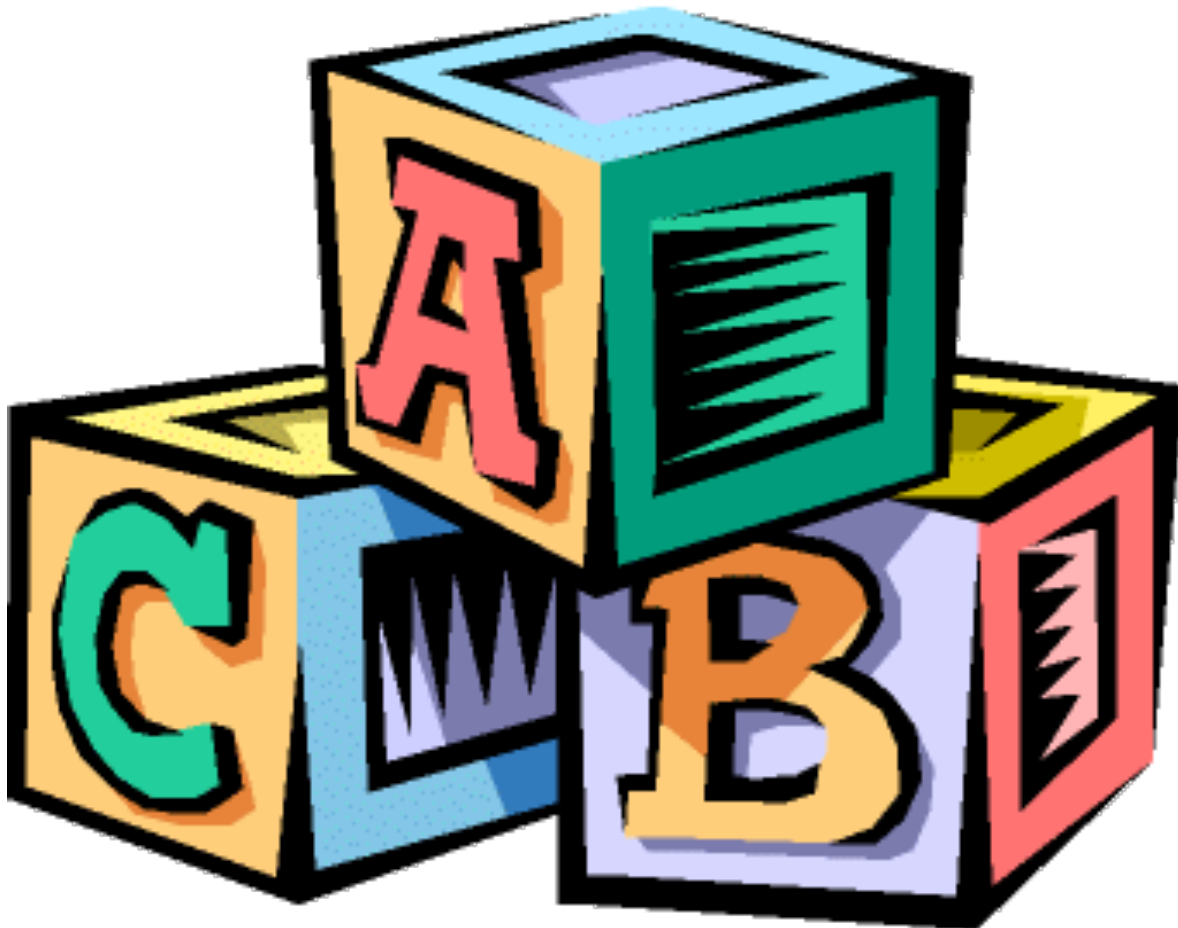


PARENT/GUARDIAN HANDBOOK



COZY CORNER OLNEY CENTRAL COLLEGE

Beverly Mathews, Director

618-395-7777 ext. 2100

Introduction to Cozy Corner

The preschool years are a time of intellectual growth and a child's first real commitment to a school social unit. This is also a time for the child to learn fundamental social skills and the development of confidence and self-esteem.

The Cozy Corner program is designed to meet the developmental needs of each age group while attempting to determine and respond to the unique needs of each child.

Children are enriched through opportunities to develop trusting relationships with adults and to broaden their interaction with children beyond their own neighborhood. Children are encouraged to choose from a variety of activities and try new things.

Each child deserves respect and dignity. The program is designed to help children appreciate their uniqueness, develop special talents and unique abilities, and to value the contribution of all.

The State of Illinois' Department of Children and Family Services licenses the Center and services are provided without regard to gender, race, religion, or ethnic origin. Staff-to-child ratio is 1 staff member for every 8 children. Ratios for the school-age program are 1 staff member to 20 children. State of Illinois guidelines for staff, director, and teachers are observed. The Center reserves the right to limit enrollment and evaluate if our facilities and staff can meet those needs.

HOURS OF OPERATION

On days when college classes are in session, Cozy Corner is open from 7:30 a.m. – 4:30 p.m., Monday through Friday. Cozy Corner is not open weekends, holidays, evenings, or when the college is closed. We accept children ages 2 years old (potty trained) until they reach the age of 12 or when they reach 7th grade.

RATES/PAYMENT OF FEES

Contact the Cozy Corner Director for current fee schedule information for all programs. Fees for childcare must be paid every two weeks unless other arrangements are made with the Director. If a personal check is returned due to insufficient funds, a check will no longer be accepted for payment and a returned check fee of \$35.00 will be added to the amount owed. As Cozy Corner does not keep cash in the classrooms, please provide the exact amount when paying in cash.

Project Child is accepted for all OCC child care programs. The child must be approved for participation before this program can be billed. Attendance prior to approval by Project Child will be the financial responsibility of the parent/guardian.

Cozy Corner does not offer drop-in child care service. Once a child is enrolled, fees will be paid according to the enrollment schedule until the parent/guardian discontinues registration in the program. **Fees are adjusted when the college is closed or Cozy Corner is not in session.**

Rates Effective June 1st, 2020

Weekly Rate Full-time \$115.00

Daily Rate \$24.00

Half Day Rate (no lunch) \$14.00

Half Day Rate (w/ lunch) \$17.00

After School Care

After school care is available on a space available basis. School age students attending full days due to K-6 closure will be charged the regular daily rate of \$24.00 per day. After school fees are \$22.50 per week. The cost remains the same unless the center is closed. If there is early dismissal at the elementary school, costs will be adjusted to \$4.00 per hour.

PROGRAM GOALS

Cozy Corner operates on the Olney Central College calendar.

Cozy Corner

1. Creating a safe, accepting, and stimulating environment in which children can play and learn during their time away from the parent/guardian.
2. Fostering a sense of self-worth, security, and confidence through interaction with adults and other children.
3. Providing activities which will enhance development of social, physical, and academic skills.
4. Enhancing independence skills, self-direction, self-control, and problem solving.
5. Teaching children to salute our country's flag and respect the country we live in.
6. Utilizing large motor skills during outdoor activities or playing in the gym.
7. Providing opportunity for quiet activities.
8. Developing readiness for Kindergarten.
9. Providing a quiet area with a large variety of multi-cultural books.
10. Developing small motor skills by providing creative crafts, allowing creative freedom of expression, and occasional structured crafts at different holiday times.
11. Providing large group activities and small group learning experiences.
12. Providing circle time with singing, finger plays, stories, and share day to encourage children to become verbal in their expression.
13. Providing awareness of their surrounding community through special invited guests such as a dentist, a firefighter, a policeman, etc.

Cozy Corner is an educational daycare in which children will be taught the following skills:

1. Younger children will learn to recognize and write alphabet letters, numbers, colors, shapes, and their name.
2. Older children will learn to recognize and write alphabet letters and their name.
3. Problem solving skills in which they verbally respond.
4. Independent skills such as personal hygiene, buttons, zippers, use of crayons, glue, markers, scissors and washing hands.
5. Social skills such as getting along with others, sharing, and listening.
6. Arts, crafts and music will be provided daily for all age groups.

BEHAVIOR EXPECTATIONS & DISCIPLINE

Cozy Corner believes in positive reinforcement as the form of discipline. A cool down/thinking chair may also be used until the child is in control of their actions. It is our belief every child deserves a chance to

change their behavior. Discipline assists in the development of self-direction, self-control, and socially acceptable behavior. It is a learning process and should be viewed as positive.

The following are considered unacceptable behaviors:

1. Disrupting the program.
2. Continuous refusal to follow rules of behavior.
3. Habitual use of profanity of any nature.
4. Continually hitting, kicking, spitting, or inflicting injury to staff or other children.

Children will be free from corporal or unusual punishment, infliction of pain, humiliation, ridicule, coercion, threat, and mental abuse.

- **Abuse**

The Center staff is mandated to report child abuse. Suspected abuse will be reported to Children and Family Services immediately.

- **Suspension**

If a child consistently misbehaves, and/or seriously injures another child, parents will be called to pick them up immediately. The child may be suspended for the following day.

- **Expulsion**

If a parent has been notified concerning the misbehavior of their child, the Director may drop the child from the program. In this case, payment for days attended is due immediately.

- **Adult Rules of Conduct**

Any parent, guardian or Center personnel who display any of the following behaviors on Center premises will be prohibited from participation in program activities and will be reported to Child Protective Services:

1. Physically abusing a child, including shaking, grabbing, hitting, pushing, etc.
2. Verbally abusing or harassing a child.
3. Drinking alcoholic beverages. (A child will not be released to anyone who appears to be impaired.)
4. Possessing or using illegal drugs. (A child will not be released to anyone who appears to be impaired.)

MEDICAL POLICY AND REGULATION

When parents register their child in Cozy Corner, they must supply pertinent information regarding their child's health history. It will be kept on file in the center. A record of the child's up-to-date immunization must be included in this information as well as record of a physical exam from a licensed medical professional, a T.B. test, lead screening (if your child lives in a lead screening area), and a chicken pox vaccination. State licensing requirements mandate the immunization record be up-to-date and signed by a doctor or have a health department stamp.

Illness/Medical Emergency

All parents are required to sign an emergency treatment form when they register a child in the program. This form allows the hospital to treat the child when the parent cannot be located. In the event of a medical emergency, parents will be contacted immediately. If the parents cannot be located, the child's doctor will be

contacted, appropriate first aid will be applied (in accordance with the direction of our procedures and/or the child's physician) and the child will be transferred to the hospital, if necessary.

For your protection, and that of the other children, please inform the Center of any communicable illness in your family. An exposure notice for contagious disease will be posted.

We suggest you make arrangements for the care of your child in case of emergency. If your child becomes sick at Cozy Corner, they will be separated from the other children and supervised by a staff member until a parent can be reached to pick up the child.

If a rash, temperature of 100 or higher, diarrhea, signs of infection, etc., appears, the parent will be asked to remove the child from the Center. If a child is sent home with a fever of 100 or higher, the child must remain out of the Center for 24 hours. In addition, when a child has a condition which is not contagious, but requires a great deal of individualized time and attention, the child cannot be kept at the Center.

Medication Policy

Medication must be accompanied by a signed doctor's authorization and contain the following information:

1. Child's name
2. Date
3. Name of medicine
4. Dosage amount
5. Time the medication should be administered

GENERAL INFORMATION

Arrival/Departure

A state licensing requirement stipulates each child must be signed in and out each day by a parent or authorized representative, who is at least 16 years of age. Cozy Corner is not responsible for your child until they are signed in and delivered to a certified teacher. The sign in/out sheets are located on the bulletin board in Room 100.

Clothing

Please dress your child appropriately for the weather. The children play outside when the weather permits and participate in art activities daily.

Contact Information

For your child's safety, each person authorized to pick up your child must be listed on the registration form. Your child will not be released to anyone who is not listed. If there is a change in authorization, the Director must be notified immediately. Please also notify the Director immediately of any change of address or phone number for those who are authorized to pick up your child. In the event of an emergency, it is vital we have up-to-date information on file at all times.

Insurance

Insurance plans are not provided for individual children. Your personal insurance coverage will be used if needed for emergency medical care.

Personal Possessions

The Center is not responsible for personal possessions the child brings to school. Please do not allow your child to bring toys which are considered weapons. Any toy that resembles a weapon will be taken from the child until he/she goes home.

Rest Time

All children are encouraged to lie down during rest time. This is especially important if the child is in attendance for an extended time. While all children may not sleep, it is expected all children will be quiet in order to provide those that want to sleep with the opportunity.

Safety

A disaster plan is posted in each classroom. Monthly earthquake, fire, and tornado drills are held in order to facilitate a smooth and orderly departure from the building, if necessary.

Snacks/Birthdays

The Center serves a morning snack and an afternoon snack. If a parent wishes to bring in a special treat for a holiday or birthday, commercially prepared foods may be brought in as a part of celebration. Food must arrive unopened as packaged by the bakery or manufacturer or it will not be accepted. Birthday celebration arrangements should be made with the teacher or Director and parents are welcome to attend.

Special Activities

Center activities will be posted on or around the Parent Board, near the sign-in book.

SCHEDULE OF ACTIVITIES

Cozy Corner daycare opens at 7:30 a.m. and closes at 4:30 p.m.

On days when classes are in sessions at Olney Central College.

7:30 a.m. – 8:15 a.m.	Free-time	12:00 p.m. – 12:30 p.m.	Lunch
8:15 a.m. – 8:30 a.m.	Bathroom break	12:30 p.m. – 12:45 p.m.	Bathroom break
8:30 a.m. – 9:00 a.m.	Free choice	12:45 p.m. – 2:00 p.m.	Rest time
9:00 a.m. – 9:30 a.m.	Circle time	2:00 p.m. – 2:15 p.m.	Bathroom break
9:30 a.m. – 9:45 a.m.	Snack time	2:15 p.m. – 2:45 p.m.	Snack
9:45 a.m. – 10:00 a.m.	Bathroom break	2:45 p.m. – 3:15 p.m.	Circle/Craft time
10:00 a.m. – 10:45 a.m.	Work time/Craft time	3:15 p.m. – 4:15 p.m.	Free time
10:45 a.m. – 11:00 a.m.	Bathroom break	4:15 p.m. – 4:30 p.m.	Clean-up time
11:00 a.m. – 11:45 a.m.	Playground/Gym	4:30 p.m.	Center closed
11:45 a.m. – 12:00 p.m.	Wash up for lunch		

COZY CORNER PERSONNEL

Director	Beverly Mathews
Teacher	Kristen Starwalt
Teacher	Tatiana Gibson