

1972

# Development and Improvement of Services of the Charleston Community Day Care Center

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*Eastern Illinois University*

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DEVELOPMENT AND IMPROVEMENT OF SERVICES

OF THE CHARLESTON COMMUNITY DAY CARE CENTER

(TITLE)

BY

MARILYN SAMSA BUXTON

2

THESIS

SUBMITTED IN PARTIAL FULFILMENT OF THE REQUIREMENTS  
FOR THE DEGREE OF

Specialist in Education

IN THE GRADUATE SCHOOL, EASTERN ILLINOIS UNIVERSITY  
CHARLESTON, ILLINOIS

1972

YEAR

I HEREBY RECOMMEND THIS THESIS BE ACCEPTED AS FULFILLING  
THIS PART OF THE GRADUATE DEGREE CITED ABOVE

August 10, 1972

DATE

August 10, 1972

DATE

### **ACKNOWLEDGEMENTS**

I wish to express my appreciation to Dr. Joyce Crouse, Head, Home Economics Education and Director, Child Development Laboratory at Eastern Illinois University for her stimulation, inspiration, and resources.

Appreciation is also expressed to Dr. Robert V. Shuff, Head, Administration and Supervision, my advisor at Eastern Illinois University, for his interest in this project and his flexibility and openness in permitting me to deal with an embryonic area of educational administration.

Special appreciation is also extended to the staff, Board, children and parents of the Charleston Community Day Care Center for their cooperation and hard work at making this year a step forward.

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TABLE OF CONTENTS

PAGE

CHAPTER I.	Statements Concerning the Problem	1
	A. Introduction	
	B. Background of the Center	
	C. Statement of the Problem	
	D. Need for the Study	
	E. Purposes of the Study	
CHAPTER II.	Evaluation of Accomplishments and Recommendations	6
CHAPTER III.	Log of Activities	16
SUMMARY AND CONCLUSIONS		37
APPENDICES		40
APPENDIX A.		41
	1. Rough Outline of Proposal	
	2. Funding Proposal	
APPENDIX B.		64
	1. Interim Budget	
	2. Interim Recommendation	
APPENDIX C.		67
	1. News Release	
	2. Letter to the Editor	
APPENDIX D.		71
	1. State Forms Required	
	2. Information on Children	
	3. Staff & Volunteer Forms	
	4. Miscellaneous	
APPENDIX E.		92
	1. Policy Statement	
	2. Parent Letter	
APPENDIX F.		98
	1. Board Agendas and Minutes	

## STATEMENT CONCERNING THE PROBLEM

### Introduction

With the growing national awareness of the need for adequate care for young children of mothers who must be away from home during the day, we have seen an increase in day care facilities. A day care center should provide the same educational experiences as a good nursery school. However, because children are in attendance for longer periods, in many cases all day, the center also must concern itself with meeting the nutritional, rest, and total physical health needs of the children. In a center enrolling infants, this is particularly important and the staff may also be involved in toilet training.

With so few early childhood professionals available, little or no public funds, and few programs training people who will have the administrative abilities to operate successful programs, it seems necessary for both administrative abilities and child development viewpoints to come together to forge a path for the emerging field of day care and early childhood education. The following study was an effort at taking an existing program which was being inadequately financed and operated, and through the use of influence rather than authority, weld it into a quality program for children which might also serve as a practical model of what can be done on a local level to meet the pressing need for day care.

The study focuses on the administrative aspects of the Center's operation and has been an attempt to clarify and solve the administrative problems in community day care.

## Background

The Field Study project was undertaken from September, 1971 to May, 1972, and combines two areas of education. These are Administration and Supervision, and Early Childhood. The study was done at the Eastern Student Day Care Center which was held on the second floor of the Wesley United Methodist Church, in Charleston, Illinois.

This Center was begun in the Spring of 1970 as one result of an inter-church committee on social concerns. The committee broke into groups of two or three and each smaller group initiated a project. Three women from this group, all members of different churches, began the planning for the Center. It began as a cooperative, with parents working off some or all of the child care time and the Methodist Church donating the use of its facilities. But, due to enormous confusion and no income for essential supplies, the Center had to move to a fee scale and some paid staff. The Center was incorporated and was governed by a Board of parents and community residents.

## Statement of the Problem

At the beginning of the study, the Center held a temporary permit to offer services to 25 children from 3 months to 5 years of age, which was issued by the State of Illinois Department of Children and Family Services.

There was no person on the staff with either training or experiences in early childhood education or administration, although two staff members had degrees in education. Only one of the original planners of the Center was still actively involved in the operation. She realized that the Center must either improve its program and solve its financial problems or fold. The Center's debt was about \$1,100.00.

However, while spending was now in balance with income, large important areas were ignored, since funds were not available. For example, the director who had a B.S. in Physical Education, worked 9-5 daily, and received \$75.00 a week. The highest paid aide, (teacher in the infant room) had a B.S. in Education and two years of elementary teaching experience. She received \$60.00 per week. Also, no allowance was made to purchase play equipment which was sorely needed.

Since the majority of children are from middle income families or married student families, the Center was not qualified for any State or Federal funds. The majority of funding programs are geared toward services for disadvantaged children. Community United Fund money had not been available previously due to administrative and "Red Tape" confusion about the Center's non-profit status.

Although rather adequate custodial care was being provided, there was almost no educational program. Little, if any, attention was paid to the social and emotional needs of the children. Many of the children were showing signs of boredom and unproductive behavior. While the staff was usually warm, accepting, and good natured with the children, its lack of training was evident in the nature and number of discipline problems which existed. Staff interaction with children was almost entirely a matter of disciplinary action or reaction to needs. When no disruptive behavior was occurring, workers eat together engrossed in conversation.

#### Need for Study

After the corporation officers had made a number of calls to the writer for advice and information, it became apparent that occasional suggestions could not provide the help needed to improve the operation. It was determined that a longer term, concentrated effort at solving the administrative problems, funding, staff training and scheduling was



required, and that this work would have to be done by someone who could understand both administrative needs and the needs of young children.

### Purposes of the Study

The study consists of eight months service as Administrative and Educational Program Consultant to the Center Staff and Board.

The efforts have been directed toward three main goals.

#### 1. Administration

- a. Set up policies and procedures cooperatively with staff in order to more effectively organize scheduling, registration, staff needs, children in attendance, etc.
- b. Begin a community public relations program to inform the community about the Center's functions and needs, and achieve community support through individual and group efforts in both volunteer services and monetary contributions.
- c. Examine possible sources of Federal or State funding. Explore possibilities of funding through private foundations and through research.
- d. Meet requirements for complete state license.
- e. Assist in the selection and development of a skilled, working Board of Directors.

#### 2. Curriculum

- a. Cooperatively with staff, set up a general educational curriculum for the nursery room. Plan a curriculum for the infant room based on three main sources of suggestions. These are:
  1. Mt. Carmel Parent-Child Center Infant Curriculum
  2. Infant Education, by Geneviev Painter

3. The Hunt-Uzgiris Infant Development Scales

- b. Develop an individualized program for each child. which is in keeping with the child's unique nature and abilities and with the general curriculum.
- c. Procure supplies and equipment necessary to carry out the program by seeking financial and "work day" contributions from the community. Also, provide staff with suggestions and directions for homemade materials.

3. Staff Training and Development

- a. Conduct in-service sessions for the staff to plan program and develop necessary skills for its execution.
- b. Bring highly skilled professionals in Early Childhood Education and Child Development to talk to staff, demonstrate techniques and provide suggestions for the program.
- c. Arrange field trips to other Centers working with young children for staff members, substituting for them at the Center occasionally if necessary.
- d. Establishing avenues for obtaining sufficient volunteers and participants from the community and the university to enable staff to have planning time and enough assistance to carry out activities.

## EVALUATION OF ACCOMPLISHMENTS AND RECOMMENDATIONS FOR FUTURE GROWTH

A final summary of the year's work and recommendations for continued effort was presented orally to the Center's Board of Directors. It must be made clear that all accomplishments were not solely the result of the consultant's work. In many cases, initial suggestions were made or persons to contact were pointed out, and Board or staff members carried out any actions which they chose to pursue. Often times the suggestions were originally made by others who were contacted as resource people. Many actions resulted from a field trip, a visitor, or an earlier action.

Three main areas were dealt with during the course of this study. These were administrative procedures, curriculum, and staffing. The Center staff and Board made considerable progress in all three areas. Yet, further growth is needed. With the original goals in mind, each area will be evaluated and future directions pointed out.

### Administration

Policies and procedures received a great deal of attention from the staff and Board with a cooperative effort at revising old rules which no longer apply and adding needed new policies. The policy rewrite is nearly complete and seems to be a satisfactory instrument for guiding Center administration. The methods of scheduling and organizing staff and children have improved considerably. However, this area is still not completely satisfactory. Children should be divided into smaller groups with about half of the group using the youth room for large muscle activity at any one time.

This would allow more opportunity for each child to use the equipment. At the same time it would reduce the number of children in the small classroom so that the staff might do more individual work with them and more effectively supervise independent play choices. Staff are still being scheduled more in keeping with minimum state licensing requirements than with recommended ratios necessary for a good educational program. Additional volunteers and participants beyond those necessary in many cases seem incompletely used because present staff lacks experience in assisting students. There has been progress in this area during the year, however. It is recommended that the Center should attempt to maintain an adult-child ratio of 1 - 3 in the infant room and 1 - 4 in the nursery. This would require approximately 7 or 8 adults working with children in the Center at any one time. Schedules of children are much improved. There still seems to be a good deal more total group movement than is necessary for children so young.

Public relations has received a great deal of attention during the study. A monthly newspaper column was initiated. Two staff members appeared on a half hour radio program. Several Charleston and Eastern news articles have appeared as well as two letters to the Editor. Interviews were held with Dr. Howard Smucker, Supt. Unit #1 Schools; Mr. Jerry Bennett, Executive Director of the Charleston Chamber of Commerce; Mr. Bill Browning, Personnel Director of Trailmobile, Inc.; Mr. Donald Bretsch, Principal Charleston High School; Mr. Harry Ring, Director of O E O; Mr. Robert Miller, Superintendent of the Educational Service Region; Reverend Brace Johnson, the First Christian Church; Reverend Cliff Rust, Presbyterian Church; Mr. Robert Zabka, Eastern Illinois University;

Dr. Louis Grado, Eastern Illinois University; Dean Mary Ruth Swope, Eastern Illinois University; Dr. Wayne Owens, Eastern Illinois University; Mrs. June Schapiro and Mrs. Jan Koch, Girl Scout Directors; Mr. and Mrs. Bill Crail, Junior High Chi Rho Leaders; First Christian Church; Reverend Richard Brownfield, Wesley United Methodist Church; Mr. Roger Barry, Coles County Planning Association; Mrs. Coralee Simpson, O E O Field Worker; Christian Women's Fellowship, First Christian Church; and Mrs. Markay Saltmarsh, Nursery Teacher, Presbyterian Church. A large number of other Centers were visited and conferences attended during which communication with others conducting child care programs was initiated. It will be important for the staff and Board to assist the Director in maintaining and continuing a progressive public relations program. It is important for the community to understand the growing need and orientation of child care and for the Center to understand the nature and needs of the community. A concerted fall effort towards soliciting contributions of \$250 from community clubs and churches to pay the difference between those children who are paying \$20 and those who are paying \$15 is recommended. Particular attention should be given the Charleston Women's Club, Church Women from the various churches, and the Charleston Jaycees. Eastern Illinois University fraternity and sorority houses and the residence halls should also be approached early in the fall in order to receive their assistance from Homecoming and Christmas activities. All group contacts should be done by the Center Director to avoid duplication and contradictions. In some cases, Board members may be in a more advantageous position to make community contact with specific groups. In this event, the same person should maintain the contact.

An extensive effort was made to explore any possible sources of funding which were not previously explored. It was determined that nearly all State and Federal sources were inappropriate for this Center. The only possible exception is the Grant-in-Aid Program. This fund applies only to new or to expanding centers, however. An application will be submitted in the event the Center expands its services or the program's legal boundaries are broadened. With local sources the remaining avenue, the 708 Mental Health Board on the county level was suggested by Dr. Wayne Owens as a possible source of large scale funding. A complete proposal was prepared by the writer including job descriptions and specifications for all paid staff members and a comprehensive budget. This has been submitted to the Board and is being considered for 1973-74 funding. This proposal is included as Appendix A and is an important part of this study which embodies all major recommendations involving staffing and budget which grew out of this study. The same basic proposal will be used to request a more modest amount from the United Fund for 1972-73 to support an improved staffing pattern. An interim budget (Appendix B) was prepared by the writer. This budget and accompanying recommendations were aimed at working toward the more complete plan within the Center's more limited present sources of income. Its purpose is to maintain the essential elements of the comprehensive plan until such time as the proposal might receive funding. Four income alternatives were prepared with number 1 being recommended.

Due to donations and a concerted administration effort, the Center's financial debt is now reduced to \$400.00 and the Federal tax status is cleared. Tax exempt status was completed and the name of the Center was changed to Charleston Community Day Care

Center to provide more total community focus including an effort to enroll more community children.

The full license was received from the State of Illinois, Department of Children and Family Services in November, 1971, after numerous conferences with the area licensing representative and suggestions from Mr. Mel Moe of the Mount Carmel Parent-Child Center. A parent project earned the necessary amount to purchase the cots and cribs required for licensing.

The acting Board of Directors of the Center is perhaps this year's greatest achievement. An excellent board, composed of community members, parents of children enrolled, and experts in various fields related to the Center's operation are serving. Board professionals represent education, administration, child development, health, inter-agency and public relations. In addition, two board members are former nursery school teachers and are also volunteering to work with children at the Center. One parent member's wife also volunteers at the Center. This provides the Board with several sources of contact with actual daily activity. One Board member is serving as a liason with the Methodist Church which provides the facilities. However, the Board is attempting to get another representative in addition to promote closer cooperation. The present Board members are:

Dr. Robert Shuff, Chairman	Mrs. Ginny Butler
Dr. Tom Floyd, Vice Chairman	Mr. Tom Robillard
Mrs. Miriam Whitlow, Secretary	Mr. Robert Gray
Mrs. Joyce Spencer	Dr. Joyce Crouse
Mrs. Lillian Price	Mrs. Christine Koppitz

## Curriculum

The nursery room curriculum made considerable progress. A good deal of reorganization of the play space setting up centers of interest enabled the staff to more effectively supervise the children and maintain order. The children found the equipment more accessible and have begun to make better use of it. A number of interesting art activities have been used. Movies, field trips and other interesting activities are now a part of the regular daily program. One concern remains. It seems that most of the children enrolled are still too immature for very much structure. The staff will need to be very careful to pay attention to the children's developmental needs and not to be over-stimulating children with too much planned activity. The staff is not yet skilled in the "teachable moment" approach to working with children, and it is the consultant's belief that this approach is most appropriate to the Center's operation due to the age of the children and the shifting schedules. It is imperative that children be given freedom to explore the possibilities and make their own choices of activities. They must also have opportunities to simply experiment with materials and build skills without any effort at having a finished product. Music is still a weak area and as more records and rhythm instruments are obtained, this area is likely to get more attention. A special effort must be made to become child-centered rather than activity centered.

The goals for curriculum in the infant room were not achieved. Although a few additional toys were added and some efforts were made to interest staff in a more warm and personal approach in providing stimulating activities to the infants on an individual basis, very



little has been accomplished. It seems that infants are still receiving mainly custodial care. More staff, a regularly available resource person to train them, and additional equipment (much of which can be homemade) will be necessary for program improvement. This area should be given major attention in the next year since the infants are at such a crucial age in development.

A great many new toys, climbing apparatus, books and records, and art supplies were purchased through funds donated by individuals and groups. Better understanding and more interesting equipment has reduced misbehavior considerably since children are kept happily and busily involved with the new toys and activities. Additional equipment is still needed in both rooms with a special need for toys allowing the release of aggressive feelings such as punching bags, hammers and stump, puppets, and large muscle activities in the youth room. More imaginative and creative drama props are also still needed.

No effort was made at evaluation of individual progress of children since so much in the way of program and staff development was necessary. The Center staff is not yet qualified to undertake this difficult task, and it is better left to informal observations, and conferences with the children's parents until a trained professional is in daily attendance at the Center. Testing of developmental progress by untrained workers is dangerous in that subtle but important signals are generally missed any many misconceptions and inaccurate assessments may result.

## Staff Training and Development

Monthly staff meetings were held during the fall quarter. During this time problems with individual children were discussed, program and method planning was done, and needed equipment and supplies were determined. Several professionals joined the staff to discuss various aspects of the program. Dr. Joyce Crouse, Mrs. Barbara Joley, Mrs. June Foster and Mr. Larry Gadert (Illinois Grant-In-Aid) attended meetings at the Center. Other professionals consulted in connection with staff training were Miss Mary Lou Anderson, Dean Mary Ruth Swope, Mrs. Julia Triplett, Mrs. June Stark, Mrs. June Bouknight, and Dr. Hal Halehorn (who also volunteered winter quarter at the Center).

After winter quarter began, the staff began to meet alone and to meet occasionally with field students. A great deal of progress has been made in the staff's ability to plan a program in the nursery room. However, the staff is still lacking in ability to deal with interpersonal relationships with children so young. Although discipline problems have shown a dramatic decrease since a more interesting program is available, behavior which is well within the normal range is still providing difficulties for the staff. The staff has had offers made from the Coles County Mental Health Clinic for a consultant to assist with difficult problems. However, dealing with uncooperative behavior is one of the most important duties of nursery teaching and it is imperative that the staff be under daily leadership of a person who is qualified to assist the staff in the development of a consistent and understanding approach to working with both behavior and misbehavior of young children. This should be the single most important priority for the coming year.

The staff members and Board members have taken a number of field trips to other centers around the state. The following were visited:

Mark Twain Early Childhood Program, Charleston

Home Economics Child Development Laboratory, E I U, Charleston

Home Economics Child Development Laboratory, U of I, Urbana

Parent-Child Center, Mt. Carmel

Champaign Community Day Care Center, Champaign

Mt. Carmel Day Care Center, Mt. Carmel

Lawrenceville Day Care Center, Lawrenceville

Several conferences concerned with group programs for young children were also attended by the staff, including sessions in Minneapolis, Effingham, and Chicago.

Many arrangements were made with Eastern Illinois University professors, particularly in Home Economics and Elementary Education to open possibilities for cooperative work and to provide Center volunteer help. Students from these departments have participated, observed, and done their field study work at the Center. Students from the Psychology Department have also treated some of the children, after receiving parental permission. Lakeland students have also done field experience work here, and contacts have been made with the Charleston High School Home Economics staff for cooperative work in training students in child care.

A teacher who can work effectively with both volunteers and children so that all are learning is an important need at the Center. In order to make full and effective use of student volunteer help in improving the Center's program and at the same time help the students learn wise and effective ways of living with young children, a skilled competent teacher with some experience is important.

## Conclusions

The single most important area for future attention is in staff-children relations. Although the staff has shown considerable growth more is necessary because it is this factor more than any other which makes the difference between a good experience for children and a poor one. Although a great deal can be learned through reading and visits, it is my opinion that in depth growth in this area can best take place under the guidance of a skilled and experienced director who is at the Center each day to assist the staff in discussion of problems and events while they are fresh. Although clinical consultants may be helpful in cases of children exhibiting severe behavior disturbances, it is one of the most important duties of child care workers and teachers to be able to meet and deal effectively with children's behavior. Outside personnel should be necessary only on rare occasions.

Second to staff-child relationships is a need for further development of an individually geared developmental curriculum for the infants. This too, must be under the direction of one who is well-prepared in child development and who understands the total development of infants and their needs.

Continued improvement in working with volunteers and participating students is also necessary. Many of these students will be working with young children in the future and the directions that they learn now will be influential in their future work. It is also important for the staff to know how to help the students so that their presence is beneficial to the Center operation, lest they become merely more adults who are in the way, rather than being helpful.

Expanded cooperation with other area Centers, day care homes and nursery schools is another area needing future attention. It is hoped that the Charleston Community Day Care Center can lead in beginning cooperative programs of in-service education, program ideas and discussion of other mutual needs and concerns.

Parent involvement has always been an important part of the Center's operation since its conception, and continued improvement in this area must remain a goal. This year's activities began an extension into programs of parent education as well as in Board, volunteer and fund raising involvement.

Finally, there will need to be continued future efforts toward solving the problem of providing quality care within a reasonable budget. This is a part of a national problem and its ultimate solution will most likely be a part of national, state or county commitment to day care services. Meanwhile, soliciting private contributions and continuously submitting funding requests will be an important duty of the director. The Center should also continue to examine the feasibility of a second location in order to increase the number of children being served. The location should be convenient to low income families and should be near the center of town.

Every attempt should be made toward following the general plan as outlined in the prepared funding proposal, as this plan will provide the best blueprint of future directions and growth which could be determined as a result of this study.

## LOG OF ACTIVITIES

September 13, 1971 A planning conference was held with Mrs. Rosemary Seals, the administrative assistant, and Mrs. Jan McPeak, the director. An effort was made to outline our purposes for the coming year, get acquainted with one another's viewpoints, and schedule planning time. A general direction was determined. The consultant's role was described as supportive and assisting with staff raising questions and exploring possible solutions.

September 15

I observed children in the Nursery room and held a follow-up conference with the teacher concerning specific children.

I met with Mrs. Seals, planning sources for recruitment of additional volunteers, record-keeping of volunteers and observers to make advance arrangements.

I agreed to:

develop an activity card file

prepare charts of ~~names~~ and ages of children

bring felt pieces for name tags

contact EIU professors concerning student participants.

September 17

Further discussions were held with the staff on the need, sources and role of volunteers and participants. The staff has felt they had too many children to supervise. I agree. A

good many of the discipline and adjustment problems which have been referred to me seem to be a result of inexperience and a lack of understanding of small children by the staff. Also, the children have few interesting activities and are bored, impatient, and unhappy.

Dr. Joyce Crouse and I had a phone conversation concerning home economics girls seeking part-time employment.

I met with Mrs. Jayne Ozier about participation of Home Economics 250 students.

September 20

Mrs. Seals, Mrs. McPeak and I worked on Child and Staff Scheduling. I am concerned with the method of assigning staff, but they are convinced that is the only way it can be done. This will require further attention.

At the evening parents meeting, I presented the plans and purposes of my association with the Center. The parents discussed whether to maintain the center or close due to legal and financial problems. The parents unanimously agreed to find a way to keep the center open. Priority needs were seen to be:

portacribs and cots necessary to achieve licensing.

repayment of bank loans.

purchase of equipment.

establishment of an emergency fund.

improving staff salaries.

A bake sale was planned.

September 22

Mrs. Seals, Mrs. McPeak, and I conferred with Mrs. Marge Hall, Regional Supervisor, and Mrs. Jan Miller, Area Licensing Representative, from the Illinois Department of Children and Family Services. The Department's major concerns are;

meeting requirements for full licensing.

greater community involvement.

establishing long-term continuity.

developing an educational program.

conducting parent-study classes.

September 22

Mrs. Seals and I met with Rev. Brace Johnson, First Christian Church, at the center concerning both financial contributions and volunteer efforts from the church. Rev. Johnson also offered to raise the question of cooperative support at the Ministerial Association meeting.

September 23

I phoned Mrs. Vesta Rundle concerning the Center's original developers and background. Mrs. Rundle offered to work with publicity.

September 24

I met with Mrs. Seals concerning the budget, possibilities for filling three open Board positions, publicity plans, and checking with the attorney on efforts to complete filing for tax exempt status.

I asked Dr. Robert Saltmarsh to join the Board. He was unable to serve, but suggested we contact Dr. Tom Floyd.



September 27

I continued to work on gathering budget information with Mrs. Seals, although it seems impossible to find any help in records of previous quarters. We also discussed staff problems and planned the time of Mrs. Lillian Price's volunteer work to free staff for meetings. Mrs. Ginny Butler will represent the Center at the NAYEC Conference in Minnesota. We discussed development of a simple publicity brochure to hand out at the parents bake sale. An equipment needs list was begun.

September 28

I phoned Mr. Robert Zabka concerning the possibilities of reimbursement to the Center for student teachers and participants. He referred us to Dr. Grado and Dean Merigis.

September 28

I talked with Dr. Shuff concerning opening a second Center, possibly at the Presbyterian Church. Also, we discussed the possibility of Dr. Shuff joining our Board.

September 29

Mrs. Seals and I worked on Staffing needs and budget limitations. We also reviewed past attempts at funding.

I played with the children in the infant room to observe specific problems referred to me by the staff. Suggestions were made in several cases. Staff-child relations is a big problem!

- September 30 I phoned Mr. George Crouse, a former Board member to discuss previous board actions and background, after finding that we had no minutes of previous Board meetings.
- October 3 I gave prepared instructions to the teacher of the junior high Chi Rho class of the First Christian Church for making playdough.
- October 4 Mrs. Seals and I further developed guidelines for observers and participants. We planned the October Board meeting and planned to begin using agendas and keepingsminutes of Board action. We also discussed a name change for the Center to indicate a greater community orientation.
- Suggestions and samples of Halloween activities were given to Mrs. McPeak. Dr. Hal Malehorn was asked to become a Board member. He was unable to serve.
- October 11 I explored closets to review supplies, equipment and storage. I listed supplies immediately possible and free or inexpensive and examined patterns of homemade wooden toys for Mr. Richard Koppitz's junior high industrial arts class. I measured sites for bulletin board and felt board.
- Guidelines for participants and observers were delivered to several Home Economics and Elementary Education professors.

I conferred with Dr. Donald Smitley on the possibility of a radio appearance and a newspaper column for the Center.

October 13

I brought in a collection of catalogs, art supplies, a felt board, and other materials made or gathered without cost. I also substituted for Mrs. McPeak while she observed the Mark Twain Early Childhood Program, noting room arrangement and the transition periods between activities.

I also made closer observations as requested by the staff, of children with problems.

October 15

A list of homemade articles was brought for review with Mrs. Seals. This list will be used to help volunteer groups understand our needs and how they can help.

We made plans for a staff meeting after a discussion of staff-child interaction problems.

October 18

Mrs. Seals and I reviewed plans for the Board meeting. We also discussed the Mark Twain observation with Mrs. McPeak, determining if there were some ideas we could use here.

I brought in foam balls obtained free with cereal coupons for use by the infants. Staff has also been encouraged to bring in "throw-away" cartons and materials which could be used by the children,

but little, if any has been brought. The staff seems unable to perceive the possibilities for creative and educational use from these materials, and indeed from even the purchased toys.

October 19

I gave a talk about Christian Community Involvement to the CWF of the First Christian Church dealing with the needs of the Center. The group expressed interest and agreed to hold a work day once a month to make materials on the list.

October 20

I conferred with Mrs. Seals requesting letters to be sent ordering several resource materials. Further discussions of additional Board members and a feasibility study for a second Center ensued.

I brought in playdough made by the Chi Rho group, powdered tempera, and newsprint.

October 25

A conference was held with Dr. Shuff and Mrs. Seals on the use of the Presbyterian Church facilities for a 2nd center.

I conferred with Mrs. Ozier about participants from her class.

I conferred with Mrs. Seals, requesting that she begin to note weekly, monthly, quarterly, and yearly duties and records in preparation for writing a job description and the possibility of her leaving.

Mrs. Seals has also been asked to prepare a list of the women's group chairman or church school

October 26

director for the Charleston Churches as they have been suggested as possible allies by Dr. Shuff.

I met with the paid staff. The following points were discussed:

The Center's financial problems.

The need to provide more community service in order to obtain more community support.

Establishment of a closer relationship with home economics and elementary students at EIU to our mutual benefit.

Relating with children-goals and future directions in program.

A need for observing other centers.

A need for acting as hostesses to participants, giving them guidance and direction about how they can help.

Children who are behavior problems to the staff.

October 27

A list of courses in the early childhood concentration was prepared as a source of future participants.

A phone conversation with Mrs. Barbara Joley about suggestions and help from her, sources of possible materials, and background of the center was held.

Mrs. Seals and I met to discuss the November Board agenda, plan a trip to the Mt. Carmel Parent-Child Center, and arrange to visit the Presbyterian Church to measure space and consider arrangements for a 2nd Center.

October 28

Cupcakes and cookies were sent to the Bake Sale. The parents earned \$52.00, enough to purchase cots.

November 4

Trip to Mt. Carmel with Mrs. Seals, Mrs. McPeak, Rev. Johnson, Mrs. Lenihan, and Mrs. Bergstrom. An excellent visit with both the Center and the associated Day Care Center sponsored by the Christian Church inspired the staff and provided them with many good ideas. The greatest accomplishment of the trip was to renew their failing faith that this Center could improve and become fiscally sound. Mr. Mel Noe gave us a number of good suggestions of people to contact in order to clear up our legal status with the Federal Government, the State and the Department of Children and Family Services.

It was also helpful to see the close relationship between the Day Care Center and the Church.

Storage, use, and variety of materials was also noted.

November 11

The staff meeting was a review of the trip with discussion of possible changes in our Center inspired by the Mt. Carmel Center.

Mrs. Barbara Joley also came to talk about room arrangement and equipment. She responded to a number of questions about discipline and felt that the main problem was poor program planning and lack of good play materials. Mrs. Joley made some

suggestions about possible ways of setting up the room into areas of interest.

I met with Mrs. Seals later in the day to review with her the room arrangements Mrs. Joley and I had discussed after the meeting. Mrs. Seals suggested we plan a work day before the new quarter starts to rearrange furniture, equipment, and cupboards. We decided on:

Block area

Housekeeping corner

Art activities

Quiet activities (puzzles, table toys, etc.)

Music Center

Youth room activities.

November 12

Mrs. Seals, Mrs. McPeak, Mrs. Butler and I met with Mrs. Jan Miller, Mrs. June Foster and Mr. Larry Gadert from the various state agencies concerning funding from the Grant-in-Aid program. We also discussed the development of a 4C program in this area, and discussed solutions to our limited enrollment as being a way of increasing income. All three state representatives were opposed to the idea of opening a new center in order to enroll more low-income children. They felt the socio-economic level of the children attending the center should be lowered and income received for this center on this basis in order to get the center on a sound fiscal basis.

Mr. Gadert also gave us a number of suggestions for preparing budgets and provided us with forms for application. The department only funds new centers or expanding centers. An attempt to enroll 50% low-income children is required.

November 15 Mrs. Seals and Mrs. McPeak rearranged the room into centers of interest similar to the suggestions made by Mrs. Joley and I. They found it a great improvement and found the children were much easier to supervise. The toys were easier to keep track of and the children were more willing to help by putting them away since they were able to see where they belonged. I assisted the staff in cleaning the cupboards and supplies and arranged the books.

November 16 I prepared directions and patterns for making felt board stories for the CWF women.

November 17 I assisted the CWF women in starting on the work day, explained the samples, and answered questions.

November 18. A phone call was made to Baker Furniture about getting a used mattress and springs to use as a trampoline.

November 20 Mrs. McPeak and I planned staff for each room for next quarter. There will be four field study girls, a number of participants and Dr. Hal Malehorn, Mrs. Lillian Price, and Mrs. Ginny Butler assisting on a regular basis.



Mrs. Seals, Mrs. McPeak and I discussed priorities on needed equipment.

December 1

I brought in paper, paint, and several paperback books and suggested several possible Christmas activities, providing samples.

Phone conversations were held with Mrs. Joley, concerning equipment; Mrs. Rundle, concerning a publicity brochure; Dr. Crouse, concerning field study students; and Miss Mary Lou Anderson concerning her assistance at the center.

A description of the Center, its needs and a request for financial support was presented to the Board of Directors of the First Christian Church. They presented us with a \$400.00 contribution.

December 2

Several people with experience in working with children and good personal qualifications were contacted to apply for the part time jobs for Winter Quarter.

December 6

I met with Mrs. Ozier about the 250 participants and talked with Dr. Crouse about meeting with the staff.

December 6

I phoned Mrs. June Stark to discuss the possibility of funding through the state Gifted Program and found it only applied to public schools.

December 6 I conferred by phone with Dr. Howard Smucker, Superintendent of the Charleston Schools about a school census and the possibility of sending home Center information with children. Not much was accomplished.

December 6 I conferred by phone with Mr. Roger Barry about our need for a pre-school census. We planned to talk further at a later date.

December 6 Mrs. Butler and I conferred with Dr. Wayne Owens concerning possible sources of funds locally. Dr. Owens suggested a number of possibilities, especially the 708 Mental Health Board and agreed to do some preliminary checking for us. We also discussed United Fund policies regarding solicitation from other sources.

December 7 A conference with Mrs. Lenihan was concerned with scheduling of staff and children and hiring of aides. Suggestions for collections which might be started were made.

December 13 Mrs. Seals, Mrs. Butler, Mrs. Lenihan, Mrs. McPeak and I met with the Trustees of the Methodist Church to provide information on the Center's progress, clarify financial status, relate policies and describe future plans.

It was an excellent session and good groundwork was laid for future cooperation and understanding.

December 14

Dr. Crouse met with the staff to discuss the role of volunteers and students.

December 14

Meeting of the Board of Directors. A nomination committee composed of Mrs. Spencer, Mrs. Butler and I was appointed. The Board approved plans to begin a monthly news column and Miss Mary Lou Anderson was suggested as a possible writer.

December 15

Provided materials and directions with samples for Christian Church CWF to continue making toys and felt materials.

January 7, 1972

Mrs. McPeak and I met to discuss curriculum plans for the nursery room. Each field study girl was to be assigned a different activity area each week to help her to learn the play possibilities of that area and to gain experience in different kinds of activities. Different educational concepts were to be emphasized each week.

January 10

Mrs. Butler and I conferred with Mr. William Browning personnel director of the Trailmobile Plant concerning the service we could offer to his employees, suggestions for a Center

Board Member, and possible sources of local assistance. The meeting was quite good. Mr. Browning agreed to distribute materials about the Center to his employees and suggested Mr. Harry Ring, OEO Director, as a source of possible equipment and staff help.

January 10 The nominating committee met to select a slate of officers.

January 10 A phone conversation with Miss Mary Lou Anderson dealt with her help at the Center as a Board member and as the writer of the proposed column. She was unable to join the Board, but gave tentative agreement to writing the column depending on her health.

January 10 A phone conversation with Mrs. Betty Boyer dealt with the newspapers approval for the column.

January 11 The Board met and discussed budget, tax problems and bonding.

January 19 I conferred with Mr. Donald Bretsch at Charleston High School concerning cooperative programs with Home Economics and Industrial Arts teachers. Mr. Bretsch had not heard of the Center and after receiving further information- supplied names of faculty members who might be interested.

January 19 A phone conversation was held with Mrs. Seals concerning the news column. She agreed to write in place of Miss Anderson.

January 19

Mr. Jerry Bennett, Executive Director of the Charleston Chamber of Commerce, and I discussed publicity and names of possible Board members. He suggested that a local business be enlisted to sponsor printing our publicity brochure.

January 21

Prop Box materials, books and records were taken to the Center as well as Sesame Street Parent Activity Guides and several other sources of activities.

Mrs. McPeak and I conferred about the progress of curriculum and the work being done by the field study girls. Several problems came to light. Mrs. McPeak needed more clarification about how much the field study girls are expected to do and what their previous training is. She requested that I talk with Dean Swope and possibly meet with the girls to explain curriculum plans. There also seemed to be some difficult staff stresses developing.

January 22

A phone conversation was held with Mrs. Kubicek concerning home economics girls making puppets, doll things, bean bags or other toys. We also discussed briefly a possibility of using the girls in connection with a proposed occupational child care program and made an appointment for further conversation.

January 25

Dean Schlinsog requested a news release concerning the Eastern faculty members who had been elected officers of the Center Board.

January 28

Mrs. Butler and I met with Mr. Harry Ring in Greenup to discuss OEO Assistance for the Center. He indicated several possible ways in which he might be able to provide assistance.

February 3

Mrs. McPeak and the field study girls met to discuss use of the materials made by the CWF for felt board and the blank books made by the Girl Scouts. I used a demonstration approach and then answered questions. The girls questions pointed out to me that they didn't know where things were located nor which things they were allowed to use. Jan agreed to give them a "tour" of the supply cabinets and provide them with additional information.

Other problems bothering field study girls also came to light.

February 3

Mrs. Lenihan and I conferred about the Board agenda.

February 4

I conferred with Dr. Wayne Owens concerning 708 Board requirements for funding proposal. The Board wants a Model program, serving a broader base of children, involving parent training and cooperation with other agencies.

February 5

I phoned Mr. Bob Gray about joining the Board. An appointment was made for a personal conference.

February 7

Mrs. Butler and I conferred with Dean Swope concerning the Home Economics Field Study girls. As a result of this meeting I recommended to Mrs. McPeak that:

- (1) the girls work hours should be shortened and they should attend the Board meetings.
- (2) they should be given a greater variety of duties including a little office work and more activities planning.
- (3) they should become familiar with the Licensing Standards.
- (4) they should meet the licensing representatives.
- (5) the girls should become aware of how the center started, how it is funded, and its administrative problems as well as goals.

February 8

I had a meeting with Mr. Gray to discuss the Center and possibility of Board service. Mr. Gray is interested and agreed to attend the next Board meeting to observe.

February 8

Dr. Joyce Crouse and Mr. Bob Gray presented to the Board. A report of conferences held during the month was given and a rough outline for preparation of a funding proposal was presented. The Board voted to approve the preparation of the funding proposal as outlined.

February 11 I conferred with Dr. Crouse about staffing problems.

February 11 I conferred with Mrs. McPeak about staffing pattern for proposal.

February 15 I conferred with Dr. Crouse about the proposal format, and rationale, job descriptions and priority objectives.

March 14 A Board meeting at the Center was held and dealt with the policy rewrite and the rough draft of the proposal content was presented. A few changes in wages for untrained aides and hours were made. More in the way of rationale was also suggested by the Board members.

March 19 Dr. Crouse and I discussed the proposal budget.

March 20 A conference with Dr. Owens dealt with his preliminary review of the budget. It was given his approval and no changes were made.

March 21 A phone conversation was held with Mr. Dean La France at the Mental Health Clinic, Children and Family Services, to discuss the number of centers in the county, the need for centers, and the extent of child abuse and neglect in Coles County.

March 30 The proposal was signed by Dr. Shuff and submitted to Dr. Owens with a cover letter to the Chairman of the 708 Board requesting that Dr. Shuff be notified when the proposal would be discussed.



April 19                   The field study student, Mrs. Lenihan and I met to review the records which the Center keeps.

May 4                      Mr. Gray called regarding the lack of insurance coverage mentioned in the Board agenda, improper supervision of children and staff members.

May 4                      I conferred with Mrs. Lenihan by phone about the insurance coverage.

May 4                      I met with Mrs. Abell, Chairman of the 708 Board to discuss the possibility of acceptance of the funding proposal. It was well received and acceptance will depend on availability of funds. It would not in any case, be funded prior to June, 1973.

May 8                      An interim plan was prepared for next year aimed at being a transition between present operating procedures and those outlined in the proposal.

May 9                      The budget for the interim plan was prepared.

May 9                      A final summary of the year's work, progress and areas needing future effort was presented to the Board. The proposal was given to each Board member and it was recommended that it be reviewed and discussed at the next Board meeting. The interim plan was also presented and explained.

## SUMMARY

### Accomplishments

The eight months of service as Administrative and Educational Program Consultant to the Center Staff and Board of the Charleston Community Day Care Center dealt with three major areas: Administration, Curriculum, and Staff Training. Progress was made in all three areas.

Administrative accomplishments were mainly in the area of legal clarification such as name change, compliance with full licensing requirements, completion of tax exempt status, correction of Social Security tax problems and increase in the amount of volunteer help. Financial status is considerably improved and preparation of a budget and funding proposal should provide for most future problems.

Curriculum improvements in the nursery room have been dramatic with many good activities and learning experiences now being provided for the children. The addition of new equipment and creative materials and supplies combined with staff visits to other Centers and exposure to professional materials and resource persons has inspired a great deal of growth. The curriculum in the infant room progressed only slightly in that the very youngest children are now using newly acquired large muscle development equipment and are occasionally being helped to use some of the few new small muscle development toys such as stacking, nesting and shape discrimination boxes and blocks.

Progress in staff training has been spotty, with some staff members making considerable growth and others showing very little. Those who have shown personal initiative and energy have gained a great deal from the visitations, resource materials, and resource persons (including two Board members who are experienced nursery teachers and have been volunteering with the children). Volunteers and participating students have received increasing amounts of guidance in their experience at the Center and the entire staff has shown growth in helping them to learn the routines and duties involved in providing child care. The staff has also made efforts at parent education and more is being planned.

#### Areas Needing Improvement

Continued focus of efforts for next year have been recommended in the areas of staff-child relations with emphasis on increasing staff understanding of social and emotional needs and expressions of small children. Greater effort on improvement of the infant room curriculum including acquisition of equipment appropriate for infant use has also been recommended. Other areas needing continued attention are in parent education, cooperation with other area people involved in programs for young children, more effective work with students and volunteers, and financial considerations.

During the course of this study the Center has changed from a rather poorly operated custodial service for young children of university students to a relatively solvent, full day service of fairly good quality with interesting and educational experiences for children from the entire community. As the Center continues its operation next year, it is likely that continued improvement will be seen if a skilled Director can be found.

APPENDICES

A P P E N D I X A

February 7, 1972

## ROUGH OUTLINE OF PROPOSAL

At the Board's direction, a comprehensive plan shall be prepared which will provide for community involvement emphasizing a working relationship with agencies and institutions, both public and private, which share our prime concern for quality care for young children.

The main purpose of the Center will be stated as:

1. to provide inexpensive, top quality care for any young child whose parents need it or want it.
2. to keep time schedules flexible enough to accommodate parents with varying schedules.
3. to serve various agencies and institutions as a training center for persons desiring supervised experience and interaction or observation with small children.
4. to involve parents in a meaningful way in program and policy decisions.
5. to sponsor and/or conduct parent education programs.
6. to promote community cooperation and organization in and among various agencies dealing with young children through the establishment of an area 4C committee or other organizing agency.
7. to provide a place where children and adults of any race, religion or creed can work together for their mutual benefit.

The proposal will include the following elements:

1. Staffing
  - a. job specifications and descriptions for all paid employees
  - b. descriptions of roles and responsibilities of volunteers, student aids, and observers, including minimum qualifications
  - c. provisions for continuous professional growth of staff members
  - d. provisions for regular total staff meetings as a time to deal with such things as curriculum, coordination of needs of volunteers and students, planning for needs of individual children, etc.
2. General statements of curriculum philosophy towards a flexible, individually geared program for each child making use of both purchased and community made materials. A general scope of educational goals for both infants and nursery children will be developed.
3. Policy and Decision-making responsibility will be outlined with the present Board make-up of 50% parents, 50% community and professional volunteers being maintained. The Center will be described as being independent of agencies and institutions in the area, but working cooperatively with them.
4. Plans for a second location of the Center will be developed if QEO and other information show that enough children needing the additional service are present in this community. The most likely location of this center will be the Presbyterian Church. However, if licensing standards, preparation costs, or unwillingness of the church membership become a serious problem, other locations will be examined.
5. A budget proposal will be attached.
6. The Board of Directors will have an opportunity to review the proposal and make any necessary alterations before it is submitted to funding agencies. The same basic proposal will be used with changes only when necessary to meet special requests of the funding agencies to which it is submitted.

## RATIONALE

The primary objective of day care is to meet the needs of children for experiences which will foster their development as human beings. The unacceptability of purely custodial programs and the necessity of a developmental approach have been identified by President Nixon in 1969 as the keystone of Federal policy in child care.

Although figures for Coles County are not available, nationally, more than 4 million children under 6 years of age have working mothers. Of these 1,600,000 are under 3 years of age. Projections for 1970-80 indicate an increase of 43% in the number of mothers with children under 5 years of age in the labor force.

An extensive study conducted by the Child Welfare League of America has indicated that the greatest proportion of working mothers are found in rural counties. These women come most often from lower income families. In this study, 49% of the working mothers have husbands earning less than \$5,000 a year. The remaining half are from middle income families. The study further concludes that mothers are more likely to work when husbands have low incomes, little education, and hold jobs that require little training or skill. Mothers who head households also contribute large numbers to the female labor force. But, most working mothers are married and living with their families.

There are many reasons why more and more mothers are going to work. In some cases the husbands are disabled. In others, mothers work to supplement the family income, to help finance further education for their husband, or to save for the future education of their children. Many mothers also head households due to divorce, separation, desertion, or illegitimacy. Child care is a major need of the working mother. Many young mothers are attempting to complete college or Junior College degrees as a future investment. These women are also in need of child care services. Many women, particularly those with professional backgrounds and higher educational levels work because they want to or have been told to by family doctors. Satisfactory child care is the greatest concern of working mothers.

The mental stress on mothers who are working or studying away from home is great. Frequently, they have no friends or relatives in the area who can care for their children. Sometimes, friends and relatives who do provide such care are not qualified to deal with the needs of young children. Parents are also, frequently lacking in background for making the selection of a suitable person to care for their children.

In addition to work, school, financial difficulties, housekeeping, and the necessary chores involved in caring for small children, these mothers often suffer from criticism and guilt feelings because they are not at every moment with their child in the traditional mothers' role. The family is often already under stress if mother finds it necessary to work.

Young parents who are beginning a home or going to school find themselves deluged with work and new responsibilities. They are often too tired at the end of a long day to provide stimulating and enjoyable daily experiences for their children. They frequently have no training or background for providing activities which may be beneficial to their children.



Often, student and working parents are in a period of changing socio-economic status. Sociologists and psychologists have found mental stress and pressures to be great during this period. It must be remembered that it is the young child who suffers most from inadequate care, lack of stimulating experiences, and family pressures.

The availability of excellent child care can reduce the pressures and worries of these families and make the time actually spent with their children more relaxed and enjoyable for both.

Information obtained from Coles County Mental Health, Department of Children and Family Services, indicates that approximately 20 child neglect referrals are made to that office each month. In addition, about one case of child abuse is filed each month by a Coles County physician. The department estimates about 50% of these cases deal with families having pre-school aged children.

The department lists 64 licensed day care homes in Coles County. Licensing is based on an inspection assuring that minimal health and safety standards are met. There are no training or competency requirements for operators and no program or activity requirements. Nearly all of these homes provide little more than supervised custodial care. There are five licensed full-day centers in Coles County. Only two are in Charleston. One of these, licensed for ten children, is privately owned and operated. The other is the Charleston Community Day Care Center. This Center was begun approximately three years ago to provide low cost care for children of working and student mothers in the Charleston area.

The center has had severe financial difficulties and has been inadequately staffed for the kind of total service it hopes to provide.

### OBJECTIVES

The Charleston Community Day Care Center will operate a full day care facility open between 7:30 a.m. and 5:30 p.m., for children between the ages of three months and six years as a non-profit corporation under the direction of a Board of Directors. The Board will be composed of 50% parents, 50% community and professional volunteers. The Center will maintain independence of agencies and organizations in the community, but will work closely and cooperatively with them. The Center will operate in keeping with the following purposes:

1. to provide inexpensive, top quality care for any young child whose parents need or want it without regard to race, religion, national origin, or creed.
2. to accept part-time children in order to meet the needs of working parents and students who have varying schedules.
3. to provide educationally stimulating programs for both infants and nursery age children.

4. to involve parents in a meaningful way in program and policy decisions and implementation.
5. to provide opportunities for parents to reduce child care cost by earning a portion of their child's fees through participation as an aide at the center.
6. to promote community cooperation and organization among various agencies dealing with young children through the establishment of an area organization of public and private operators, directors, teachers, and other child care personnel involved in programs for young children.
7. to sponsor and/or conduct parent education programs.
8. to detect signs of individual physical, social, emotional, or intellectual problems at an early age and make referrals to appropriate agencies.
9. to prevent the development of behavioral problems by providing an interesting, stimulating planned program of activities and rest based on the needs of young children.
10. to serve various agencies and educational institutions by providing a center for persons desiring supervised experience and interaction or observation with small children.

#### PROCEDURES FOR IMPLEMENTATION

The center will employ a highly qualified Director and a skilled, certified teacher as well as paraprofessionals. The educational program will be an individually geared, flexible, and informal learning environment with an emphasis on developing independence, self-confidence and enthusiasm for learning. However, the first major concern will be for the total health and safety of each child as required for quality care.

The center hopes to serve as a model of good programs for children with an open policy which encourages area day care operators to visit, observe, contribute, and learn.

The Chairman of the Board will serve as Project Director until the Center Director is selected in keeping with the attached Job Specification.

#### STAFF

While the Center will be open from 7:30 a.m. to 5:30 p.m., the staff is planned for maximum attendance in each room between 9:00 a.m. and 4:00 p.m. each day. The number of paid employees in the room is the minimum number required to satisfy the staff-child ratio prescribed under licensing standards of the Illinois Department of Children and Family Services. The hours for paid staff are in large blocks in order to provide more continuity and security for the

children. Volunteers, participating students, field study students, high school occupational child care students, parents, and OEO employees will also be used as much as possible in order to give more individualized attention to the children and to operate a quality program. The Center would be able to operate within licensing requirements and provide good physical care with only the paid staff.

The hours of 12:00 a.m. to 2:00 p.m. on Mondays will be used for staff planning with all paid employees required to be present. The staff meeting will overlap with the lunch hour and will be held at the Center. The children will be napping during this period. A minimal staff will be necessary for supervision. Two volunteers will be scheduled for the infant room, one for the nursery room. The clerk-steno will handle routine office needs during this period. The entire staff will be in the Center, on call, in case of emergency.

On Fridays from 12:00 a.m. to 1:00 p.m., the nursery staff will meet with the director. One volunteer will supervise the napping children.

On Wednesdays from 12:00 a.m. to 1:00 p.m., the infant room staff will meet with the director to discuss adjustment and individual needs of the infants and to discuss the infant room program. Two volunteers will supervise the infants during this period.

The consultation services provided by the proposed Mental Health Consultant may be scheduled to coincide with staff meetings when necessary.

By scheduling the Director to work individually with the infants, she can be more easily interrupted to talk with parents when necessary. If she is in the infant room during the hours scheduled, she will be in contact with every infant who is enrolled. Also, while working with the infants will require skill and special knowledge, it will require less time in the way of preparation and clean-up (no paints, play dough, sand, water, etc.). This will also put a third staff person in the room during the most active part of the day.

The Director's hours will be flexible to allow visits with agencies and organizations providing volunteers and services, board meetings, and meetings with Federal and State representatives. She will plan to be at the Center between the hours of 9:00 a.m. and 5:00 p.m. unless she is away from it for Center business, in most instances.

SCHEDULEInfant Room — 14 Children

7:30 a.m.	—	9:00 p.m.	Aide 1 (Assistant Teacher) open
9:00 a.m.	—	12:00 m.	Aide 1, Aide 2, Director (9:30 a.m. - 11:30 a.m.)
12:00 m.	—	1:00 p.m.	Aide 1, Aide 2, Aide 3
1:00 p.m.	—	4:00 p.m.	Aide 1, Aide 3, Director (1:30 p.m. - 3:30 p.m.)
4:00 p.m.	—	5:00 p.m.	Aide 3, Aide 5 (all children in infant room)

Nursery Room — 11 Children

8:00 a.m.	—	9:00 a.m.	Aide 4
9:00 a.m.	—	12:00 m.	Aide 4, Teacher
12:00 m.	—	1:00 p.m.	Aide 4, Teacher, Aide 5
1:00 p.m.	—	4:00 p.m.	Aide 5, Teacher
4:00 p.m.	—	5:30 p.m.	Teacher preparation (clean-up — lock-up)

OTHER STAFF

9:00 a.m.	—	12:00 m.	Clerk-Steno
10:30 a.m.	—	12:30 p.m.	Cook
3:00 p.m.	—	4:00 p.m.	Housekeeper (3:00 p.m. - 5:00 p.m. on Friday)

JOB DESCRIPTION

**Title:** Director of the Charleston Community Day Care Center

**Duties:** Experienced Early Childhood teacher with administrative ability to be responsible to the Board of Directors of the Charleston Community Day Care Center for the overall operation of the center including the following duties.

1. Recruit and hire staff, with the Board's approval.
2. Schedule paid staff, volunteers, parent workers, and children.
3. Develop curriculum in cooperation with staff, Board, and parents.
4. Plan and provide in-service training for staff and parents.
5. Maintain community public relations and broaden relationships with community agencies that serve young children.
6. Prepare funding and budget information subject to Board approval.
7. Develop and implement learning appropriate for infants.
8. Prepare forms and statements for State, Federal, and other agencies.
9. In consultation with teacher and parents, refer to appropriate sources of professional assistance children who are demonstrating emotional, social, physical, or other developmental difficulties.
10. Supervise all staff, parents, and volunteers.
11. Confer, plan, and evaluate with supervisors of participating students and field study students.
12. Order supplies and equipment based on staff requests and budget limitations.
13. Speak to local clubs, churches, and service groups about the Center's services.
14. Supervise payroll and bookkeeping.
15. Maintain all necessary staff, children, and administrative records.
16. Maintain communication with the Wesley United Methodist Church Board and Minister.
17. Arrange parent meetings and educational forums.
18. Lead in the development of a local organization of public and private day care and nursery teachers.

19. Confer with parents about their child's progress and adjustment.
20. Maintain a safe, healthy, happy, and intellectually stimulating environment for children, in compliance with licensing requirements established by the Illinois Department of Children and Family Services.
21. Supervise planning, preparation, and serving of meals and snacks.

JOB SPECIFICATIONS

Title: Director

Function: Chief Administrator responsible for supervision and coordination of all functions of the Charleston Community Day Care Center and Project Director of the funding contracts. The Director will also work in the Infant Room for approximately four hours per day.

Salary: \$9,250.00 per year.

Hours: 9:00 a.m. — 5:30 p.m. at Center; other when necessary.

Education: Master's degree in Education or Home Economics with concentration in Early Childhood Education or Child Development, is preferable. Course work should include child development, psychology, community relations, parent education, socio-economic influences on family life, curriculum for pre-primary children, and educational administration and supervision.

Applicants lacking a Master's degree will be considered if experience and personal abilities are outstanding.

Experience:

1. At least three years teaching, with at least one year at or below first grade, or comparable work experience with pre-school children is preferable.
2. Applicants should have had some work, either paid or volunteer, in a group program for pre-primary children.
3. Service in a leadership role working with either adults and/or children in organizations such as professional associations, 4-H, Girl Scouts, PTA, etc. is helpful.

Personal and Professional Qualities:

1. Ability to talk easily with young children informally, enjoying their company and conversation.
2. Ability to understand and accept uncooperative behavior, as well as cooperative behavior with poise and charm.
3. Initiative and professional knowledge necessary to work creatively without supervision.
4. Evidence of maturity, personal stability, enthusiasm, and self-confidence.
5. Ability to work cooperatively with parents and professional colleagues, and to plan and implement in-service and workshop activities for adults.
6. Ability to relate professionally with college students.

7. Evidence of professional competence in determining and teaching skills and concepts at a level suitable for pre-primary children on an individual basis.
8. Experience and/or training in handling both routine and emergency physical care and health, nutrition, and first aid needs of small children.
9. Experience and personality necessary to safeguard the emotional health of young children.
10. Good health and speaking voice.
11. Knowledge and ability to detect early signs of mental, emotional, social, physical, or learning difficulties, and to make referrals to agencies providing professional services.
12. Evidence of continuing professional growth.
13. Administrative and supervisory skill necessary for dealing with staffing, budgeting, licensing requirements, maintenance of records and other operational responsibilities.



JOB DESCRIPTION

**Title:** Head Teacher (Ass't. Director)

**Duties:** Certified teacher responsible to the Director to plan and implement daily programs for young children at the Charleston Day Care Center including the following duties:

1. Work closely with Director in planning and implementing the curriculum of the entire center.
2. Supervise children, staff and volunteers for all activities, materials and equipment in the nursery room, including snacks, lunch, and nap period.
3. Assume supervisory responsibility for the entire Center in the Director's absence.
4. Cooperate with institutional supervisors in planning for student participants' activities and experiences.
5. Plan and implement an individualized educational program for each of the pre-primary nursery room children which is consistent with the Center's broad curriculum.
6. Develop and maintain a safe, healthy, and intellectually stimulating learning environment in the nursery room.
7. Confer with parents concerning adjustment, participation and progress of children enrolled in the nursery room.
8. Develop and explore appropriate teacher made materials.
9. Assist the Director in planning workshop programs for parents and other Center personnel.
10. Suggest items of equipment and supplies to be ordered.
11. Keep necessary records for nursery room children.
12. Close and lock the Center at 5:30 each weekday.
13. Attend Board meetings and parent workshops when necessary.

JOB SPECIFICATION

Title: Head Teacher (Ass't. Director)

Function: Plan and implement activities and supervise all staff, volunteers, and approximately 12 children in the nursery room. Assume responsibility for the entire center in the Director's absence.

Salary: \$7,000.00 per year (50 weeks)

Hours: 9:00 a.m. - 5:30 p.m.

Education:

1. Validated Illinois Elementary Teaching Certificate, or certification in Early Childhood Education when available.
2. B.S. in Elementary Education or Home Economics with emphasis in Early Childhood Education or Child Development.
3. Minimum of 6 semester hours of university level study in child growth and development.
4. Minimum of 3 semester hours of study in socio-economic influences on family life or comparable experience.
5. Minimum of 3 semester hours of Child Psychology.
6. Minimum of 3 semester hours in parent education, school community relations, or experience in a leadership role of an organization involving children and adults such as Girl Scouts, 4H, or PTA.

Experiences:

1. Student teaching at Kindergarten or Nursery level, or 1 year of Supervised employment in an early childhood program is required.
2. Elementary teaching experience with at least one year at or below first grade is desirable.
3. Diverse and varied experience background gained through employment, volunteer work, travel or hobbies is helpful.

Personal & Professional Qualifications:

1. Ability to talk easily with young children informally, enjoying their company and conversation.
2. Initiative, creativity, and professional knowledge necessary to work with a minimum of supervision.
3. Maturity, personal stability, enthusiasm and selfconfidence necessary for ease in relating to both children and adults.

4. Ability to work cooperatively with staff, parents, volunteers, and collaga or high school participants.
5. Thorough knowledge of the social, physical, emotional, and intallectual needs of young children and their abilities.
6. Ability to understand and accept uncooperative behavior as well as cooperative behavior with poise and charm.
7. Ability to handle both routine and emergency physical care and health, nutrition, and first aid needs of small children.
8. Good Health and speaking voice.
9. Evidence of continuing professional growth.

JOB DESCRIPTION

**Title:** Assistant Teacher

**Duties:** Trained Child Care Worker to be responsible to the Director for program and environment in the infant room of the Charleston Community Day Care Center including the following:

1. Full responsibility for care, safety, and health for approximately 15 infants including feeding, diapering and playing.
2. Supervise aides, volunteers and parents in the infant room.
3. Keep necessary records of infants as requested by the Director.
4. Assist the Head Teacher and the Director in planning and implementing curriculum.
5. Suggest materials and supplies needed for the infant room.
6. Be at the Center at 7:30 a.m. to open each day with full responsibility for all children present between 7:30 a.m. and 8:00 a.m.
7. Assist the Director and Head Teacher in planning parent workshops.
8. Explore materials for use in infant stimulation activities as suggested by the Director.

JOB SPECIFICATION

Title: Assistant Teacher

Function: Provide safe, healthy and nurturing environment for approximately 15 infants ranging in age from 3 months to 2 years.

Salary: \$3,500.00 per year (\$1.75 per hour, 40 hours per week for 50 weeks)

Hours: 7:30 a.m. to 4:00 p.m.

Education:

1. 21 years of age or older.
2. High School graduate with occupational child care training or graduate of 2 year Junior College child care program.
3. Supervised practicum in an agency or center providing care for young children, preferably including infants.

Experience:

1. One year or more of paid employment as a child care worker is desirable.

Professional and Personal Qualifications:

1. Ability and desire to care for the basic physical needs of infants with confidence and enjoyment.
2. Interest in continuing to learn about the needs of infants and desire to explore new ways of meeting these needs.
3. Evidence of personal maturity, stability, enthusiasm and self-confidence.
4. Good health and speaking voice.
5. Ability to work cooperatively with aides, professional staff, volunteers, parents and student participants.

JOB DESCRIPTION

**Title:** Child Care Aide

**Duties:** Assist and work under the direction of the Teacher or Assistant Teacher in caring for children enrolled at the Charleston Community Day Care Center including:

1. Diapering and toileting
2. Feeding
3. Comforting
4. Playing
5. Assisting with learning activities
6. Other duties assigned by Teacher, Assistant Teacher or Director.

JOB SPECIFICATION

Title: Child Care Aide

Function: Care for infants and young children under the direction of the teacher or assistant teacher.

Salary: \$1.65 per hour

Hours: Aide 2 Infants - 9:00 to 1:00 (2:00 Monday)  
Aide 3 Infants - 12:00 to 5:00  
Aide 4 Nursery - 8:00 to 1:00  
Aide 5 Nursery - 12:00 to 5:00

Education:

1. High School diploma is desirable but not required. Some course work concerning young children taken, high school Home Economics, Junior College child care or Adult Education is desirable.

Personal Qualifications:

1. Ability to be comfortable and relaxed in caring for young children and infants.
2. A pleasant personality with warmth and humor.
3. Enjoyment of children and acceptance of their differences and difficulties.
4. An open, learning attitude.
5. Ability to work cooperatively with parents, professional staff, volunteers and student participants.
6. Good health and speaking voice.
7. Sense of responsibility as necessary to be at the Center at assigned times and to accept assigned duties.

JOB DESCRIPTION

**Title:** Clerk-Steno

**Duties:** Secretarial, receptionist and bookkeeping duties under the supervision of the Director of the Charleston Community Day Care Center including these duties:

1. Type correspondence, Board Minutes, and agendas, memos, and other Center communications.
2. Prepare and record payroll.
3. Answer the phone.
4. Collect fees and write receipts.
5. Keep financial records as requested by the Director.
6. Keep staff and children's files up-to-date.
7. Fill out equipment and supply order forms.
8. Assist staff with preparation of teaching materials such as name tags, charts, books, etc.
9. Fill out forms necessary for County, State and Federal Agencies as requested by the Director.
10. Assist in the Supervision of children under the direction of the Director or Teacher, if necessary.
11. Other clerical duties as assigned by the Director.



JOB SPECIFICATION

Title: Clerk-Steno

Function: Clerical duties under the supervision of the Director of the Charleston Community Day Care Center.

Salary: \$1.65 per hour, 20 hours per week.

Hours: 9:00 to 12:00 (10:00 to 1:00 on Mondays)

Education & Experience:

High School graduate with courses in typing, bookkeeping and general office procedures is required. Some previous bookkeeping experience is desirable.

Personal Qualifications:

The Clerk-Steno will greet parents, children and visitors to the Center and must be:

1. Pleasant, courteous and friendly, to children and adults.
2. Mature and confident.
3. Able to work with a minimum of supervision.
4. Able to perform assigned duties quickly, neatly, and efficiently in spite of frequent interruptions.
5. Able to take direction.
6. In good health.
7. Able to enjoy young children.

## EVALUATION

An oral six months' progress report will be given by the Director to the Board of Directors of the Center and to the Board of the funding agency, if requested. A written annual report will be prepared in which the degree to which each of the objectives have been met will be discussed. The report will also contain written recommendations for changes in 1973-74.

## FUNDING RATIONALE

The Center has a number of special features which make outside funding necessary. One major financial difficulty is to provide low-cost care in order to serve low-income working or student parents. The Center uses a sliding fee scale with parents of only two children currently paying the maximum of \$20 weekly. The majority are paying \$15 weekly. The Center is one of few (we have been told less than six) in the State which accepts babies. Caring for infants requires more staff and a slight increase in supplies. The emphasis on quality program and educational opportunities also increases staff and materials cost. The rent and utilities are donated by the Wesley United Methodist Church; however, the limit on rooms available for use by the Day Care Center restricts licensing of this facility to 25 children being present at any one time. Thus, administrative, secretarial, and teacher costs are somewhat high proportionately. The Center enrolls approximately 40-45 children at any time, due to children who attend half days, operates at capacity, and maintains a waiting list. Fee income is reduced due to some parents who work at the Center to earn a portion of their child's fees.

The proposed budget is in keeping with recommendations and expenditures set forth by the Day Care Council of America, the Child Welfare League, the United States Department of Health, Education and Welfare, and the Illinois Department of Children and Family Services.

H.E.W. RECOMMENDS an expenditure of \$2,000 per year per child for quality day care. The attached budget, based on 250 days per year can be broken down into the following statistics:

	Capacity (25)	Estimated Enrollment* (25)	Estimated Attendance* (21)
per day	\$6.99	\$6.99	\$8.32
per year	\$1,746.30	\$1,746.30	\$2,080.00

The income from fees is approximately \$300.00 per week, \$15,000.00 per year.

\*Adjusted for half day children.

CHARLESTON COMMUNITY DAY CARE CENTER

Proposed Annual Budget 1972-73

	Center Fee Income	Contributions In-Kind	Mental Health Funds	TOTAL
<b>I. Salaries</b>				
1. Director - 100% for 12 mo.			\$ 9,250.00	\$ 9,250.00
2. Teacher - 100% for 50 wks. @ \$3.50 per hr.	\$ 4,000.00		3,000.00	7,000.00
3. Ass't. Teacher - 100% for 50 wks. @\$1.75 per hr.	2,000.00		1,500.00	3,500.00
4. Aides-(4) 100% for 95 hrs. per wk. for 50 wks. @\$1.65 per hour	5,637.50		2,200.00	7,837.50
5. Clerk-Steno- 100% for 20 hrs. per wk. for 50 wks. @\$1.65	650.00		1,000.00	1,650.00
6. Cook-100% for 10 hrs. per wk. for 50 wks. @ \$1.65	250.00		575.00	825.00
7. Housekeeper- 100% for 6 hrs. per wk. for 50 wks. @ \$1.65	295.00		200.00	495.00
8. Nurse-100% for 1/2 day per wk. for 50 wks. @\$1.30 per 1/2				
			625.00	625.00

Proposed Annual Budget 1972-73  
(Continued)

II. Taxes 4.5% of an anticipated payroll to cover soc. sec., workman's comp., unemployment etc.	\$ 577.46		\$ 797.63	\$ 1,375.09
<b>SUBTOTAL</b>	<b>\$ 577.46</b>		<b>\$ 797.63</b>	<b>\$ 1,375.09</b>
III. Occupancy				
1. Telephone-12 no. @ \$16.50	200.00			200.00
2. Rent, utilities		\$ 3,000.00		3,000.00
<b>SUBTOTAL</b>	<b>\$ 200.00</b>	<b>\$ 3,000.00</b>		<b>\$ 3,200.00</b>
IV. Food-1 lunch and 2 snacks per day per child	400.00		500.00	900.00
<b>SUBTOTAL</b>	<b>\$ 400.00</b>		<b>\$ 500.00</b>	<b>\$ 900.00</b>
V. Materials, supplies				
1. office	100.00		400.00	500.00
2. Art, consumable	150.00		600.00	750.00
<b>SUBTOTAL</b>	<b>\$ 250.00</b>		<b>\$ 1,000.00</b>	<b>\$ 1,250.00</b>
VI. Equipment	600.00		650.00	1,250.00
<b>SUBTOTAL</b>	<b>\$ 600.00</b>		<b>\$ 650.00</b>	<b>\$ 1,250.00</b>
VII. Misc.	140.00		610.00	750.00
<b>SUBTOTAL</b>	<b>\$ 140.00</b>		<b>\$ 610.00</b>	<b>\$ 750.00</b>
<b>Total Fee Income</b>	<b>\$14,999.96</b>			
<b>Total In-Kind Contribution</b>		<b>\$ 7,375.00</b>		
<b>Total Mental Health Contribution</b>			<b>\$21,282.63</b>	
<b>Total Contract</b>				<b>\$43,657.59</b>

A P P E N D I X B

SUGGESTIONS FOR 1972-73

Budget:

<u>Director</u>	( $\frac{1}{2}$ time; hrs. Mon.9-2, Tues&Thurs 9-12 Wed & Fri. 9-1)	\$ 4,750.00
<u>Teacher</u>	(9-5:30 daily; \$2.50 per hour)	5,000.00
<u>Asst. Teacher</u>	(7:30-4:00 in infant room; \$1.75 per hour)	3,500.00
<u>Aide 3</u>	(12:00-5:00 daily; infant room; \$1.65per hr)	2,062.50
<u>Aide 4</u>	(8:00-1:00 daily; \$1.65 per hour)	2,062.50
<u>Clerk-Steno</u>	(9:00-1:00 daily; \$1.65 per hour)	1,650.00
<u>Cook</u>	(10:30-12:30 daily; \$1.65 per hour)	825.00
<u>Housekeeper</u>	(3:00-4:00 daily, 3:00-5:00 Fri; \$1.65perhr)	495.00
	TOTAL SALARIES	<u>\$20,345.00</u>

<u>Taxes</u>	(2.5% of payroll)	508.63
<u>Occupancy</u>		200.00
<u>Food</u>		900.00
<u>Materials, Office Supplies</u>		100.00
<u>Miscellaneous</u>		100.00
	TOTAL BUDGET	<u>\$22,153.63</u>

<u>United Fund</u>	\$3,000.00	
<u>Parent Project</u>	<u>150.00</u>	
		<u>3,150.00</u>
	TOTAL NEEDED	<u>\$19,003.63</u>

Aide 2 (Inf. room 9:00-1:00 daily OEO or Field Study Student)  
 Aide 5 (Nursery room 12:00-5:00 daily OEO or field study student)  
 Nurse (Volunteer)

Equipment - Special contributions

INCOME ALTERNATIVES - All figures are based on maintaining capacity enrollment and a 50 week yearly operation. All plans would attempt to reduce fees from \$20 to \$15 for lower income children as contributions can be raised.

1.	16 ch.@420	\$16,000.00	2.	20 ch.@\$20	\$20,000.00
	5 ch.@\$15	3,750.00		2 $\frac{1}{2}$ staff children	
	1 Tchr.ch.(or if no child, additional \$750.00 pay)			parent work-off not to exceed 37 $\frac{1}{2}$ hrs.perweek.	
	$\frac{1}{2}$ Dir.ch.(or \$375.00additional pay)				
	1 Asst. Tchr.ch.(or additional 15¢per hr.after 6 mon. retroactive for 3mo.)				
	1 $\frac{1}{2}$ (Parent work-off hrs. totaling not more than 22 $\frac{1}{2}$ hrs. per week.)			25 children	\$20,000.00
	25 children	\$19,750.00 per year			
3.	10 ch. @ \$20	\$10,000.00	4.	5 ch. @ \$20	\$ 5,000.00
	13 ch. @ \$15	9,750.00		20 ch. @ \$15	15,000.00
	2 ch.(Parent work off hrs. not to exceed 30 hrs. per week)				
	25 children	\$19,750.00		25 children	\$20,000.00

Priorities as more funds become available:

- a. Pay increased for good staff who have worked at the Center for 6 months or more.
- b. Hire Aide 2 ( \$33 per week additional cost)
- c. Hire Aide 5 ( \$33 per week additional cost)
- d. Increase Director's hours to allow afternoon work with infants and aide training.
- e. Increase materials and supplies allowance.
- f. Increase teacher's salary.
- g. Purchase equipment.
- h. Increase Director to full time.

RECOMMENDATIONS

Attempt to make a gradual transition to the plan outlined as new staff are hired by employing them in one of the specific positions outlined in accordance with job descriptions and specifications, although the hours may not be the same temporarily.

By September, have the 3 paid and 2 unpaid staff as outlined, with present staff who continue here filling one of the outlined positions which is acceptable to both the staff member and the Board.

Use annual contracts for Director, Teacher and Ass't. Teacher.  
Require two weeks notice for other staff.

Make a list of equipment items wanted by examining each center and determining what could contribute most to the development of that play area.

List supplies needed.

Plan a priority order for supplies, equipment and other needs in the event contributions are received or additional income is realized.

A P P E N D I X C



ARTICLE FOR CHARLESTON TIMES - COURIER

SUBMITTED TO DR. SCHLINSOG

At the January meeting of the Board of Directors of the Charleston Community Day Care Center Dr. Robert V. Shuff was elected president. Also elected were Dr. Thomas Floyd as vice-president and Mrs. Miriam Whitlow as secretary.

Dr. Shuff and Dr. Floyd are both Elders and members of the Session of the Presbyterian Church. Dr. Shuff heads the Department of Administration and Supervision at Eastern Illinois University. In addition to active participation in a number of professional and university organizations, Dr. Shuff has been active in several community groups.

Dr. Floyd is also a member of the University's Faculty for Professional Education, teaching courses for students majoring in elementary and junior high education. He is also head of the Christian Education for the Presbyterian Church.

Mrs. Whitlow is the mother of two children: Betha age 3 and Steven age 2. Betha is currently enrolled at the Center. Mrs. Whitlow, a member of the Unitarian Church is also currently serving as the Newsletter editor of the Charleston Branch of the Women's International League for Peace and Freedom.

The Center was originally begun as one project of the interdenominational committee on social concerns. As the Center has expanded to serve a larger

segment of the community, the parent churches have been asked to reaffirm their support.

Approximately half of the Board members are parents of children enrolled at the center. The remaining members belong to community churches, some being professionals in areas related to the Center's operations.

All of the present Board members have in some way taken an active roll. In addition to those who will be serving as officers, Mrs. Joyce Spencer, (Catholic) and Mrs. Christine Koppitz, (Lutheran) have assisted in organizing parent projects; Mrs. Ginny Butler (Methodist) and Mrs. Lillian Price (Unitarian) volunteer time to work with the children; and Mrs. Marilyn Buxton, (First Christian) serves as the Administrative and Educational Program Consultant to the Board and the Staff.

# **Letter to Editor**

## **Day Care Center Needs Help**

To the Editor:

I have been working closely with the Charleston Community Day Care Center (formerly the Eastern Student Day Care Center) since September. I am somewhat overwhelmed by the response of this community to our pleas for assistance. The Center is now open to any child in this area. Tuition, charged on a sliding fee scale, is the center's only source of income. Since top quality care for young children is very costly, community help has been, and will continue to be needed. As local groups have understood our need, they have responded with generosity in so many ways!

The Center staff and Board of Directors would like to thank again those who have helped this fall:

The Wesley Methodist Church - for the donation of their facilities, utilities, and their moral support during the fledgling stage in this effort.

The First Christian Church - for a substantial financial contribution to assist in debt retirement and operating costs.

Andrews Hall, EIU - for a contribution for moveable climbing equipment.

Christian Women's Fellowship of the First Christian Church - for the felt board materials made at the first of their monthly Work Days for the Center.

Girl Scout Troops 353 and 291 - for books and play jewelry.

Chi Rho of the First Christian Church - for a large supply of homemade play dough.

Mr. Richard Koppitz and the junior high industrial arts class - for wooden stack toys.

Beta Sigma Phi Sorority - for toys donated by individual members.

Rev. and Mrs. Jack King, Rev. and Mrs. Tom Seales, Mr. and Mrs. Patrick Lenihan, and EIU faculty who contributed to Dr. Tingley's Fund - for financial contributions.

Mrs. Vesta Rundle - for preparation of publicity materials.

Mr. Mike Plunkett - for legal assistance.

So necessary to the Center's operation are the many volunteers who assist the staff in caring for the children. There have been many hours of volunteer time donated by EIU students and parents of the children. In addition the assistance of the following talented, experienced volunteers has been invaluable: Mrs. Markay Saltmarsh, Mrs. Ginny Butler, Mrs. Lillian Price, Dr. Hal Malhorn.

We also wish to thank Dr. Joyce Crouse and Mrs. Barbara Joley who have taken time from their busy schedules to answer our questions.

This joint effort has been a tribute to our community's year-round Christmas spirit.

Any church groups, clubs or individuals who are interested in assisting the Center in some way in the coming month may call Mrs. Lenihan or Mrs. McPeak at the Center number, 345-3111, for suggestions and information.

Thanks again to all of you!

Marilyn Buxton, Administrative  
and Educational Program Consultant

A P P E N D I X D

STATE OF ILLINOIS  
DEPARTMENT OF CHILDREN & FAMILY SERVICES  
Division of Systems & Data Processing

DAY CARE CENTERS

For month of: \_\_\_\_\_ 19\_\_\_\_

Center Reporting \_\_\_\_\_  
(Name as licensed)

Address \_\_\_\_\_  
Street City Telephone

A. CHILDREN RECEIVING SERVICE

Number of children

- 1. Brought forward from last month (item 5 last month) . \_\_\_\_\_
- 2. Admitted to Day Care Center during month ..... \_\_\_\_\_
  - 2a. Admitted first time this fiscal year ..... -----
  - 2b. Readmitted during fiscal year ..... -----
- 3. Total enrolled during month ..... \_\_\_\_\_  
(Line 1 + line 2 = line 3)
- 4. Discharged or dropped during month ..... \_\_\_\_\_
- 5. Enrolled in Day Care Center at end of month ..... \_\_\_\_\_  
(Line 3 - line 4 = line 5)
  - 5a. Less than six years old ..... -----
  - 5b. Six years and older ..... -----
 (The sum of 5a + 5b = line 5)

B. ATTENDANCE

- 6. Number of days center operated during month ..... \_\_\_\_\_
- 7. Total days of care provided children during the month ..... \_\_\_\_\_
- 8. Average daily attendance ..... \_\_\_\_\_  
(Line 7 divided by line 6 = line 8)  
over

C. OPERATION OF CENTER

- 9. Will Center operate next month? Yes \_\_\_\_\_ No \_\_\_\_\_
- 10. If not operating next month, give date of closing \_\_\_\_\_
  - 10a. If closing next month Temporary \_\_\_\_\_ Permanent \_\_\_\_\_
  - 10b. If temporary closing, give date to reopen \_\_\_\_\_
- 11. Licensed capacity \_\_\_\_\_
- 12. Number of sessions per day \_\_\_\_\_

Signed \_\_\_\_\_  
(Authorized representative) (Title)

Mailed 1 copy \_\_\_\_\_  
(Date)

(fold)

PLACE  
STAMP  
HERE

Department of Children and Family Services  
Division of Systems & Data Processing  
630 East Adams Street  
Springfield, Illinois 62706

Attention: Mrs. Lorraine M. Ewbanks  
Data Control

( staple here )

STATE OF ILLINOIS  
DEPARTMENT OF CHILDREN AND FAMILY SERVICES  
DIVISION OF CHILD WELFARE

\_\_\_\_\_  
(Date Submitted)

MONTHLY REPORT OF PERSONS EMPLOYED IN A CHILD CARE FACILITY\*

Reporting Facility \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Persons Employed During Month (Attach Form CFS 508-1 for each person listed)

<u>Name:</u>	<u>Birthdate:</u>	<u>Position:</u>	<u>Date Employed:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Continue on back of page if necessary)

This certifies that the above-employed persons have on file with the employing agency the required medical reports and references indicating suitability for employment, in the position indicated, in accordance with minimum standards prescribed by the Department of Children and Family Services.

Persons Leaving Employment During Month

<u>Name:</u>	<u>Position:</u>	<u>Reason for Leaving:</u>	<u>Date Terminated:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Continue on back of page if necessary)

Comments:

Signed \_\_\_\_\_

\_\_\_\_\_  
(Title)

The facility is to submit report <sup>when</sup> ~~whether or not~~ there are changes and should retain copy for its record.

NOTE: THIS FORM IS TO BE SUBMITTED  
TO YOUR REGIONAL OFFICE.

STATE OF ILLINOIS  
DEPARTMENT OF CHILDREN AND FAMILY SERVICES  
DIVISION OF CHILD WELFARE

MEDICAL REPORT ON AN ADULT  
OR CHILD IN A LICENSED CHILD CARE FACILITY

(Includes employees and volunteers in child care institution, group home, day care center, or night-time center; foster parents or operators of day care or night-time homes, their own children and other members of their households; and child placed or to be placed for care.)

\_\_\_\_\_  
(Name of Person Examined)

\_\_\_\_\_  
(Birthdate)

Position if Employee \_\_\_\_\_

Name of Licensee or  
Applicant for License \_\_\_\_\_

Address \_\_\_\_\_

TESTS AND IMMUNIZATIONS

A. Tests on Adult or Child Examined

<u>Test</u>	<u>Date</u>	<u>Results</u>
Tuberculin skin, or chest X-ray in a positive reactor	_____	_____
Other (Specify): _____	_____	_____
_____	_____	_____

B. Immunization Schedule (ONLY FOR A CHILD PLACED OR TO BE PLACED  
IN A LICENSED FACILITY)

(Immunizations shall have been administered in accordance with good medical practices as recommended by the Illinois Department of Public Health)

<u>Type</u>	<u>Dates of Basic Immunizations</u>			<u>Boosters</u>	
Smallpox	_____	_____	_____	_____	_____
Measles	_____	_____	_____	_____	_____
Whooping Cough	_____	_____	_____	_____	_____
Diphtheria	_____	_____	_____	_____	_____
Tetanus	_____	_____	_____	_____	_____
Poliomyelitis	_____	_____	_____	_____	_____
Other (Specify): _____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

(over)

II. FINDINGS AND RECOMMENDATIONS

A. Findings

Examination revealed the following significant physical and emotional conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Recommendations

The above individual was found free of communicable disease and otherwise physically and emotionally fit to serve or reside in a facility caring for minor children:

Yes  No (Explain "No") \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Physician;s Signature \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_ Telephone \_\_\_\_\_

REEXAMINATIONS

Findings and Recommendations

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Date) (Physician's Signature)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Date) (Physician's Signature)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Date) (Physician's Signature)



STATE OF ILLINOIS  
DEPARTMENT OF CHILDREN AND FAMILY SERVICES  
DIVISION OF CHILD WELFARE

(Date Submitted)

INFORMATION ON PERSON EMPLOYED IN A CHILD CARE FACILITY\*

Employing Facility \_\_\_\_\_

Address \_\_\_\_\_  
(Street and Number) (City)

Person Employed \_\_\_\_\_  
(Date of Birth)

Home Address \_\_\_\_\_  
(Telephone)

Marital Status (Check one):  Single  Married  Widowed  Divorced

Employment Date Employed: \_\_\_\_\_

Position for which employed (Check appropriate item):

- Executive, Superintendent, or Director       Teacher
- House Parent       Child Care Worker (In day care center)
- Casework Supervisor       Cook
- Caseworker       Clerical
- Registered Nurse       Maintenance or Domestic
- Licensed Practical Nurse       Other \_\_\_\_\_  
(Specify)

Previous Employment (Last ten years of employment)

From	To	Name and Address of Employer	Type of Work and Title

Other Direct, Unpaid Experience with Children (Such as scout work, Sunday School teacher) \_\_\_\_\_

(over)

the facility should retain copy for its record.

VI. Report of reference on File (At least three character and/or business)

Name of Reference:	Address:	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

VII. Educational Background (Circle the one item indicating highest grade completed)

Elementary Grade: \_\_\_\_\_ High School: \_\_\_\_\_  
0 1 2 3 4 5 6 7 8                      1 2 3 4

Years of College (Undergraduate): \_\_\_\_\_ Years of Graduate Work: \_\_\_\_\_  
1 2 3 4                                      1 2

College Degree: \_\_\_\_\_ Graduate Degree: \_\_\_\_\_  
(Specify)                                      (Specify)

Name of School, College, or University last attended: \_\_\_\_\_

Other Special Training (Specify): \_\_\_\_\_

Evidence of Educational Achievement on File:  Yes     No \_\_\_\_\_  
(Explain "No")

VIII. Physical Examination

Last Examination (Date): \_\_\_\_\_

Name and Address of Examining Physician \_\_\_\_\_

Health Clearance Report on File?  Yes     No \_\_\_\_\_  
(Explain "No")

IX. Certification of Employment

I, the employer, or authorized official of the employing facility, do hereby certify that the above-named person is employed in the position indicated and that to the best of my knowledge is qualified for the position indicated, and employment is in accordance with minimum standards prescribed by the Department of Children and Family Services.

Signed \_\_\_\_\_  
\_\_\_\_\_  
(Title)

NOTE: THIS FORM IS TO BE SUBMITTED TO YOUR REGIONAL OFFICE.

**Pilot Project Agreement Between the Coles County Mental Health Center  
and the Pre School Nurserys**

**1. Purpose of Agreement.**

The purpose of this agreement is to indicate an intent to cooperate and to spell out what services shall be provided by the agencies involved.

**2. Program Goals.**

The focus of this program will be an effort toward primary prevention and case funding. Intervention at an early point of time will be emphasized. Early detection of problems, recognition of behavioral signals, and the training of staff to be more effective in recognizing and dealing with these behavioral signals will be the goals of the program.

**3. Services Provided.**

The Coles County Mental Health Center agrees to provide a professional staff member on a regularly scheduled basis to the selected nursery school. This staff member will directly provide:

- a. Training and education for pre school nursery staff.
- b. Consultation in regard to
  1. Case handling - how to deal with children and families needing special attention.
  2. Program consultation - assisting the nursery schools to provide program equipment and activities which promote the social, physical, and mental well being of the children.
- c. Direct services to children and families. This might include
  1. On the job handling of difficult behavior problems.
  2. Interviewing parents along with nursery school staff when indicated. In addition, the staff person would be available to form groups for interested parents.
- d. Back-up services would be provided by an "easy access" referral system to the Mental Health Center. The full range of services including family therapy, psychological and psychiatric evaluations would be available.
- e. Conferences will be held on a regularly scheduled basis between nursery school and Mental Health Center staff to evaluate the progress and direction of the pilot project.

---

Marcia Jurgens, ACSW  
Acting Director  
COLES COUNTY MENTAL HEALTH CENTER

Date \_\_\_\_\_

APPLICATION  
STUDENTS' DAY CARE CENTER

NAME OF CHILD \_\_\_\_\_ AGE \_\_\_\_\_

BIRTHDATE \_\_\_\_\_ BIRTHPLACE \_\_\_\_\_

PARENTS' NAME \_\_\_\_\_ PHONE \_\_\_\_\_

PLACE OF EMPLOYMENT \_\_\_\_\_ PHONE \_\_\_\_\_

IN THE SPCE BELOW PLEASE DESCRIBE YOUR FAMILY SITUATUON INCLUDING NUMBER OF DEPENDENTS IN THE HOUSE HOLD AND THEIR AGES: AND NEED FOR THIS SERVICE. THIS SHOULD INCLUDE YOUR TOTAL FAMILY INCOME, INCLUDING GRANTS, LOANS, ETC. THIS INFORMATION WILL BE CONFID NTIAL.

BELOW IS A SCHEDULE OF MY CHILD'S EXPECTED ATTENDANCE AT THE DAY CARE CENTER.

MONDAY  
TUESDAY  
WEDNESDAY  
THURSDAY  
FRIDAY

CHARGES FOR CHILD CARE ARE FIGURED ON A FULL OR PART\*TIME BASIS. IF YOU WISH TO WORK AT THE DAY CARE CENTER IN EYCHANGE FOR DAY CARE PLEASE INDICATE YOUR PREFERENCE. YOU WILL BE ESPECTED TO PAY THESE CHARGES PROMPTLY EACH WEEK UNLESS OTHER ARRANGEMENTS ARE MADE WITH THE DIRECTOR.

PARENTS' SIGNATURES:

\_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_

PARENT FINANCIAL AGREEMENT

My child \_\_\_\_\_, will be attending the  
Student's Day Care Center  
(check one) over 5 hours \_\_\_\_\_ under 5 hours \_\_\_\_\_

each day. I understand that I will  
be charged for the time reserved for my child whether or not he is  
is present.

My weekly charge will be \_\_\_\_\_. I will pay  
this amount on Monday or Tuesday  
(check one) weekly \_\_\_\_\_ biweekly \_\_\_\_\_ monthly \_\_\_\_\_

I will expect to be charged 50¢ for each half hour paid in  
cash at the time I pick up my child, if he is at the center  
past his reserved time, knowing that the center must dis-  
courage this.

I would like my child to receive a hot lunch at the center  
on the following days:  
Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_

Should I choose to withdraw my child from the center, I will  
give the director two weeks notice in writing, and assume  
the financial responsibility for my child's reserved space  
for that two weeks.

Signed \_\_\_\_\_ Mother

\_\_\_\_\_ Father

Date \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_ DATE \_\_\_\_\_

PARENTS.....IN ORDER FOR US TO MOST EFFECTIVELY PROVIDE FOR YOUR CHILD'S NEEDS, WE WOULD LIKE YOU TO FILL IN THE FOLLOWING TIME SLOTS WITH YOUR SCHEDULE FOR HOURS CHILD IS IN DAY CARE CENTER. PLEASE BE SPECIFIC ABOUT TIME FOR NAPS, METHOD OF TAKING NAP, TIME FOR LUNCH, TYPE OF FOOD, SPECIFY HIGH CHAIR IF USED, ALSO BE SPECIFIC ABOUT TOILET HABITS AND SCHEDULE YOU WOULD LIKE US TO FOLLOW. WORKERS WILL BE EXCLUSIVELY BY WHAT YOU WRITE BELOW, SO PLEASE BE SPECIFIC. THANK YOU FOR YOUR COOPERATION.

7:30 \_\_\_\_\_  
8:00 \_\_\_\_\_  
9:00 \_\_\_\_\_  
10:00 \_\_\_\_\_  
11:00 \_\_\_\_\_  
11:30 \_\_\_\_\_

12:00 \_\_\_\_\_  
1:00 \_\_\_\_\_  
2:00 \_\_\_\_\_  
3:00 \_\_\_\_\_  
4:00 \_\_\_\_\_  
4:30 \_\_\_\_\_

AGAIN, PLEASE GIVE US THE EXACT HOURS YOUR CHILD WILL BE AT THE CENTER EACH WEEK.

MON.

TUES.

WED.

THURS.

FRI.

WE WOULD APPRECIATE YOUR BRINGING YOUR CHILD AND PICKING HIM UP AS CLOSE TO DESIGNATED TIMES AS POSSIBLE.

IF YOU KNOW YOU WILL BE LATE, OR IF YOU WILL NOT BE BRINGING YOUR CHILD IN ONE DAY, PLEASE LET US KNOW BEFORE THE TIME WE WOULD ORDINARILY EXPECT HIM.

PLEASE DO NOT BRING CHILD TO CENTER FOR 24 HOURS AFTER FEVER SUBSIDES.

SIGNATURE OF PARENT \_\_\_\_\_

Permission Form

On \_\_\_\_\_ the preschool children attending  
Charleston Community Day Care Center will take a field trip to \_\_\_\_\_  
\_\_\_\_\_ at \_\_\_\_\_

I hereby give permission for my child, \_\_\_\_\_  
to participate in this trip which will be under the supervision of  
authorized Center personnel. Knowing that all possible precautions  
are taken to insure the health and safety of my child, I will not hold  
the Center, its Board of Directors, its staff or volunteers, or the  
Wesley Methodist Church responsible in case of accident or injury to the  
child.

Signed \_\_\_\_\_ (Father/Mother)

**EMERGENCY CARE CARD**

Child's Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Birth Date \_\_\_\_\_ Date of Admis. \_\_\_\_\_  
Parents or Guardians: Name, Address, Employment \_\_\_\_\_  
Address, Phone numbers: \_\_\_\_\_  
Father \_\_\_\_\_  
Mother \_\_\_\_\_  
Guardian or Foster Home \_\_\_\_\_  
C-9

Physician \_\_\_\_\_ Phone \_\_\_\_\_  
Persons to be notified in case of emergency  
if parents are not available: \_\_\_\_\_  
Phone \_\_\_\_\_  
Phone \_\_\_\_\_

Name, Address, & Phone of person authorized to  
call for child: \_\_\_\_\_

ACCIDENT REPORT

Date \_\_\_\_\_

Childs Name \_\_\_\_\_

What Happened?

Where Did Accident Occur?

What Was Done For Child?

Who Observed the Accident?

Submitted By \_\_\_\_\_



VOLUNTEER APPLICATION

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

-----

Are you a student anywhere at present? \_\_\_\_\_ No \_\_\_\_\_ At \_\_\_\_\_

What hours would you like to volunteer? \_\_\_\_\_

List experience, paid or volunteer, in working with children.

State briefly your reason for wanting to be a volunteer  
(practicum worker) at the Charleston Community Day Care Center.

Do you have any special training or skills that might be useful  
in planning our program?

Our volunteers are required to have a physical examination within  
the last two years so certified by their family physician or  
institutional health center. This physical should include a  
tuberculin skin test.

Agreement:

I understand that as a volunteer I will be expected to arrive  
at the Day Care Center at designated time, and that my atten-  
dance is expected to be as regular as other workers at the  
center. I recognize that regularity of my attendance is im-  
portant to the security and development of the children and the  
continuity of the program. Signed \_\_\_\_\_

Signed \_\_\_\_\_

EASTERN ILLINOIS UNIVERSITY  
SCHOOL OF HOME ECONOMICS  
FIELD EXPERIENCE DATA SHEET

Please provide the information requested below for use by supervisory personnel in planning your field experience.

---

(Name of Student) (Age) (Telephone Number)

---

(Date of Graduation) (Date You Could Report to Agency)

Course Preparation: List the courses which you have completed in the following areas, along with the grade received in the course.

<u>Department</u>	<u>Course # and Title</u>	<u>Grade</u>	<u>Department</u>	<u>Course # &amp; Title</u>	<u>Grade</u>
-------------------	---------------------------	--------------	-------------------	-----------------------------	--------------

H Es.			H Es.		
-------	--	--	-------	--	--

Soc.			Soc.		
------	--	--	------	--	--

Psy.			Psy.		
------	--	--	------	--	--

Other Relevant Courses:

List previous work experience (including both employment and volunteer experience)

Describe your career plans after graduation.

List your hobbies, interests, extra-curricular activities

Make additional comments that might help a supervisor to assess your abilities.

---

(Signature)

---

(Date)

GUIDELINES FOR OBSERVATION AT THE CHARLESTON COMMUNITY  
DAY CARE CENTER

1. Observers should call two days in advance to arrange a time for observation.
2. Observers should have a written statement of purpose for their observation.
3. Observers should talk with the children only if a child approaches them. The observer should give a short response trying not to distract the child from his or her activity.
4. Observers should remain in their assigned room and be seated in the area designated for observers.
5. Length of observation should be from  $\frac{1}{2}$ -2 hours.

Thank you for your cooperation.

GUIDELINES FOR PARTICIPANTS WORKING DIRECTLY WITH THE CHILDREN  
AT THE CHARLESTON COMMUNITY DAY CARE CENTER

1. Participants shall have some advanced preparation and knowledge of young children and how to work with them.
2. Participants shall have observed in the center two times using the guidelines for observation before working directly with the children.
3. If the participant is a student working in connection with a course, he/she shall have a written plan for a specified amount of time, with goals defined, and approved by the instructor. Goals shall be in keeping with sound, accepted child development and early childhood education principles.
4. Goals shall not be in the area of research except in a bona fide research project that has been approved by the Director and/or the Board and the College or University.
5. All plans and goals shall be submitted to the Director of the center for approval and/or suggestions.
6. One center staff member shall supervise the participant's work in the center.
7. Participants shall work for at least two consecutive hours. This is so the participants will be with the children long enough to become familiar with them and their routine. Also, to protect the children from having to adjust to too many adults.
8. There shall be no more than two participants in each room at any given time unless there is a special project being done.
9. Participants shall sign in and out on the sheet for this purpose which is on the desk in the office.

Thank you for your help and co-  
operation.

Jan McPeak, Director

5. Make calendar pages and provide stickers; make games.
6. Make blank books.
7. Make books from photos of Center children.
8. Make "Tell-me-about-it" books from interesting magazine pictures.
9. Volunteer two hours once a week to rock; talk to or play with babies (between the hours of 3-5:00).
10. Rummage sale of handcrafts made by people in nursing or shelter care homes. (Use money to buy more crafts supplies and a portacrib or cot for Center)
11. Make rhythm instruments.
12. Raise money to buy a piece of equipment:
  - a. Construction bench
  - b. Indoor climber
  - c. Books and records (might also collect)
  - d. Shelves
13. Make a collage collection in margarine tubs; fabric scraps, tissue and crepe paper scraps; yarn; felt; rick-rack, trims, etc.; beans; macaroni; seeds; tiny stones; toothpicks; beads; buttons; foam (colored); feathers.
14. Cut oilcloth rectangles for playdough use.
15. Tell parents of small children who need care about the Center.
16. Later - may need volunteer transportation if Latch-Key service is started.
17. Come and share your hobby for Show and Tell. (Talk with director and plan this ahead.)
 

Piano - for singing	Carve a pumpkin
Other instruments	Cook something simple
Knitting	Make place cards for
Painting	holiday season lunches
Read a story	Plants to show and tell
SMALL pet (vet approval necessary)	about.
18. Make stamping printers (rubber inner-tube shape glued on a piece of wood.
19. Make scrap characters for felt board poems.
20. Make pellon characters for felt board stories.
21. Once a year - alter and mend Center's bean bags, doll clothes, dress up clothes, smocks, etc. Replenish when needed.
22. Handyman to repair broken wooden toys and furniture.
23. Center rummage sale scouts; to look for toddler riding toys; tricycles; wooden in-lay puzzles; portacribs; table toys (stacking, fitting, nesting).

## STUDENT DAY CARE CENTER

### BIRTH!

The idea to establish a day care center in Charleston originated in an ecumenical committee on social concerns. This committee consisted of members from various local churches. Two people were appointed to discover the possibilities for a center in Charleston. Originally, we thought of a center particularly for low income families; low cost care for those who need this service. In determining the nature of this need in our community we discovered that a large number of students at Eastern Illinois University had children and could use a day care center. We decided to gear our service mainly to this group because of the lack of this type of facility for them and we had a way of knowing how to reach the students. We began by sending out information to all of Eastern's students who had children. Those who responded were the beginnings of our day care center.

### GROWTH.....

The Student Day Care Center opened at the beginning of Spring Quarter, 1970. We began in the Methodist Church nursery facilities with 11 children. Originally we tried to operate on the idea of a cooperative nursery plan. We charged 25¢/hour or asked the parents to participate by spending several hours a week working at the center depending on how long their child was there. We quickly learned that we could not operate on such a small budget as we were receiving no outside financial support and that students do not have much time to spend working at the center. Over the course of the spring and summer we struggled with the problem of how to succeed financially. We finally came to the conclusion that we would have to charge rates comparable to other child care services in the area and hire a regular staff. We had employed some part time help in the past and did have one full time employee in the summer.

During this whole period we have worked with the Department of Children and Family Services in order to meet state licensing requirements. We discovered many regulations that we had to comply with, some of which involved purchasing of more equipment and that meant more money was needed. The Department representative has been very helpful in giving the center good guidelines and suggestions to follow. We have only a few small items to be completed before we receive our permanent license. We have had a temporary license since we began, which means we have been under close supervision by the Department so that we would meet all the necessary standards.

The children at the center continually grew in number. Presently we have a waiting list because we are filled to the capacity set up by our license. We started out with many small infants who have since grown up with us and with each other. We now have a preponderance of happy 1 and 2 year olds. When we began we had no special program for pre-school age children. We now have a staff person who holds a regular class with planned programs for these children. There are about 10 children in this class.

PRESENT STATUS.....

The Student Day Care Center is an incorporated, non-profit organization operating to provide child care five full days a week. The center is open to any member of the community but students' children are given priority. We do hold 25% of the enrollment open for children of non-students. Children from ages 0-6 are accepted. The Center is governed by a Board of Directors made up of parents and interested persons from the community. The cost of the service is determined by a sliding scale which at this point averages about \$15.00/week for a full time child.

The Center, because it tried and is still trying to offer good service at a reasonable cost, has gone into debt. We presently owe \$600.00. We are not continuing to go into debt but we can see no way with our present income to pay off this debt. The only outside financial support we are receiving is in the form of a federal food program. We receive government commodities and some reimbursement for food costs. Our income consists of fees paid by students and the food program. Our expenses are staff salaries, equipment and food. Fortunately, the Wesley United Methodist Church does not charge us rent for the use of the building. The whole idea would have not been workable from the beginning if they had not been generous with their facilities in this way.

FUTURE???????????

We hope we have a future. We feel that child care is a needed service in this area and we have a good foundation on which to build. The children are receiving good care and attention in addition to appropriate education. The determining factor in whether or not we will continue is...money. It's one of those harsh realities we hate to face but must.

Studies show that a good, well-equipped, well-staffed day care center should spend an average of \$2,000 per child per year. This would mean \$50,000 a year for our situation. Presently, we are spending \$480.00 per child or \$12,000 per year. This means that we need to pay our staff higher salaries (they have been almost volunteering their services considering their qualifications we need more equipment to improve our programs and meet state requirements and we need to be offering a wider range of services than we are now offering. Even if we could spend half the recommended amount we would be in very good shape and could be assured that the center would be an ongoing operation. We would also hope to be able to lower our sliding scale so that child care expenses would not be such a strain on low income families.

We feel there is a need for this type of service in the area of town where there are many low income working families. These people have not been reached at all by this Center because of our location.

Those of us involved in the center as parents and citizens hope that it will be able to continue. Many people would feel the lack if the service was not available. It is an asset for any university or community to have good child care services to offer to its people. Therefore.....we hope we have a future.



Sign -- In Sheet

Date \_\_\_\_\_

**Children**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.
- 21.
- 22.
- 23.
- 24.

**Volunteers, Participants,**

**Observers**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

CHARLESTON COMMUNITY DAY CARE CENTER

POLICY STATEMENT

STAFF POLICY:

Duties and Responsibilities:

1. Director: shall set up daily schedule and over all program; is in charge of entire Center operation including nutrition, infant and preschool rooms, and matters of complying to State of Illinois licensing requirements; shall carry policies of the Board; recommends purchase of supplies and materials; interviews personnel and makes recommendations regarding employment of personnel.
2. Staff Members: are hired on the recommendation and work at the direction of the Director; must be familiar with and comply with the licensing requirements of the State of Illinois.

Hiring

All personnel hired shall comply with recommendations of the Department of Children and Family Services: A file of applicants shall be kept. Applicants shall submit letters of recommendation; medical forms; and transcripts (professional staff only). A probationary period of employment may be invoked on recommendation of the Director.

Holidays: The Center will be closed on six legal holidays: New Years, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas. The staff does not receive pay for these holidays.

Vacation: The Center does not grant paid vacation time to its staff. Vacations can be arranged with the Director especially during those times when Center enrollment is reduced.

Sick Leave: One day of sick leave per month may be granted to full-time employees. Sick leave for part-time employees who work five or more hours per day is granted on a proportional basis. Sick leave will be paid for illness of the employee or the employee's child. It will not be paid for personal leave. Sick leave may not be accumulated in advance of the contracted period of employment.

Children of Staff: The first child will be admitted tuition free. Other children of staff pay the regular rates.

Staff Training: The staff will be encouraged to take advantage of workshops and other training available to promote better services to children and families. The Board will grant time off with pay up to three days per year for each staff member for this purpose.

## CHARLESTON COMMUNITY DAY CARE CENTER

### ARTICLES AND POLICIES OF ORGANIZATION

#### STATEMENT OF PURPOSE:

The Charleston Community Day Care Center is organized as a voluntary not-for-profit corporation under the laws of the State of Illinois for the purpose of providing day care services on an equal basis for all children regardless of economic status, race, or creed. The Center shall be operated under the terms of a licensing agreement with the State of Illinois Department of Children and Family Services.

The Center is dedicated to the following objectives in addition: to provide inexpensive, top quality care and a stimulating educational environment for children enrolled; to provide care on a flexible time schedule to accommodate parents with varying working-school schedules; to involve parents in a meaningful way in program and policy decisions and to sponsor parent education programs; and to cooperate and coordinate with community resources whenever possible.

#### BOARD OF DIRECTORS

The Center shall be operated under the direction of a Board of Directors which is responsible for carrying out the above stated purposes.

There shall be eight (8) to eleven (11) members of the board:

1. at least half of these members shall represent parents of enrolled children
2. the remainder shall be members of the community.
3. at least one member shall be named by the Administrative Board of Wesley Methodist Church.

Members of the Board shall serve two year terms, half of the Board membership being replaced each January. New members shall be approved by a majority of current Board members. Vacancies occurring shall be filled by the Board at the next regular meeting.

**Officers:** A chairman, vice-chairman and secretary shall be elected by a majority vote of the Board in January.

**Treasurer:** The Board shall appoint a treasurer to handle the checking account and savings account. The treasurer shall be bonded; shall serve as and ex-officio member of the board; and shall cooperate with the director in handling the administrative details of the center operation

**Operation:** The Board shall meet at least ten times a year. A quorum of one more than half the board membership will be necessary for a vote. The meetings shall conform to accepted rules of order.

## PARENT POLICY:

Hours: The Center will be opened from 7:30 a.m. to 5:30 p.m. Monday through Friday, with the exception of the following legal holidays: New Years, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas.

Applications: A registration of \$3.00 is required with completed applications for each child. A medical form and emergency care card (including local phone numbers) must be filled out and submitted before a child can be admitted to the Center. A waiver form is also required to be on file.

Enrollment: Children are preferably enrolled full time. However a child may be enrolled on a part time basis if there is an opening. A child's hours of attendance may be changed only with the consent of the Director provided an opening exists.

Late Pickup: A fee of \$1.00 per half hour or any portion thereof will be levied if a child is not picked up by 5:30 p.m. The fee is applied to the salary of the staff member who is thus required to work overtime. The same fee will be levied for those children on a half-day or 5- hour day basis if they are not picked up on time.

Fees: Fees Will be charged according to the attached sliding scale. Fees are charged on a half-day basis (4 hours or under per day), a five-hour day basis, or full-time (over five hours per day) basis. Two weeks notice of withdrawal is required (see Withdrawals) Parents whose family income is \$10,000 or more yearly will be charged a proportionally higher fee for day care as determined by the Board.

Illness: Parents will be required to pay for absences due to illness of five (5) consecutive days or less. The second five days will be charged at one-half the usual rate. After two weeks absence the child is considered dropped from the enrollment unless other arrangements are made by the Director and parents.

The Center must be notified of an absence for any reason.

There will be a daily preadmission check of each child.

Only prescribed medication may be administered at the Center. A written record will be kept of drug, dosage, time given, child's reaction and person administering medication.

After a communicable disease, a note from the doctor will be needed for readmission.

Vacation: For a lengthy absence a \$20.00 fee will hold the child on the rolls and apply to the first week's fees when he returns. The fee will be forfeited if he does not return.

Parent Support: Parents are expected to participate in parent workshops set up by the staff when so invited. Parents are expected to contribute in some way to at least two fund-raising or improvement projects for the Center per year.

## PARENT POLICY, Continued

Daily Arrival and Departure: Parent or guardian must accompany child into the Center, sign in the child and remain until after the preadmission check. Children will be dismissed to authorized person only. Parent or authorized person must come into the Center to receive the child.

Withdrawals: After a reasonable trial period a child who demonstrates an inability to participate in or benefit from the planned activities or presence is detrimental to the group shall be asked to withdraw from the Center. Referrals and counseling in such cases with parents will be undertaken.

Parents who wish to withdraw their child from the Center must notify the Director two weeks in advance. Parents assume financial responsibility for the two weeks even though the child may not be in attendance.

Second Child Enrolled: A family that enrolls two children in the Center receives a ten (10%) percent discount on the fees charged for the second child.

Children's Possessions: All children's possessions must be clearly labeled. There must be a complete change of clothing at the Center for each child in attendance. Children are urged not to bring money, candy, or gum with them. Children should be dressed in comfortable playwear and ready for pitdoor play each day including the winter season.

Menus: Menus for lunch will be posted weekly.

Infants: Supplies: Parents will provide own formula, food, disposable diapers, and other personal supplies.

Diaper routine: Infants are to be brought in disposable diapers. The diaper routine and other sanitary procedures are posted for staff to observe.

Records: A schedule for each infant providing feeding, napping, etc. times should be completed and posted in the nursery room for each infant in attendance.

Cribs: Cribs are to be marked with each child's name. Sheet is to be changed before another child uses the crib.

Field Trips: Field trips and neighborhood walks will be held periodically during the year. Every child is expected to attend unless arrangements are made with the Director. Parents will be notified in advance of the date and place for field trips. Occasionally parents may be requested to help/ The child must have a signed waiver form on file.

Parent Volunteer Hours: Parents who volunteer to work in the Center may have their fees reduced in the amount of \$1.00 per week for each hour of volunteer work per week.

Conferences: The Director and/or staff members directly involved shall hold a conference with the parent(s) at least once during the year regarding the development and progress of the child.

STUDENTS DAY CARE CENTER

SLIDING SCALE

The fixed maximum charge of \$15.00 per week per child will be adjusted to a sliding scale which is based on the Department of Health, Education and Welfare definition of poverty level. The following is an explanation of the Sliding Scale which is to be used:

Number in Household	Basic Monthly Income of the Household	Maximum Charge Per Child in Attendance
2	\$ 182.00	\$ 15.00
3	212.00	15.00
4	259.00	15.00
5	299.00	15.00
6	337.00	15.00
7	375.00	15.00
8	414.00	15.00
9	451.00	15.00
10	490.00	15.00

---

For each \$20.00 increment per month less than the basic monthly income of the household, \$1.00 will be deducted from the maximum charge. If  $\frac{1}{2}$  or more than  $\frac{1}{2}$  of a \$20.00 increment exists it will be considered a full increment and if less than  $\frac{1}{2}$  of a \$20.00 increment exists it will be considered no increment.

If a family has more than one child in the center, the charge per child will be calculated as described above. The actual charge for a second child will be  $\frac{3}{4}$  of that for the first child and for a third child the charge will be  $\frac{1}{2}$  of that for the first child.

If a child is in the center for less than one full week the actual charge will be on a per day basis ( $\frac{1}{5}$  of the calculated weekly base). In no case will the charge be less than  $\frac{1}{2}$  of one day's cost on a per day basis.

Consideration of Income and Assets:

The basic monthly income of the household will be all income from any source that is available to meet the family's basic living costs. The only exemption will be that income which is specifically earmarked for tuition and fees. If paid from assets or by others, these may not be pro-rated against monthly income.

November 22, 1971

Dear Parents:

We're writing to you to let you know about some changes that will go into effect at the beginning of next quarter and our general situation to this point in the year.

We had a total enrollment of 40 children and we always have quite a lengthy waiting list. We feel this means that the day care center is filling a need in this community. The center is also filling a need by being a resource for this community for people needing experience in working with young children. Many students from the university spend time working here to fulfill course requirements. We are still struggling financially but are exploring every source of possible financial support.

There will be some changes at the center next quarter, all designed to improve the quality of our children's experience here. We welcome your response to these changes.

1. Our legal name has been changed to CHARLESTON COMMUNITY DAY CARE CENTER. Since our service is open to community people as well as those connected with the university we felt the new name to be more accurate. Please begin making your checks out with the new name.
2. Our phone number is now 345-3111. Our line is now separate from the church and is listed under Charleston Community Day Care Center.
3. The sign-in sheet will be out in the hall. Please also look on that table for any announcements, messages or items that belong to your child that you should take home.
4. During winter quarter we will charge for lunches, 30¢ per day. We are not receiving government commodities this year because we have not yet received our tax exempt status. This lack of commodities increases our food cost considerably and in order to make ends meet we must begin charging for lunch. We hope this will only last one quarter. Our tax exempt status should be final by that time and we will be receiving commodities again.
5. Also, there will be an increase in fees if your total family income is \$10,000.00/year or more. The fee will be \$4.00 for all day and \$2.00 for a half day (which is 5 hours or less). This would be \$20.00/week if your child is here everyday all day and lunch would be an additional \$1.50 per week.

This change was adopted by the board for several reasons. We have had several people who are in charge of examining budgets of day care centers to see if they are eligible for state or federal monies comment that people with a higher income should be paying a greater portion of

the actual cost of their child's care. They are more willing to give money if they feel that they are not subsidizing those who can pay a little more. Our own United Fund had the same kind of reaction to our budget. At the same time fees are increased you can expect the quality of care to increase. We have already ordered new equipment and supplies for next quarter. The Dept. of HEW says good day care costs about \$30.00/week/child. We're spending half that because we as yet have no outside financial support and don't feel that the average family can afford to pay that much. This means our staff is working far below minimum wage and we have little to nothing to spend on equipment. Most equipment has been donated. (see attached budget.) The point of all this is to let you know where we are financially and that we need your help and cooperation if we are to provide high quality care for our children.

6. Parents will be asked to help with two money making projects per year. The cooperation on our bake sale this fall was excellent. Every parent made some contribution. This enabled us to buy the needed cribs and cots that were required for our permanent license which we now have and all are very proud of that. We also appreciate those of you who have contributed packages for snacks.

7. Finals week. We are asking that you give written notice two weeks before finals begin if your child will be here less than his usual amount of hours. You will be charged for whatever hours you sign up for. If we have no notice of any schedule change you will be charged for your regular weekly rate.

8. We are also planning a series of programs for parents to begin winter quarter. We have several kinds of things in mind. One type of program would be dealing with working with your own children at home; ideas of things to do with your children to encourage their development and some ideas about discipline. This could be a learning process and experience and also acquaint you more fully with the kind of philosophy we work out of at the center. There is also the type of program which would acquaint parents with the resources available in this community other than those particularly related to children. We would like to know any other things that you would be interested in having us present. There are many resources in the community from which we could draw.

Again, we would like to know your reaction to the ideas presented here and any other suggestions that you might have.

Thank you for your cooperation.

Board of Directors and Staff of the  
Charleston Community Day Care Center





Student Day Care Center  
September 20, 1971 - 7:30 p.m.

The meeting was opened by Christine Koppitz who introduced Marilyn Buxton. Marilyn spoke about what she was presently doing with the children at the day care center and also about her future plans. She is mainly concerned with helping the workers work more effectively with the children.

The problem of whether or not the day care center should remain open was presented. The general reply indicated a definite need for the center. This led to a discussion of the financial problems of the day care center. Additional cots and cribs must be obtained before the day care center can receive a permanent license. It now operates under a temporary license. Jan McPeak asked whether or not it would be possible for each family to donate a package of cookies a month. There was general agreement that this could be done. Other ways of relieving the financial burden which were discussed were: a bake sale on home-coming weekend, rummage sales, and approaching churches, campus organizations, and community organizations for aid. After discussion it was decided that the board would set up committees and call on the parents to work on the committees.

A request was made to the parents about becoming board members. Those interested were: Miriam Whitlow

Mary Butler

Marilyn Buxton offered to contact the Christian Church and one other

Minutes of September 20, 1971, Continued

Organization.

The meeting dismissed about 9:00 p.m.

\*\*\*\*\*

Information concerning the bake sale during homecoming weekend  
will be posted at the day care center.

Current operating budget for 1971-72 - Weekly

INCOME

Tuition \$275.00

EXPENSES

Salaries

Director 75.00  
 Aide 39.00  
 Aide 40.50  
 Administrative Assistant 60.00  
 Cook 15.00

Cleaning Supplies 1.50  
 Food and related supplies 15.00  
 Building (Donated by United Methodist Church) 0.00  
 Utilities (Donated by UMC) 0.00  
 Janitorial (Donated by UMC) 0.00  
 Phone (Donated by UMC)  
 Long distance calls 1.00  
 Educational Material & Supplies 0.00  
 Legal fees (Donated by Plunkett & Shuey) 0.00  
 Nurse (Volunteer) 0.00  
 Miscellaneous 2.00  
 Professional Growth 0.00  
 Social Security Taxes 12.00  
 Bank Charges .50  
 Unemployment Taxes 6.50

TOTAL \$267.50

Debts

Internal Revenue Service \$900.00  
 Bank Loan 200.00  
\$1100.00

Equipment needed for full license  
 Cribs and cots \$300.00

PROPOSED BUDGET      SEPT. 1 - AUGUST 31, 1973

EXPENSES

<b>Salaries</b>	
Director	\$ 8,000.00
Teacher	7,200.00
Secretary	3,000.00
Cook	600.00
Professional Staff Training	50.00
Equipment	50.00
Consumable Supplies	50.00
Food	600.00
License	3.00
Sterilizing & Cleaning Supplies	50.00
Publicity & Miscellaneous	50.00
Social Security Taxes	1,015.00
Bank Charges	24.00
	<hr/>
	TOTAL
	\$20,692.20

INCOME

Tuition (expanded service; price increase)	
	\$10,960.00

BOARD MEETING - AGENDA

October 13, 1971 7:30 p. m.

Wesley United Methodist Church 2nd Floor

1. Background information on center - Marilyn Buxton
2. Present operating budget - Jan McPeak, Director
3. Proposed budget for 1972-73
4. How to approach community for funds
5. Philosophy for center
6. Set monthly meeting night.
7. Elect officers.

Items to be discussed at future meetings.

1. Long range goals
2. Quarter goals
3. Staff training
4. Parent Courses
5. Possibility of 48 week operation next year.

Charleston Community Day Care Center  
Minutes of Board Meeting, October 18, 1971 - 7:30 p.m.

Present: C. Koppitz, M. Buxton, J. McPeak, T. Floyd, C. Butler,  
J. Spencer, M. Butler.

1. The meeting opened about 7:45 p.m. Marilyn Buxton spoke about the background information on the center. There are two major changes in the information contained within the folder. First, the debt is not \$600.00; it is \$1,100.00. Second, we are receiving no food aid as was expected.
2. Jan McPeak spoke about our current budget. She explained the sheet titled "Current operating budget for 1971-72, Weekly."
3. Marilyn Buxton spoke about how to approach the community for aid. She felt that it must be a two-way street. That is, in order for the community to want to help the day care center, the day care center must do something for the community. The name of the day care center has been changed from Eastern Students' Day Care Center, Inc. to Charleston Community Day Care Center. Other ways of aiding the community is to open the day care center to youth groups to work with children: run a column in the newspaper to inform the public about what the people who help the day care center are doing; and we would also let the parents know what they can do with and for their children to help them educationally.
4. Marilyn Buxton then spoke about the proposed budget for 1972-73. They had wanted a teacher for each room but the cost was too much. The total expected expenses for the 1972-73 year is \$20,999.20. Several ways of meeting this figure were mentioned. 1. Raise tuition. 2. Offer latch-key service to parents of young school children. (Latch-key service is day care for young school children whose mothers are working. The children would come to the day care center before and after school.) 3. Maybe able to receive about \$3,000 from the United Fund next year. It can be done through United Fund, or by requesting the money from churches or campus organizations. We must think not only about next year but also about the succeeding years.
5. The philosophy of the day care center would not be discussed at this meeting.
6. The second Tuesday of each month has been set aside for the Board meetings.
7. Items to be thinking about which will be discussed at future meetings are: 1. long-range goals must be made. 2. quarter goals must be set stating what steps are going to be taken each quarter to meet long range goals. 3. staff training is currently taking place. M. Buxton is working with the staff and children. 4. there is the possibility of setting up parent courses. 5. there is the possibility of a 48 week operation next year. 6. the possibility of

October 13, 1971 Minutes cont.

opening another day care center at the Presbyterian Church taking only toddlers. There would be no infants at the second center because of the great needs of infants.

8. Our day care center is the second largest in Coles County. There are very few centers taking infants.

9. Tom Floyd referred back to the proposed budget - Sept. 1 to Aug. 31, 1973. He suggested changing the secretary to a part-time teacher.



Charleston Community Day Care Center November 9, 1971 Board Meeting

Present: Miriam Whitlow, Ginny Butler, Rosemarie Seals, Tom  
Floyd, Christine Koppitz, Jan McPeak

1. Report of bake sale made by R. Seals - \$50.00
2. Discussion on requiring parent participation in one project each quarter. It was agreed that this request was reasonable.
3. Director's report: Jan and Donna both observed at Mark Twain's Early Childhood Program. They enjoyed it; were able to get some new ideas. Rose Marie visited Mount Carmel and reported their work with low income children. Mount Carmel works closely with the families as well in such areas as family planning, and family budgeting. The mothers must participate at the center so many hours a week. Both Mark Twain and Mount Carmel have a great deal more money to work with than we do.
4. Elect officers: four officers necessary: 1. President, 2. Secretary, Treasurer, 3. Public Relations, 4. Someone to co-ordinate parent activities. Rose Marie suggested asking Mary Butler (absent at meeting) to serve as secretary-treasurer. Other suggestions for ~~office~~: ask Vesta Rundle about someone to be in charge of public relations; Nancy Neff or Mary Lou Anderson for president.
5. Permanent license has been granted.
6. At the present there are no state funds available.
7. Number of participants and observers increasing. There is an average of 15 volunteers at 62 hours per week.
8. Joyce Whitenstein is being hired to clean one hour per day, Monday through Thursday, two hours on Friday.

## AGENDA

Charleston Community Day Care Center Board Meeting,

7:30 P.M. December 14, 1971

Wesley United Methodist Church, Second Floor

1. Minutes, Treasurer's brief report.
2. Director's Reports Jan McPeak
  - a. No. of children enrolled, weekley income
  - b. Volunteers and participants
  - c. Staff changes
  - d. Contributions: Koppitz, CWF Women, CMI Rho Group, Andrews Hall, Arlans, World Outreach Committee, Hrst Christian Church, discussed distribution of donated funds.
  - e. Review of Staff Meeting
  - f. Observation reports
  - g. Authorization of checking and savings account changes.
3. Conference reports:
  - a. State representatives, June Foster, Champaign District Super., Jan Miller, Mattoon Represent., Larry Gadert, Grant-in-Aid--- Marilyn Buxton, Ginny Butler.
  - b. With Wayne Owens -- Ginny Butler, Marilyn Buxton
4. Publicity report: Marilyn Buxton  
Christian Church; Dr. Smucker & Principal Bretsch, June Stark, Newsletter, Monthly newspaper column (Mary Lou Anderson)
5. Old Business:
  - a. Board of Directors: is a working Board possible? Should we increase Board size by two members?; Officer's Duties; Methods of selecting (volunteer, open nominations, nominating committee?) Duties assigned in guidelines.
6. New Buxiness:
  - a. Should Center remain open during Christmas Vacation?
  - b. Change Board meeting time?
  - c. Bonding of Secretary-Treasurer

## MINUTES

Board Meeting: December 14, 1971

Present: Ginny Butler, Marilyn Buxton, Genie Lenihan, Joyce Spencer, Dr. Tom Floyd, Dr. Robert Shuff.

1. Meeting opened at 7:40. Report of present income and expenses - Genie Lenihan, administrative assistant; Weekly income: \$315.00, Weekly Salaries: \$235.00 (day care workers only) \$80 anticipated balance to cover supplies equipment, telephone and social security taxes if we are liable. Savings balance is \$638.00 plus \$100.00 yet to be deposited. Outstanding accounts includes \$135.00 from Public Aid, and a total of \$166.00 in uncollectable accounts.

2. Discussion of disposition of savings funds: \$70.00 for cots already received; tax liability is uncertain. Center may not have to pay social security taxes. Genie Lenihan has appointment this week with IRS representative, Mrs. Burris, in Champaign to clear up the confusion and establish the exact liability the Center has incurred.

3. Contributions made to Day Care Center - Marilyn Buxton.

1st Christian Church - \$400.00 a portion to be used for deficit

Dr. Donald Tingley collected \$107.00 for deficit.

Mr. Richard Koppitz (a parent) and Jr. High Students - a set of wooden toys.

1st Christian Church Women's Circle - felt board figures

Andrews Hall : \$100.00 for portable climber.

4. Director's Report (made by G. Lenihan in absence of J. McPeak) 43 children enrolled; \$315.00 fees, added one staff member to work two hours each morning. Staff changes: Genie Lenihan replacing Rosemarie Seals as Administrative Asst., Chris Frillamon, part-time child care worker in nursery room.

5. Discussion of distribution of contributed funds; Suggestions: raise low salaries, equipment, payoff loan of \$200.00, federal tax liability. Climber was authorized, toys and equipment ordered from Childcraft-\$35.00. It was agreed to hold the balance of the account until tax liability is determined in Champaign.

6. Discussion of Director's Salary; agreed that a raise was due. Moved - Shuff, seconded. Floyd, to raise salary \$5.00 per week. Passed unanimously.

7. Sick-Pay policy discussed. Past policy no sick pay for part-time workers. Suggestion made to amend this policy. Half-time workers who work between four and eight hours daily and who have been working more than a month will receive proportional sick pay benefits. Moved: Shuff, Seconded: Floyd. Carried unanimously.
8. Discussion of future staff needs. M. Buxton suggested one full time worker in each room, plus Director, Administrative Assistant, (probably half-time) as basic staff, plus additional part-time workers and volunteers.
9. Authorization for changes in Savings Account and checking account to new Center name and allowing G. Lenihan to sign accounts. Retain R. Seals as co-signer. Motion: Floyd, Seconded: Shuff, carried unanimously.
10. Publicity: M. Buxton discussed means of interested community groups, i.e. Girl Scouts, High School Home Economics Department, etc., in making items for the Center. Local newspaper column suggested Mary Lou Anderson to be asked to write it. M. Buxton to make arrangements with Miss Anderson and the newspaper.
11. Conference with Methodist Board of Trustees - R. Seals, M. Buxton, J. McPeak, G. Lenihan and G. Butler attending. Trustees were advised of the current budget of the Center and asked to approximate the actual value of services and space donated by the Church to the Center for budgetary purposes.
12. Conference with Wayne Owen - G. Butler, M. Buxton centering on budget needs and sources of large scale funding. Need to adjust current budget to include donated equipment, space and services, value of donated volunteer time.
12. Constitution of Board of Directors: Board needs discussed, to encourage a strong supporting role for board members but not a necessarily "working" role. G. Lenihan suggested increasing board size by two members, replacing one parent member who can no longer serve. Suggested setting up nominating committee to make these replacements and to set up a slate of officers. Suggested that they approach new industries in Charleston to seek a community person rather than another university oriented member. Nominating committee selected: M. Buxton, G. Butler, J. Spencer, Rosemarie Seals will continue to act as acting Chairman and C. Koppitz as asst. in the interim.
13. New Business: (a) Discussion of obtaining reimbursement for supervising practicum students from Home Economics Department at Eastern Illinois University. Future discussions with Dr. Moody, and Dr. Swope suggested.
  - (b) Suggestion made (M. Buxton) thank you notes to all contributors as public letter in newspaper. M. Buxton to write this.
  - (c) Christmas Vacation - should Center remain open? Decision

to continue the present policy of closing during the university vacation due to low number of families who expressed a need for care and due to staffing problems during those two weeks. Decided to reconsider policy before the next quarter break to make provision to have Center remain open. This would encourage a "community" day care center image.

(d) Board meeting time: Decided to retain the present time for those members present. Tuesday (2nd) at 7:30 p.m.

14. Meeting adjourned at 10:15 p.m.

Joyce Spencer,  
Acting Secretary

Wesley United Methodist Church  
Second Floor

January 11  
7:30 P.M.

AGENDA

1. Minutes,

Treasurer's Report: December 1971		Income	\$920.98
Expenditures from		Expenses: Salaries	584.24
Savings:		Food	63.21
Cots	\$ 69.00	Supplies	6.00
Taxes	267.85	Telephone	49.17
Balance in Acct.	\$672.88	Stamps	1.92
		Soc. Sec.	33.08
		To Savings	<u>150.00</u>
		Balance	\$ 33.36

2. Director's Report - Jan McPeak

3. Old Business: Report of Nominating Committee; Election of new Board members; Election of Board Officers.

Tax Status Report - Genie Lenihan - Permission to make Social Security tax rebates.

Bonding of Board office or Adminis. Asst.

4. New Business: Coles County Mental Health Association: Proposal for study using our center.

Funding Sources: 708 Board - Wayne Owens

## M I N U T E S

Board Meeting: January 11, 1972, Wesley United Methodist Church 7:30 p.m.

Present: Shuff, Floyd, Buxton, Price, Lenihan, Spencer, Koppitz, Butler, Whitlow, Buxton

1. The Nominating committee (Buxton, Butler, Spencer) recommended the following slate of officers: For President : Dr. Robert Shuff; For Vice-President: Dr. Tom Floyd; For Secretary: Miriam Whitlow. The Board voted unanimously to approve the recommended slate.
2. Marilyn Buxton, Consultant, reported that arrangements have been completed with the Coles County Daily Times-Courier for publication of a monthly column on the Center, including information and activities. Also reported on a meeting with Mr. Browning of Trailmobile about the possibility of soliciting someone from their staff to serve as a member of the Day Care Center Board.
3. In response to a request by the Day Care Center Board, representatives of the Coles County Mental Health Center attending the Board meeting reported that if state funds are available for the Mental Health Clinic to hire an additional social worker, that individuals could be used to observe Day Care Center Children (tentatively one day a week, to make recommendations concerning activities and guidance). Dr. Floyd moved (Lillian seconded) that the Board enter into an agreement with the Mental Health Center for use of services of such a social worker, If funds become available to hire such an individual, The motion carried unanimously.
4. Genie Lenihan reported that steps are being taken to refund to Day Care Center employees money deducted from their salaries for F.I.C.A. contributions; Because the Center expects to be declared tax-exempt, such deductions were unnecessary and the Center is not liable to pay these taxes. Chris Koppitz moved (Floyd seconded) that Genie Lenihan proceed to make the necessary refunds and adjustments with IRS. Floyd moved (Koppitz seconded) that Genie Lenihan be authorized to serve as Day Care Center Treasurer and that the office of Treasurer be bonded. Motion carried unanimously

Minutes of Jan. 11 Meeting Cont.

5. In the absence of Jan McPeak, Genie Lenihan gave the Director's Report:

39 children enrolled

8 full-time

31 part-time

9 volunteers

4 participants

3 field study students participating

2 students involved in testing

Staff 2 full-time

3 part-time

1 cook

1 cleaning person

Meeting Adjourned

Miriam Whitlow, Secretary



7:30 p.m. Second Floor, Wesley Methodist Church  
 February 8, 1972

A G E N D A

1. Minutes

2. Treasurer's Report January 1972

Income	\$1210.10	Expenditures from Savings	
Expenses		Balance, Jan. 1, 1972	\$672.88
Salaries	938.92	Interest	8.95
Taxes	79.20	Soc. Sec. Refunds	330.93
Food	81.00	Taxes 4th qtr. 1970	244.44
Supplies	43.53*	Donations	
Phone	16.96	Alpha Gama Delta	25.00
Misc. Expense	10.60	Private	<u>10.00</u>
IGA Bill	25.00		
TOTAL	<u>\$1195.21</u>	Balance	\$135.46
Balance	+ 14.89		

Comments: Tax status, Tax Exemption letter

3. Director's Report - Jan McPeak Possible policy changes:

Should we take "drop-in" children? Open during quarter break?  
 Hire workers under 18?

4. New Business

- a. Report of conference and possible liason with OEO  
 Ginny Butler  
 Visit to Lawrenceville Center - G. Butler and G. Lenihan
- b. Consultant's Report - Marilyn Buxton: 708 Board,  
 Second Center, High School Home Ec. Dept. Liason,  
 Other conferences.
- c. Discussion of statement of philosophy and purpose.

7:30 P.M. Second Floor, Wesley Methodist Church  
 March 14, 1972

AGENDA

1. Minutes
2. Director's Report - Jan McPeak
3. Treasurer's Report - Genie Lenihan

Receipts

Fees	\$1332.90
Donations	5.00
	<u>\$1337.90</u>

Expenses

Salaries	\$ 887.20
Food	90.00
Supplies	70.42
Equipment	169.68
Misc. Expense - postage, film, etc.	30.17
Telephone	14.53
Taxes	<u>107.47</u>
	<u>\$1369.47</u>

Balance - \$31.57

4. Old Business

A. Policy Rewrite - Jan McPeak, Genie Lenihan, Lillian Price

B. Proposal Draft - Marilyn Buxton

5. New Business

Genie Lenihan and Ginny Butler visited the Lawrenceville Day Care Center to study their administrative procedures to learn about their cooperation with local O.E.O. Visit was most helpful. Conclusion is that O.E.O. is a viable and not too binding liason for the Center.

MINUTES

Board Meeting: February 8, 1972, Wesley United Methodist Church, 7:30 P.M.

Present: Floyd, Buxton, Lenihan, McPeak, Price, Whitlow, Bob Gray (Observing), Dr. Joyce Crouse (new member), Field Study workers - Nancy Heckler, Judy Vette, Sandy Schaub. In the absence of Chairman Shuff, Dr. Floyd Presided.

Minutes of February 8, 1972, continued:

1. Genie Lenihan presented the Treasurer's report and announced that the Center has now been officially granted tax exempt status. Lillian Price moved that the Treasurer's Report be accepted, M. Whitlow seconded the motion. Motion Carried.
2. Jan McPeak gave the Director's Report. 37 children enrolled, 8 full time, 29 part time. 2 student participants in Home Ec. Nutrition project, 2 graduate student participants did testing, picture preference tests, language assessment test (with parent's consent), 1 observer from psychology class, 4 students from child development class, 12 volunteers.
3. Following a discussion on whether or not the Day Care Center should alter its policy so that "drop-in" (not previously scheduled) children could be accepted, it was decided that a committee composed of Genie Lenihan, Jan McPeak, and Lillian Price would study the matter and report its recommendations to the Board.
4. Following a discussion on whether or not the center should remain open during quarter break, Lillian Price moved that the Center remain open. M. Whitlow seconded the motion. Motion carried.
5. Marilyn Buxton and Ginny Butler reported on a conference that they hold with the O.E.O. representatives. The O.E.O. staff suggested 3 areas in which they could help the center: (1) providing equipment at little or not cost; (2) conducting a study of day care center needs of low income families; and (3) possibly providing workers for the Day Care Center whose salaries would be paid by O.E.O.
6. M. Buxton reported on her meeting with Jerry Bennett, Executive Director of the Chamber of Commerce, during which was discussed possible means of advertising Day Care Center services, as well as persons in the community who might be interested in serving on the board.
7. M. Buxton reported on her meeting with Donald Bretsch, Principal of Charleston High School. He referred her to the Home Economics Dept. where she was told of a proposed Child Care Vocational Program which could possibly provide High School women to work at the Day Care Center.
8. M. Buxton reported on her meeting with Wayne Owens of the 708 Board. He urged that the Day Care Center submit its request for funding by March of this year, and he suggested that the Center consider (1) broadening the base of children served; (2) initiating a parent training program; and (3) seek cooperation with local agencies. Dr. Crouse moved that M. Buxton be authorized to prepare and submit a request for funding to the 708 Board. L. Price seconded the motion. Motion Carried.

The meeting was adjourned at 10:30 P.M.

Miriam Whitlow, Secretary

Charleston Community Day Care Center  
7:30 p.m. 2nd Floor, Wesley Methodist Church

Board Meeting  
April 11, 1972

AGENDA

1. Minutes
2. Director's Report - Jan McPeak
3. Treasurer's Report - G. Lenihan

<u>Receipts</u>		<u>Expenses</u>	
Fees	\$1488.18	Salaries	\$1111.16
Donations	25.00	Food	83.28
	<u>\$1513.18</u>	Supplies	52.23
To Savings	25.00	Equipment	54.76
March Balance	<u>\$ 56.67</u>	Misc. (postage, St. Filing Fees, bonding fee)	17.90
		Telephone	19.56
Savings Balance	<u>\$ 160.46</u>	Taxes	95.62
			<u>\$1431.51</u>

4. Old Business
  - A. Policy Rewrite - G. Lenihan, J. McPeak
  - B. Fund-raising - outdoor play equipment (portable) - R. Gray
5. New Business: Conference with insurance representative - Jene Thomas

MINUTES

Board Meeting : March 14, 1972, 7:30 P.M. Wesley Methodist Church

Present: Shuff, Floyd, McPeak, Lenihan, Gray, Crouse, Koppitz, Price,  
Whitlow, Buxton, Butler, Robillard and Spencer.

1. Jan McPeak presented the Director's Report: Winter Quarter:

20 observers  
12 volunteers

Spring quarter enrollment: 45 (24 preschool, 21 infants)  
11 volunteers

2. Genie Lenihan chairman of the committee to review the Day Care Center Staff and Student Policy, explained recommended revisions and the board members suggested additional revisions. (Draft copy attached). The final version of the policy will be decided at the April meeting.
3. Marilyn Buxton presented a draft copy of the Day Care Center's proposal for funding which after revisions will be submitted to the 708 Board and the United Fund. Several suggestions for revisions were made, and Board members were asked to take the draft with them for further study. Asked to contact Marilyn Buxton concerning further suggestions.

Meeting adjourned at 10:30 P.M.

Miriam Whitlow, Secretary

Suggested Revision to Articles and Policies of Organization

Page one:

Paragraph two, (add) to cooperate and coordinate with community resources whenever possible.

Paragraph 4, No. 2 (read) the remainder shall be members of the community. Paragraph 4, No. 3 (read) ... shall be named by the Administrative Board of Wesley Methodist Church. Members of the Board shall serve two year terms, half of the board membership being replaced each January ..... (strike) No member shall succeed himself.

Paragraph 7, (read) Operation: The board shall meet at least two times a year. A quorum of one more than half the board Membership will be necessary for a vote. The meetings shall conform to accepted rules of order.

Page two:

No. 1. .... shall set up daily schedule and over all program; is in charge of entire ... (last sentence, read) makes recommendations regarding employment .....

No. 2. .... are hired on the recommendation and work at the direction.....

No. 3. (change to) All personnel hired shall comply with recommendations of the Dept..... (last sentence read) employment may be invoked on recommendation of the Director.

No. 6 Sick Leave: One day of sick leave for a month may be granted to full-time employees. Sick leave for part-time employees who work five or more hours per day is granted on a proportional basis. Sick leave will be paid for illness of the employee or the employee's child. It will not be paid for personal leave. Sick leave may not be accumulated in advance of the contracted period of employment.

No. 8 Staff Training: The staff will be encouraged to take advantage of workshops and other training available to promote better services to children and families. The Board will grant time off with pay up to three days per year for each staff member for this purpose.

Page three: Strike the entire second sentence. Under Hours.

Late Pickup: (change to).... a fee of \$1.00 .....

Illness: (add) After a communicable disease, a note from the doctor will be needed for readmission. (strike last paragraph in this section)

**Vacation:** Parents may withdraw their children temporarily from the center for an absence of five days or more, without charge, for instance, when going on a family vacation or when the university is not in session (for university employees or students). TWO WEEKS NOTICE OF THIS TEMPORARY ABSENCE MUST BE GIVEN.

**add:**

**Conferences:** The Director and/or staff members directly involved shall hold a conference with the parent(s) at least once during the year regarding the development and progress of the child.

**Parent Support:** Parents are expected to participate in parent workshops set up by the staff when so invited. Parents are expected to contribute in some way to at least two fund-raising or improvement projects for the center per year.

BOARD MEMBERS:

YOU WILL NOTE THAT THE MEETING IS SET FOR TUESDAY, MAY 4 RATHER THAN MONDAY AS DECIDED LAST MONTH. THIS IS BECAUSE SEVERAL PEOPLE NOTIFIED ME THAT THEY COULDN'T MAKE IT ON MONDAY INCLUDING JAN AND ROSEMARIE SEALS, JOYCE C. ETC.

YOU WILL ALSO NOTE THAT THERE ARE SEVERAL CRUCIAL ITEMS ON THE AGENDA SO WE DEFINITELY NEED ALL BOARD MEMBERS PRESENT TO DECIDE THESE ISSUES. (ESPECIALLY OUR INSURANCE DILEMMA AS WE ARE CURRENTLY NOT COVERED ACC. TO MR. THOMAS) THE FUNDING PROPOSAL AND POLICY STATEMENT DECISIONS MUST BE MADE AT THIS MEETING. ALSO, AS WELL AS THE PARENT PROJECT SET FOR MAY SO ..... PLEASE

Y'ALL COME NEXT TUESDAY



AGENDA

1. Minutes
2. Director's Report - Jan McPeak

3. Treasurer's Report: Genie

Receipts:	Fees:	\$1327.98	Expenses:	Salaries	\$1052.32
				Food	80.47
April Balance:		<u>- 55.24</u>		Supplies	7.93
				Equipment	67.51
Savings Balance		<u>160.46</u>		Misc. Exp.	23.53
- Taxes paid 4/10		<u>159.38</u>		Telephone	13.04
Savings Bal. 4/30		<u>1.08</u>		Taxes	138.42
					<u>\$1383.22</u>
Accounts Receivable - 5/1/72 -		\$468.00			

4. Old Business: Insurance: Letter Jene Thomas, Presentation: Leland Hall Policy Restatement - Jan and Genie
  - a. Second child fee policy
  - b. Volunteers under 18?
  - c. Sick leave policy retroactive?
 Parents Project - Bob, Tom, Joyce S.  
 Funding Proposal - Marilyn Buxton
5. New Business: Liason with Coles County Mental Health Center Board Meeting Time - Summer.

MINUTES

Board Meeting: April 11, 1972, 7:30 p.m. Wesley Methodist Church

Present, Floyd, Spencer, Shuff, Robillard, Whitlow, Lenihan, Rosemarie Seals, Lund, (Parent visitors)

1. In the absence of Jan McPeak, Genie Lenihan presented the Director's report:

Children enrolled:	45	Floyd moved, (Robillard second) to
Observers:	5	accept the report. Passed
Participants	8	
Volunteers	13	

2. Genie Lenihan presented a rough draft of the Day Care Center articles and policies of organization. A lengthy discussion followed in which several changes and additions were made by Board members and staff. The section on illness and vacations will be reviewed and action will be taken on entire policy at the next board meeting as there was not a quorum in attendance.
3. Meeting time was changed to the second Monday of the month.

4. Shuff reported that the completed proposals were submitted to both the 708 Board and the United Fund.
5. Shuff appointed a committee of Gray, Spencer and Robillard to contact parents for ideas on how best to raise funds for new equipment.
6. Meeting adjourned at 9:30 p.m.

Miriam Whitlow,  
Secretary

Charleston Community Day Care Center  
7:30 P.M. 2nd Floor, Wesley Meth. Church

Board Meeting  
June 12, 1972

### AGENDA

1. Minutes
2. Director's Report - Rosemarie and Genie  
Program, enrollment workshop, Director's activities.
3. Treasurer's Report - Genie and Rosemarie

<u>Receipts</u>		<u>Expenses</u>	
Fees	\$1342.23	Salaries	\$1019.90
Donations	25.00	Food	112.90
(Methodist Church)		Supplies	11.02
To Savings:		Equipment	22.07
	74.75	Misc. (postage,	5.90
Savings Balance	<u>128.45</u>	St. filing fees,	
		bonding fee)	
May Balance	11.95	Telephone	12.84
		Taxes	<u>145.65</u>
			1330.28
Accounts Receivable June 1st		\$282.00	

4. Introduction New Staff - Rosemarie
5. Old Business
  - A. Approval for Mental Health - Consultant - Rosemarie
  - B. August Closing - Genie and Rosemarie
  - C. Insurance - Joyce Spencer, Report from Rev. Brownfield
  - D. Parent Project
6. New Business
  - A. Budget for Fall
  - B. Procedure for hiring Directors - fell.
  - C. Expansion into a new room? - Rosemarie

### MINUTES

Board Meeting -- Tuesday, May 9, 1972 7:30 P.M. Wesley Methodist Church

Present: Tom Floyd, Genie Lenihan, Rosemarie Seals, Tom Robillard, Bob Gray, Joyce Crouse, Mary \_\_\_\_\_ (Day Care Worker), Marilyn Buxton, Lillian Price, Gony Butler, and Joyce Spencer.

1. Jan McPeak presented the Director's Report:  
20 observers and 15 volunteers for the month of May  
41 children enrolled  
Three participants from the Speech and Hearing Clinic.

2. Treasurer's Report made by Genie Lenihan:

April balance reads negatively, but some April fees were paid in May and not in April. A tax-exempt statement is being made out for last year.

It has been suggested that the Day Care Center try to retain a CPA, CPA or some consultant for our finances who could make judgments or give suggestions on our tax returns.

We have yet to receive money on (milk) reimbursement.

Salary increases will not make us go into the hole, at least for the month of May.

3. Director's Announcement:

Jan made announcement that she is leaving at the end of the quarter. Center is in need of a new Director. Suggestion made that Genie and Rosemarie share the Directorship for the summer and share the Director's salary for summer. A need for the Day Care Center exists during the summer.

Discussion of other staff people who will be leaving for the summer (2 staff members) followed.

4. Tom Floyd suggested that a motion should be made for a procedure to elect the new Director for the fall. Joyce Spencer made a motion that Genie and Rosemarie share the responsibilities of Directorship throughout the summer. Tom Robillard seconded the motion. Motion carried. Following the motion was a discussion on the responsibilities of the Director and the responsibilities of the Teacher. Problem exists when both duties are shared simultaneously. Director should have secretarial help and be in the classroom part of the time. Director shall coordinate activities in both rooms.

5. Discussion of new employees for the summer quarter. Genie and Rosemarie will possibly select from the volunteers who have worked at the Center. Suggested that Geny Butler be asked to help serve on the hiring selections. A discussion followed concerning a young girl (15) for a volunteer during the summer. The OEC paid worker will be working in the infant room. Suggestion made by Robillard to possibly see new employees before they were hired.

6. Geny Butler made a motion to thank Jan McPeak for her fine work at the Center. Bob Gray seconded it. Carries Unanimously.  
THANK YOU, JAN!

7. Insurance--Gene Thomas, State Farm Representative, and Genie Lenihan had discussed the liability insurance on the phone. Mr. Thomas said the company did not cover the Day Care Center. The Church is covered, but the Center is not covered. Another

insurance agent has been contacted to attach a writer to the existing coverage. Leland Hall will see just what the exact kind of policy we need for the Day Care Center. Need protection for our staff from liability suits and negligence and personal liability suits. Discussion of student liability coverage is a big concern. We will wait to see what Leland Hall recommends. Ill. Education Assoc. could cover the students. Joyce Spencer will check this out.

8. Day Care Center Articles and Policies--Suggested revised discussed. Tom Robillard made a motion to approve the Articles and Policies of Organization as of June 1, 1972. Bob Gray seconded the motion. Motion carried.
  - a. Discussion of second child fees. Suggested that there be a reduction in the fees to 90% of the fees for the first child. Motion made by Tom Robillard that the fees for the second child be reduced to 90% of the fees for the first child. Lillian Price seconded the motion. Motion carried.
  - b. Discussion of the Center closing a sometime during the year. Decided that the Center will remain in August during the quarter break.
9. Motion made to approve the revisions in the Policy Statement by Robillard. Lillian Price second the motion. The motion carried.
10. Discussion of half-day fees and full-day fees. Noted that part-time children are an obstacle to receiving the State Grand-in-Aid. 75% of our half-time children are coming for the full five hours. It was suggested that four(4) hours be considered as one-half (1/2) day with a fee of \$7.50 per week, five(5) hours with a fee of \$10.00 per week, and over five (5) hours daily with a fee of \$15.00 per week or full time. Over nine(9) hours a day, the charge will be an extra \$2.50 per week or a total of \$17.50 per week. Duggested that closing time of final time be 5:30, but parents are encouraged to pick up children at 5:00. Joyce Crouse made a motion that we make the above fee changes. Bob Gray seconded it. Motion carried. A parent meeting to discuss the changes should be held.
11. Suggested that we continue with Monday nights as the Board Meeting Night.
12. Parents Project. Suggestions given to raise money: Car vacuum and bake sale, coffee stop, etc. Lillian Price made a motion to authorize the committee to go ahead with plans. Tom Robillard seconded the motion. Motion carried.

13. Gonic made a suggestion that the Board and the Coles County Mental Health Association make an agreement to back up our request for a psychologist to observe a child at the Center. After brief discussion, it was decided that a staff meeting be held with Lillian Price and Gony Butler in attendance to give advice after their observations of the child.
14. Marilyn Buxton presented her Field Study Proposal for the Community Day Care Center. She briefly summarized her work concerning the rationale, objectives, procedures, etc. for the Day Care. Also presented was the suggested 1972-73 budget for the Day Center as well as the Income Alternatives available to the Center. A copy of the Funding Proposal turned in to the 708 Board was given to the Board Members for observation. United Fund will mail the forms to Marilyn to be completed for funding. Marilyn discussed priorities in case money comes in from these sources. Other recommendations given for hiring, job descriptions, equipment, etc.
15. Meeting adjourned at 10:50 P.M.

Joyce Spencer  
Acting Secretary