
ILCC PARENT HANDBOOK



IMMANUEL LUTHERAN CHILDHOOD CENTER
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LAWRENCE, KS 66049
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INFORMATION ABOUT ILCC IMMANUEL LUTHERAN CHILDHOOD CENTER

ILCC PURPOSE

The purpose of ILCC is to provide a rich learning environment in a Christian setting of love and respect. It is designed to encourage young children to explore, discover and develop basic cognitive, physical and social skills appropriate to their individual levels of development.

GENERAL DESCRIPTION OF CENTER

ILCC is a not-for-profit Christian education childhood facility. It is operated as a mission outreach of Immanuel Lutheran Church and University Student Center and derives its tax exemption status through the Church. The Weekday Program (full and part day) will maintain the standards prescribed by the State of Kansas and operate under the license of the State of Kansas.

It is the policy of ILCC to provide equal employment opportunity to all people without regard to race, color, religion, sex, sexual orientation, age, disability, national origin, veteran status or ancestry. The Center does not discriminate based on any of these factors: admission policies, fee payments, food service programs and other school-administered programs according to K.S.A. 44-1009.

LOCATION OF ILCC

ILCC is located in the lower level of Immanuel Lutheran Church and University Student Center, 2104 Bob Billings Parkway. The Church is located on the west side of the University of Kansas campus.

GOVERNANCE

ILCC is governed by a Board of Directors to whom such authority for governance has been delegated by the Church Council of Immanuel Lutheran Church. The Board of Directors is composed of at least six board members with four being Immanuel Lutheran Church members and two the parents of children attending ILCC.

2009-2010 ILCC BOARD OF DIRECTORS

Jan Leines, Chairperson	820 S. Justin St 66049	843-6869
Suzanne Anderson, Vice Chair	625 N. Stonegate Ct 66049	749-6761
Jodi Berkland	1117 E. 1264 Rd 66047	838-3023
Cindy Colwell-Dunn, Secretary	4206 Tamarisk Court 66047	331-4466
Mick Knight	1716 Inverness Dr 66047	841-0664
Angela Motsinger, Treasurer	568 E. 1600 Rd 66006	594-7469
Linda Herbel	812 Andrew John Drive 66049	856-1444

Ex-Officio Members:

Rev. Randall Weinkauf, Parish Pastor	843-0620
Deb Danielson, Director	766-7732

The ILCC Board will establish all policies for the Center and will be responsible for the oversight of the Center. The Board will be accountable to the Church Council of Immanuel Lutheran Church congregation for the administration of the ILCC.

PROGRAM POLICIES

ENROLLMENT

Enrollment in all of the programs is open to all children in the community. For information call the ILCC office at 842-8131.

Parents must read the rules and regulations governing attendance at ILCC contained in the Parent Handbook of the Center, and must abide by them. In the event of failure to do so, ILCC reserves the right to cancel a child's enrollment.

Enrollment begins on the date the *Enrollment Form* is executed with a starting attendance date agreed upon by the parent and ILCC. Enrollment ends on the date designated in writing by the parent or the Department of Social and Rehabilitation Services, or at such time as the ILCC notifies the parent in writing that the enrollment is terminated.

A parent must provide written notice 15 days in advance if a child is to be withdrawn from the Center. If appropriate notice is not given the deposit will be forfeited.

Written notice of a change of enrollment scheduling must be given to the Director 15 days in advance of needed changes. Enrollment changes will be honored if requested hours are available.

ELIGIBILITY REQUIREMENTS

ILCC is licensed by the Kansas Department of Health and Environment according to state regulations. The Center also receives federal funding and in order to do so, is regulated by the Social and Rehabilitation Services Department.

The child must meet age requirements according to licensing standards and the following forms are required for a child's admittance to the Center:

- A. *Enrollment Agreement Form*
- B. *Child Information Form*
- C. *Medical Record* (or a scheduled appointment date) signed by the child's physician and parent, indicating an up-to-date physical examination and immunization record, downloaded from the Kansas Department of Health and Environment.
- D. Notarized statement for *Authorization for Emergency Medical Care*, downloaded from the Kansas Department of Health and Environment.
- E. *CACFP Enrollment & Income Eligibility Form For Childcare Centers*, downloaded from the CACFP website.

- F. Signed statement for *Parental Permissions Form* to include: Photo Releases, Field Trips, Distribution of Class Enrollment Lists, Participation in Research and Educational Projects, Emergency Contacts, Authorized Pickups.

RELEASE OF INFORMATION

A *Release of Information Form* must be signed by the parent of a child prior to ILCC releasing copies of or permitting copying of any document or record pertaining to a child, with the exception of appropriate requests from governmental agencies.

CLASSROOM PLACEMENT

There are two classrooms available at ILCC:

- Unit I: Toddlers-18 months - 3 years (full days only)
Unit II: 3-6 years through Kindergarten, half- and full-day options, two, three or five days a week. Preference is given to five-day full-day placement.

Children are placed in the ILCC classroom based upon their age at enrollment. Placement in the Preschool Unit from the Toddler Unit will be made as soon as possible after the child's third birthday, according to space availability and the child's readiness to be a part of the Preschool Unit.

Children at ILCC are enrolled on a first-come, first-served basis. As vacancies occur, children are enrolled in the following order: (1) Currently enrolled children wanting a change of schedule, (2) Siblings of currently enrolled children, (3) Children who have been placed on the waiting list according to date of application.

ADJUSTMENT PERIOD

Each child is allowed a four-to-six-week adjustment period. Our teaching staff is experienced with the adjustment needs of children and can help your child with his/her adjustment. Most children are able to adjust within a short amount of time and become very happy and secure in this environment. At the end of this time, a review of your child's adjustment will be made. Based on those results, a recommendation may be made by the Director concerning continued enrollment.

Parents will be kept informed of their child's progress through informal discussion with the Lead Teacher. If any special problems arise, the Lead Teacher may request a conference with the parent and/or Director. Conferences may also be scheduled at any time during the year upon a parent's request.

Classroom teachers will keep the Director informed of any special problems concerning a child. ILCC may recommend special or remedial services for a child. In the event the parent refuses to cooperate in providing such services, ILCC reserves the right to cancel a child's enrollment.

ARRIVAL AND DEPARTURE POLICY

Parents are required to bring their children to the classroom and to sign the child in upon arrival and out before departure. Only persons listed on the child's *Parental Permissions Form* will be allowed to pick up children. Photo identification will be required if the staff person is unfamiliar with the pickup person. Under no circumstance will an unauthorized person be allowed to take a child. Pickup persons may be added to a child's pickup list by giving written notice to the Director. Only persons over the age of 16 are allowed to sign children in and out.

LATE PICKUP

ILCC is open Monday through Friday, 7:30 a.m. to 5:30 p.m. Half-day enrollment is either 7:30-12:30 or 11:30-5:30. Please call the Center if an emergency is going to detain you. The fee for late pickup is \$10.00 for each 5-minute increment that you are late (past your child's scheduled pickup time).

EMERGENCY CLOSING

We intend to be open regardless of weather conditions. However, tuition will be waived after two days if the center is closed due to emergencies beyond our control. If Lawrence Public Schools are closed due to road conditions created by inclement weather, ILCC will also be closed. If Lawrence Public Schools are closed due to wind chill but roads are clear, ILCC will be open. If severe weather creating dangerous driving conditions occurs during a time when Lawrence Public Schools are closed for holidays, ILCC will be closed. Should the Center be closed for this reason or due to any other emergency beyond our control it will be announced on 91.5 KANU FM, 105.9 KLZR, 92.9 KMXN or 1320 KLWN AM radio between 6 a.m. and 7 a.m.

In case of severe tornado-type weather, we will take shelter here in the lower level restrooms and remain until an "all clear" notice is received. We ask that parents stay where they are and not expose themselves to the storm. Please understand that, during this time, the first priority of the staff is protecting and calming your children. We may not be available to answer the phone until the "all clear" is given.

Practice drills for fire and severe weather are held monthly.

DISCIPLINE AND GUIDANCE

Discipline is an important part of the learning process. At ILCC we use the following approaches to promote appropriate behaviors in children:

For children of all ages modeling proper behaviors is emphasized. Staff members are role models and are expected to say "please" and "thank you," to eat slowly, take care of materials, etc. Children naturally imitate adult behavior. Reinforcing children who are behaving well is an excellent way of maintaining appropriate behaviors. Verbal praises, smiles, and hugs are common responses. Rewards such as privileges, stickers, and events are often used when a child behaves especially well or needs extra incentive.

Discussing rules and guidelines in a non-judgmental way is helpful to most preschool children. For all children, being consistent in our expectations and following through each time with consequences is vital.

Redirecting a child to a different activity can help avoid frustration or the loss of self-control. Children are sometimes over-stimulated by the number of choices available. The teacher may need to limit choices.

A teacher may choose to ignore an inappropriate behavior if it is not considered dangerous or disruptive to the classroom. On other occasions, it may be necessary to remove a child from the group due to disruptive or inappropriate behaviors. The removal or time out is a temporary event that is ended when the child shows that he has enough control to re-enter the group. Time out is not punishing, closeting or in any way demeaning to the child. At all times the methods of behavioral guidance are intended to help the children develop a positive self-image.

PARENT INVOLVEMENT

Parents are encouraged to become involved in their child's program and to actively participate in decision making pertaining to classroom activities. Classroom observation is encouraged at any time. Parents are invited to volunteer with activities and projects during hours outside of ILCC's operating hours as able. Parents will be asked to let teachers know for which activities and projects they would like to help. Volunteers during operating hours are required to have a tuberculin skin test and to complete a KBI screening.

FIELD TRIPS

The staff will plan ILCC field trips and written notice will be given to parents. We welcome any parents who would like to volunteer to help on field trips. Parents will be notified concerning all pertinent information (times, places, mode of transportation). Appropriate car restraints will be used as per Kansas law. The following will be carried in the vehicle transporting the children: Proof of insurance, emergency release forms, medical record and a first-aid kit.

CHILDCARE FOOD PROGRAM

ILCC is subject to state and federal requirements regarding proper nutrition. Children in all classes will receive foods approved by the standards of the Federal Childcare Food program. If a child is allergic to a particular food, his/her doctor should indicate this on the *Medical Record* form or in a letter addressed to the Center. Parents should check the menus posted in the classroom, and bring substitute foods from home if a child has an allergy and cannot eat the regular food.

HEALTH REGULATIONS

Parents should keep their children at home and notify a teacher whenever the child has any signs of illness including:

- A temperature over 100 by mouth or 101 by rectum
- An intestinal disturbance with diarrhea
- Inflammation of the eyes
- Draining sores or burns
- Any undiagnosed rash
- Headache or head pain
- Vomiting
- Lack of appetite, listlessness, irritability, unusual fatigue, etc.
- Signs of a new cold: fever, cough, running nose, watery eyes, sore throat, etc.

Children should be kept out of school for the first two days of a cold and for twenty-four hours after a fever.

If you feel your child is too ill to play outside at any particular time, please do not bring your child to school.

When a child has a severe stomachache with vomiting, diarrhea, or a fever, that child should be kept home twenty-four hours after the symptoms disappear.

If a child has ringworm or impetigo, that child should return to school only when adequate treatment controls the spread.

Children should stay at home with pink eye until the discharge stops or until there is adequate treatment with antibiotics.

If a child has head lice, that child can only return to school when all nits are removed.

If a child has giardiasis, scabies or pinworm, that child can only return to school when anti-parasite medication has been administered.

If your child has been exposed to any contagious disease such as whooping cough, chicken pox, measles, mumps, diphtheria, scarlet fever, or strep throat, please report it immediately, in writing if possible, to one of the teachers.

Children with the following communicable diseases may return to school after an absence of the designated number of days from the onset of the illness: Measles - 10 days, Mumps - 7 days, Chicken Pox - 7 days, German Measles - 3 days.

KDHE MEMORANDUM effective October 2008 regarding Varicella (chicken pox) exclusion: Each susceptible contact (those with no history of disease, no documentation of immunization or no laboratory evidence of immunity) of an infected person in a school, child care facility or family day care home shall be vaccinated within 24 hours of notification or be excluded from the school, child care facility or family day care home up to 21 days after the onset of the last reported illness in the school, child care facility or family day care home.

MEDICATION

If a child requires medication that must be given during the time the child is at the Center, an *Authorization for Dispensing Medications to Children and Youth* (one version for long-term health issues and one version for short-term health issues) must be completed by the child's parent or physician before the medication can be administered. This form is downloaded from the Kansas Department of Health and Environment website. In the case of a prescription drug, the bottle from the pharmacy must be labeled with the child's first and last name, the name of the medicine, dosage, dosage intervals and the name of the physician. Non-prescription drugs such as aspirin, cough syrup or decongestants shall be administered only if the parent has completed an authorized form. The child's first and last name must also be marked on the non-prescription bottle. All medications will be kept under lock and key.

Sunscreen/insect repellent will be provided and dispensed with signed parental permission. If a child is allergic or sensitive to the product provided, parents may supply another type.

INJURY/ILLNESS POLICY

If a child becomes injured while attending ILCC these procedures will be followed:

The staff will provide standard first aid treatment as appropriate, will notify the Director, and will complete an *Accident Report*. This form is filed in the child's file and a copy is sent home with the child.

If a child becomes seriously injured or ill while attending ILCC these procedures will be followed:

- A. Efforts will be taken to stabilize the child's condition by appropriate first-aid techniques.
- B. ILCC staff will contact the child's doctor and/or the hospital emergency room. The parent will be contacted concurrently.
- C. The child will be transported by ambulance to the nearest emergency facility or the child's doctor, whichever is appropriate, upon the advice of the doctor or hospital.
- D. All efforts will be made to have the child's teacher accompany the child to the medical facility until the parent arrives. If the child's teacher is unable to leave the classroom, the Director will accompany the child to the medical care center.

Parents are required to sign an *Authorization for Emergency Medical Care* authorizing staff representatives of ILCC to give consent for any and all necessary medical care of children while said children are in the custody of ILCC.

CHILD PROTECTION

It is the law of the State of Kansas to provide for the protection of children who have been subject to physical or mental abuse and neglect, insuring the thorough and prompt investigation of these reports. The Kansas Child Protection Act mandates that all personnel working in a licensed childcare facility must report any suspected child abuse or neglect.

PARENT LIABILITY

If your child under the age of 18 injures a person or damages property maliciously or willfully, the person so injured can recover damages from the parent as provided by Kansas law. If it is found that the malicious or willful actions were the result of parental neglect, there is no limit to the amount of liability.

TERMINATION

The classroom teacher will observe and document inappropriate behaviors or dangerous behaviors that have an established pattern of occurrence.

ILCC reserves the right to terminate enrollment if a child's behavior places the child in danger, places others in danger, or is detrimental to the Center.

ILCC will give two weeks written notice prior to terminating a child's enrollment. The termination will be immediate if the ILCC Director, in conference with the ILCC Board Chairperson, considers the offense to be sufficient to warrant immediate termination.

If the parent disagrees with the decision to terminate the child's enrollment, s/he may appeal the decision to the ILCC Board of Directors.

ADDITIONAL INFORMATION

COMMUNICATION WITH ILCC

The telephone number at ILCC is 842-8131. We encourage you to contact us whenever necessary. However, please keep in mind that the Director may have errands to run, or the staff may all be busy providing care in the classroom. When no one is available to answer the office phone, the call should forward to a cell phone. If, for any reason it does not forward, leave a message and someone will return your call as soon as possible. In case of an emergency and you must reach ILCC staff immediately, call the church office, 843-0620, and ask a church staff member to contact ILCC immediately. Feel free to call and leave a message at any time outside of operating hours.

Parents will need to notify ILCC staff by 8:00 a.m. if their child is unable to attend. This helps in planning for meals and enables teachers to carry on with planned activities. If your child is sick, please describe the illness. Other parents may need to be notified of health concerns that could affect their child.

PARKING AT ILCC

Parents may park in the south end of the ILC parking lot, on the west side of the building. Parking and building accessibility for the handicapped is available on the upper level. The north half of the parking lot is blocked off during ILCC operating hours. The Preschool Class uses the crosswalk at the north end of the parking lot while walking to and from the playground.

CLOTHING

A complete change of clothing (two for toddlers) must be brought for each child with the clothing labeled with the child's name. The children will go outside almost every day. Please be sure that children are dressed warmly enough to play outside 15 to 30 minutes in cold weather.

Children love to do messy work and it is a part of learning. We do use paint smocks but occasionally children's clothing will become soiled. Therefore, children should wear washable play clothes.

Please check your child's basket each day for soiled clothing. State regulations do not allow staff to clean and rinse out soiled clothing. If your child borrows ILCC clothing, please wash and return within 5 days.

NOTARY SERVICES

Notary service is available without charge in the ILCC office for forms requiring notarization.

CONFERENCES

Individual conference times will be scheduled with you during the year. Individual student progress will be discussed during conferences. A conference can be scheduled at any time during the year at the request of the parent, the Lead Teacher, or the Director.

TIME TO SAY GOODBYE

Separation between child and parent can be joyful or painful. Children sometimes come in and are content to go directly to work or play. Even though they seem busy and comfortable we appeal to you to make a parting gesture so they will not be upset to discover that you have left.

Parents are encouraged to refrain from talking on their cell phones during arrival and departure as this transition time is very important to your child and the staff.

We understand that children who have never attended a Center may temporarily be confused by the new experiences. It may help your child if you stay a short time before saying goodbye, then, as you leave, tell your child you will return later the same day. Teachers will provide comfort and find an interesting activity for your child. Keep in mind some children adjust more quickly than others. We are happy to have you call later in the day so that we may give a progress report.

CURRICULUM

GOALS FOR THE CHILD

- A. Provide a safe physical and emotional environment which is scaled to and planned for young children.
- B. Increase the child's knowledge and understanding of God's world through "active learning" in groups and individually by providing "hands on" experiences.

- C. Encourage children to express themselves in age appropriate behaviors by providing ample time, realistic expectations, and adequate opportunities.
- D. Promote a positive self-concept through stimulating experiences which encourage children to think, analyze problems, and arrive at different possible solutions individually and with peers.
- E. Recognize that a successful Lutheran Christian childhood experience is a cooperative effort between the home and the school by providing for and encouraging communication between the home and the school.

OUTDOOR TIME

According to Kansas regulations childcare centers are required to provide an outside time each day except for extremely inclement weather. We attempt to provide as much outdoor time as possible. Please dress your child with appropriate clothing depending on the weather. In winter, provide your child with a warm coat, long pants or leggings, hat, mittens and a warm pair of socks and shoes or snow boots. We strongly encourage exploration of our outdoor environment. Always keep in mind that digging, gardening and making mud pies is messy business and dress your child accordingly.

BIRTHDAYS

If your child would like to celebrate a birthday with classmates, a birthday treat may be brought to share after lunch or at snack time. Prior arrangements will need to be made with the teacher. We will furnish the beverage. Family members are welcome to come and join the celebration. Unless all children in the class are invited, please do not bring party invitations to ILCC.

NOTES TO PARENTS

Please check your child's mailbox for notes and artwork every day. The toddler class will have a daily report to be picked up each day.

DAILY SCHEDULES

Daily schedules are posted in the classrooms. Schedules are subject to change due to inclement weather, field trips and teachable moments that may arise.

TODDLER DAILY SCHEDULE

7:30 - 8:10 a.m.	Arrival, Check-in and Assisted Free Play
8:10 - 8:20 a.m.	Clean up, Wash hands for Breakfast
8:20 - 8:45 a.m.	Breakfast
8:45 - 9:00 a.m.	Circle Time (Stories/songs/finger-plays)
9:00 - 9:15 a.m.	Structured Free Play and Toileting
9:15 - 10:00 a.m.	Outdoor Time
10:00 - 10:15 a.m.	Snack
10:15 - 11:10 a.m.	Learning Activity Centers
11:10 - 11:20 a.m.	Toileting and Wash for Lunch
11:20 - 11:45 a.m.	Lunch
11:45 - 12:00 p.m.	Nap Preparation (Tooth Brushing/Toileting)
12:00 - 2:30 p.m.	Rest Time
2:30 - 2:45 p.m.	Wake-up/Toileting
2:45 - 3:00 p.m.	Snack
3:00 - 3:15 p.m.	Prep for Outdoor Time
3:15 - 4:00 p.m.	Outdoor Time
4:00 - 5:30 p.m.	Learning Activity Centers

PRESCHOOL DAILY SCHEDULE

7:30 - 8:15 a.m.	Arrival, Check-in, Structured Free Play
8:15 - 8:30 a.m.	Cleanup, Hand Washing
8:30 - 9:00 a.m.	Breakfast
9:00 - 9:20 a.m.	Circle Time
9:20 - 10:20 a.m.	Small Group/Center/Table Activities
10:20 - 10:35 a.m.	Clean-up/toileting/prep for outside
10:40 - 11:20 a.m.	Outdoor Activities
11:20 - 11:30 a.m.	Prepare for Lunch
11:30 - 11:50 a.m.	Lunch
11:50- 12:30 p.m.	Quiet Activities, Tooth Brushing/Toileting
12:30 - 2:30 p.m.	Rest Time
2:30 - 2:45 p.m.	Wake-Up Activities (Blankets/Shoes/Toileting)
2:45 - 3:00 p.m.	Snack
3:00 - 3:15 p.m.	Circle Time
3:15 - 4:00 p.m.	Center/Table Activities
4:00 - 4:45 p.m.	Outdoor Activities
4:45 - 5:30 p.m.	Center/Table Activities

FINANCE

FEES

The two major sources of income for operating expenses are tuition and reimbursement from the Department of Education Child and Adult Care Food Program.

Tuition payments are due in advance of care and may be paid monthly or weekly. Monthly payments are due on the first day of each month and weekly payments must be made on Monday or Tuesday (according to your child's enrollment schedule).

A \$25.00 registration fee (non-refundable) is required at the time the child enrolls.

A \$100.00 deposit is required for the first child enrolled. A \$50.00 deposit will be charged for each additional sibling. The deposit is refundable if the parents give the Center 15 days written notice of the child's withdrawal from the Center. Some families choose to donate part or all of their deposits to the Center upon departure.

Activity fees (prorated at enrollment) are due at the beginning of each semester and are assessed as follows: \$30 Fall semester, \$30 Spring semester, \$20 Summer semester.

Tuition rates are subject to change. In this event, parents will be given 30 days notice in advance of any change in fees.

PAYMENTS

Payment may be made to the Director, or left in the check deposit box located on the Director's desk. For security reasons, we cannot accept cash payments. Please pay with a check, cashier's check or money order.

PAST DUE FEES/RETURNED CHECK CHARGES

The following fees will be charged for past due fees:

Weekly payments: More than 3 days late, \$3.00 past due fee.
Monthly payments: More than 5 days late, \$10.00 past due fee.

There will be a charge of \$20.00 each time a check is returned to the Center due to non-payments. If this becomes a repeated occurrence, only money orders will be accepted for payment of fees.

ABSENCE POLICY

Should your child have a continuous illness of more than a week, which necessitates absence from ILCC, your weekly charges (after the first five days of absences) will be reduced one half for the following days of illness. This reduction DOES NOT include required absence due to not having Varicella (chicken pox) immunization. A written statement from the child's physician is required. There is no allowance for vacation days.

ILCC FEE SCHEDULE (Effective Sept. 1, 2009)

TODDLER ROOM	MONTHLY RATE	WEEKLY RATE
5 days/wk	\$650.00	\$156.00
PRESCHOOL FULL DAY		
5 days/wk	\$565.00	\$136.00
3 days/wk (MWF)	\$384.00	\$92.00
2 days/wk (TR)	\$266.00	\$64.00
PRESCHOOL 1/2 DAY (extended) 7:30-12:30 or 11:30-5:30		
5 days/wk	\$383.00	\$92.00
3 days/wk (MWF)	\$253.00	\$63.00
2 days/wk (TR)	\$191.00	\$49.00
KINDERGARTEN		
5 days/wk	\$407.00	\$98.00

(Children enrolled in the Kindergarten care program may attend ILCC full days when public schools are not in session.)

Tuition payments are due in advance of care and may be paid monthly or weekly. Monthly payments are due on the first day of each month and weekly payments must be made on Monday or Tuesday (according to your child's enrollment schedule).

ACTIVITY FEE

Fall Semester	\$30.00	September
Spring Semester	\$30.00	January
Summer	\$20.00	June

ASSISTANCE

This Center serves private pay, SRS-subsidized (Social Rehabilitative Services) and DCCDA (Douglas County Child Development Association) and FIAT (Funds for Infants and Toddlers) scholarship families. For information regarding qualification for assistance, contact Kansas Social Rehabilitative Services, Douglas County Child Development Association or the ILCC Director.

IMMANUEL LUTHERAN CHILDHOOD CENTER 2009 CALENDAR

ILCC will be closed on the following days during 2009:

New Year's Day	January 1, 2009
Memorial Day	May 25, 2009
Independence Day	July 3, 2009
Staff In-Service	August 13-14, 2009
Labor Day	September 7, 2009
Thanksgiving Day and Friday	November 26-27, 2009
Christmas Holidays	December 24-25, 2009
New Year's Day	January 1, 2010

Two staff development days, to be determined, during the 2009/10 school year.
(Parents will be given a minimum of 60 days notice when these dates are scheduled.)

There is no tuition reduction for the Center closings listed above.