

REBA EARLY LEARNING CENTER

History

Reba Early Learning Center is a small, single site, non-profit preschool. It was founded in 1966 as Reba Place Day Nursery. During the mid-nineties Reba Place Day Nursery became incorporated. RELC is committed to the principles and values within our community.

Mission and Vision

Reba Early Learning Center is a community based organization dedicated to providing high quality care, education, and support for children and families of diverse cultural, ethnic, and socioeconomic backgrounds.

Committed staff provide an emerging curriculum that enables children to express their individuality and explore their environment, while developing skills for cooperative interactions. Our goal is that every child will be confident, eager to learn, and ready for kindergarten.

We believe that we best meet our mission and vision by creating respectful partnerships with families and teachers that fosters and encourages the best in each of us.

Culturally Relevant Anti-Bias

Our program intentionally strives to include families and staff that are diverse in culture, ethnicity, and socio-economic background. Diversity is embraced through the implementation of a culturally relevant anti-bias program.

This program features goals for children and adults. These goals help children feel confident about themselves and their group identity, to value and respect the identities of others, to be critical thinkers, and to stand up for injustice.

Anti-bias is an important component of the overall philosophy at RELC. We believe that bringing families of diverse backgrounds together is one that makes RELC a vital asset to the Evanston community.

RELC Inclusion Policy

We welcome children and families of all abilities. Our program supports the inclusion of children who require additional support because of a physical, cognitive, social or emotional need. The indoor and outdoor environment is arranged to ensure that every child can move freely and make decisions based on their interests, abilities, and needs. Daily program changes are made to meet the needs of each child.

Every child is provided with opportunities to engage in social play and routines throughout the day. Each child is encouraged to participate in developmentally appropriate experiences for all children designed to encourage socialization of every child with peers. We believe that every child deserves an environment and experiences that enhance development in all areas of h/her development. Program practices and procedures that best meet the needs of each child and family will be utilized.

RELC Homeless Policy

RELC enrolls and supports children and families regardless of their living situations. Policies and procedures according to the McKinney-Vento Homeless Assistance Act, Title VII, Subtitle B, Education for Homeless Children and Youths Program. Every attempt will be made to provide or connect families with resources needed for the health, safety, and education of their children.

Staff will receive ongoing professional development in current areas of child development, research, theory, and practice. We are committed to learning more about various abilities and full inclusion as part of our annual training plan. Every child and family is valued. In the event that our program is unable to support an individual child's needs we will assist the family with seeking appropriate resources.

RELC Board of Directors

RELC is an incorporated, not for profit, full day program governed by a Board of Directors. The Board is accountable for all legal and fiduciary affairs for RELC. The Board of Directors also has moral and ethical ownership based on their social responsibility to act as stewards of RELC's well-being.

Board Chairperson: Lisa Burton – lisaburton77@gmail.com

A complete list of Board members can be obtained from an administrator.

RELC VALUES, PHILOSOPHY, & PRACTICES

At Reba Early Learning Center, we provide high quality care and education which emphasizes the following values:

Trust

- Our goal is to keep children safe; both physically and emotionally.
- Young children need consistent, predictable relationships with their teachers. We use an "attachment" approach to create bonds with children and families. Your "attachment" teacher will be your primary contact for you and your child.

Families

- Partnerships with families are valued. You are important people in the lives of your children. The views and information you share is valuable.
- We are respectful and responsive to family needs and ideas. Children will trust who their family trusts. We value the contribution each person makes to support the care and development of young children.
- Children are valued and deserve as much respect as we give adults.
- Different perspectives are respected and valued. We recognize that we are interacting with diverse families whose experiences may be different from those of others.

- Immigrant, refugee, homeless, and undocumented families are part of our community. We will provide support and resources to the best of our ability.

Learning

- Learning during the early childhood years is important because a preschool child’s brain is at a critical stage of development.
- Children learn from everything they do. Our curriculum is “play” based. We implement hands-on experiences to enhance growth and development.
- We facilitate critical thinking, problem solving, and conflict resolution skills. This will enable children to make developmentally appropriate decisions.
- Children need a positive transition to elementary school. We collaborate with other educators to ensure the best possible transition process.
- We interact together in a peaceful environment. Physical play that is threatening and the use of imaginary weapons is discouraged. Positive growth is fostered in a safe setting.

We believe that a child’s healthy development depends upon the security of trusting relationships with caregivers. To maintain trusting, on-going relationships, children three to five years of age stay with the same group their entire time of attendance at RELC. Each child and their family will have an “attachment” teacher. This enables the teacher and family to build a trusting relationship. We can work as partners to help your child feel secure and focus attention on learning.

Family/child information is kept confidential. All files are maintained in locked file cabinets in the executive director and business manager offices.

PHILOSOPHY,PRACTICES,AND CURRICULUM

Each classroom is comprised of multi-age children and varying developmental levels. The maximum ratio of children to adults in our two to three year old classroom is 8:1. Our three to five year old classrooms can have a maximum ratio of 10:1.

We are a teaching program. There will often be academic students at RELC doing observations or internships for their academic coursework. They are never left alone with children and are under the direct supervision of a teacher or administrator at all times.

Engaging in constructive play is the primary way in which children learn. Learning centers are designed to provide environments in which children can explore, ask questions, and construct knowledge about the world. Through interactions, observations, and assessments, teachers are able to gather evidence of each child’s learning process to be documented in individual portfolios. Teachers are able to use the documentation to modify the environment, reinforce, and expand learning.

We use *Creative Curriculum*, *MyTeachingStrategiesGold* assessment, and the *Project Approach* to learning. These align with the IL Early Learning Developmental Standards. Everyone is challenged to explore a topic in depth as long as the interest exists. During the exploration the focus is on the process rather than the end product. Children are encouraged to ask questions, try different approaches, follow their curiosity, and reflect on their learning to develop concepts and skills.

Experiences are provided that will help children meet *TeachingStrategiesGold* benchmarks and IL early learning standards. These benchmarks and standards are used as guidelines for planning a developmentally appropriate, culturally relevant, meaningful, and naturalistic environment.

We place an emphasis on emergent literacy. Environments and experiences are designed to help children gain speaking, listening, reading, and writing skills. Children can dictate a story to a teacher, then illustrate, and dramatize dictated stories with peers and teachers. Letter sounds, phonetic writing, rhyming, expressive, and receptive language, literacy skills, and concepts can be developed through these experiences.

Screening/Assessment

Children will participate, with family permission, in annual developmental screenings as recommended by NAEYC. The screening tool RELC currently uses is the *Ages & Stages* Questionnaire. The purpose of the screening is to determine the need for additional support or further evaluation in an area of development. IL early learning standards and benchmarks are used as guides for assessing each child's learning process. An assessment of a child's development is ongoing. The assessment is done through teacher observations, documentation, and samples of children's work. Each child's data is maintained in their file located in the Executive Director office. Portfolios are confidential and shared only with the child's teachers and designated family members.

Special Services

Please notify the executive director upon enrollment if your child has been evaluated for, or is receiving special services. In order for teachers to effectively develop a learning plan for your child a copy of the individualized education plans (IEP) or individualized family service plans (IFSP) is required.

FAMILY/RELC PARTNERSHIP

What Can You Expect From Us?

- Your child will be safe and secure.
- An educationally rich and nurturing environment will be provided for your family.
- You will be informed about your child's development and learning process.
- Opportunities for family involvement will be provided through meetings, social events, committees, fundraisers, and the classroom.
- We will work as your partner to support you and your child.

What Can You Do to Help Us?

- Keep us informed about important events and developments in your child's life.
- **Call if your child is not coming to school, is ill, or will arrive after 9:30 a.m.**
- **You, or a designated person, will be available by phone throughout the day in the event of illness or emergency.**
- Pay tuition in a timely manner.
- Participate in classroom, meetings, and social events.
- Read Family Manual, other communications, and follow RELC policies.

Visitation Policy

Family members are an integral component of our classroom community. If you, or a family member, would like to participate or visit the classroom please communicate with your classroom teacher and/or executive director.

Separation Transition

Some of the most difficult separations are those between family and child. It can be a difficult time for all. We strive to support you through this process.

Each family is asked to work with teachers to create a consistent plan that will promote successful transitions for the child and family. When you feel comfortable enough to separate please let the teacher know.

Please be aware that it is a typical reaction for children (and families) to cry at the time of separation. You are welcome to call to speak with your child or to find out how your child is doing throughout the day. Please be assured that we will call you if your child continues to be distressed beyond a typical transition period.

Every family is connected to an “attachment” teacher. The teacher will work with you to create a trusting relationship and bond with your family. A family photograph, stuffed animal, or other security object can sometimes ease the separation anxiety for a child. We will work with you to ensure an as smooth transition as possible.

COMMUNICATION

Open communication between families and staff is valued and encouraged. Please keep us informed regarding changes in your child’s life outside of school, such as a move, death, travel, or changes to the family structure. By sharing this information, you will help us to support your family in processing the change.

Please feel free to schedule a meeting with teachers or the executive director at any time throughout the year. This will enable you to have privacy regarding the sharing of confidential information.

Contact Numbers

- **Late Arrival/Absences: 847 475-6480**
- **Darcy Carter (Administrative Director): 847 475-6480 rebaelc@gmail.com**
- **Bettye Cohns (Executive Director): 847 475-6480 (c) 847 828-6441 bcohns@yahoo.com**

Family Mailboxes

Each family has a labeled mailbox. **Please check your mailbox daily!** This is where you will find tuition invoices, newsletters, notices, and other timely materials.

Family Board

A family board is in each classroom. Information, such as lesson plans, menus, daily schedule, and information relevant to families will be posted. If you would like to post on the family board please submit it to the Executive Director. Each classroom has a communication board that will give families a brief synopsis of the classroom activities for that day.

Resolving Conflicts

If you have a difference of opinion or conflict with a teacher, another family, or anyone associated with RELC please speak directly with that person and the executive director to mediate and resolve any concerns.

DAILY ROUTINES

Operating Hours

Monday through Friday: 7:30 a.m. to 5:30 p.m. (see school calendar)
Early drop-off: 7:00 to 7:30 a.m. optional (\$45 per month)
Late pick-up: 5:30 to 6:00 p.m. optional (\$45 per month)

Arrivals/Departures

Each classroom has a security entrance system. There is a buzzer next to the door inside the vestibule. Please have your child at school by 8:30 a.m. This gives your child an opportunity to participate in the full range of activities that school has to offer. **Children who arrive at school after 9:30 a.m. more than 5 times within a month will not be accepted for care on the 6th occurrence of late arrival within a month.** Please speak with the executive director if special circumstances arise.

As a part of your child's transition process for the day, we ask that you help put away belongings, wash hands, and make contact with a teacher before leaving your child.

Please sign your child in and out, with your full signature and time, each day. The record of children's arrival and departure becomes critical in emergency situations, such as an evacuation. We are required to keep these accurate records for the State of Illinois by DCFS. **Teachers may not sign your child in or out.**

When we are in route to a destination, for safety purposes, please accompany us to the destination to sign your child in or out.

Every child is expected to be picked up by 5:30 p.m. unless you have late permission. The late fee is \$1.00 per minute after 5:30 p.m. If you are running late, please call and inform the teacher of your estimated arrival time. The Evanston Police Department may be called if we have not made any contact with you or a designated person by 6:30 p.m. They will then take any steps they may deem necessary.

Cell phones must be used outside of the classroom or playground. We expect that your attention will be focused on your child during drop-off and pick-up times.

Teachers may use their cell phones while working for work-related use only! Please speak with your child's teacher if you would like to have cell phone access with them.

We enjoy sharing aspects of your child's day with you. Our primary responsibility is with the group of children we are caring for. If you would like detailed information about your child we would be happy to schedule a time to meet with you.

DAILY ROUTINES

Parking

Custer Ave., directly in front of the school is a loading zone to be used for drop-off or pick-up. If you are planning to stay for more than 5 to 10 minutes please park across the street in the 2 hour parking zone or on a nearby side street. **Please note the street cleaning and snow removal signs to avoid being ticketed. The parking lot north of the building is for staff parking only. The area on Madison (south of the building) is not a loading zone for RELC. You may be ticketed.**

Outdoor Activities

We go outdoors everyday unless:

- **The temperature is less than 20 degrees with the wind chill.**
- **The heat index is above 90 degrees.**
- **There is a steady rain, lightening, thunderstorm, or tornado watch.**
- **There is a wind advisory or ozone alert.**

The length of outdoor time may be modified according to weather conditions.

In general, if your child is not well enough to go outdoors under these conditions, they are not well enough to be at school. Any child with medical conditions that may need accommodations must have written authorization from their physician. A plan must be made with the teachers and executive director.

Our outdoor play areas include climbing equipment, sandbox, and a bike path. Please dress your child, appropriate to the weather, for outdoor play every day. **We require shoes with closed toes and heels that are well secured to the feet for safe, active play. You may want to invest in a hat or satin sleep bonnet for sand play.**

Please remember to provide sunscreen with UVB and UVA protection of 15SPF or higher. Sunscreen and insect repellent must be in lotion form.

Clothing

Please dress your child comfortably for active and messy play. Your child can become more independent and self-reliant when dressed in clothing that they can manage. **A complete set of clothing, appropriate for the season, must be kept at school at all times. Children often have similar clothing. Please mark all items with your child's name or initials.**

Birthdays

RELC would like to join in celebrating your child's birthday if it is a tradition with your family. Please make arrangements with your child's teachers to establish the day you would like to celebrate. We can prepare a

birthday treat in the classroom with your child or you may bring a store-bought treat, in original packaging, to share with your child's classroom. DCFS regulations prohibit the serving of cakes, cookies, or other sugary items.

DAILY ROUTINES

Holidays/Traditions

We encourage children and families to share their celebrations in a casual, child-directed manner. Please talk with your child's teachers to determine how the activity can fit into the classroom plan. RELC creates inclusive celebrations throughout the year. This culturally relevant anti-bias approach to celebrations will enable us to maintain an inclusive environment for everyone.

Food/Meals

In keeping with Health Department regulations, we are not allowed to serve food prepared at home to children during our school hours. Any purchased food must be brought in the original un-opened packaging. Fruits/vegetables must not be peeled or cut unless they are in un-opened packaging.

Food may be brought to school if it is for the entire class and pre-approved by the teachers. If your child has dietary restrictions please speak with the executive director to determine the necessary accommodations. **Please be sure that your child finishes eating food from home before coming into the classroom.**

RELC is a nut free zone if anyone in the Center has a nut allergy. Some of our children and staff may have allergic reactions to nuts and/or products with nut oils. To ensure the safety of those with nut allergies, all nut products are excluded from meals, and snacks.

We serve a morning breakfast, lunch, afternoon, and early evening snack. Nutritionally well-balanced meals are served "family style" when possible. Children and teachers eat together. New foods with a variety of textures and tastes are served as well as familiar and favorite foods. **Sweets, such as candy and cake, are not allowed to be served.**

If your child has dietary restrictions, families can provide substitutions, according to federal food guidelines, for snacks and meals. DCFS requires written notification from family and physician for food/milk substitutions.

Rest Period

Nap/rest time is from 1:00 to 3:00 p.m. Each child has their own labeled cot. We ask that families provide a small blanket. Blankets and sheets are laundered weekly, or as needed, at RELC.

During rest the teachers help children feel comfortable and relaxed. This may be achieved through soft background sounds, back rubs, quiet music, etc. Please let your child's teacher know if there is something particularly comforting to your child. Most children fall asleep under these conditions. Children awake after an hour of rest time are offered quiet activities during the second hour of rest time.

Children are gently awakened. Curtains are opened to let in natural light. Teachers talk and gently move children to help them wake up. When children are awake they are encouraged to put on shoes and help put their cot away.

HEALTH/SAFETY GUIDELINES

Medical Forms

A child health examination form, completed by a physician, **must be on file at RELC on your child's first day of school.** The exam must be within six months prior to enrollment for new students and updated every two years for current students.

All immunizations must be up to date for enrolled children to attend RELC. **Please note that all children must have chicken pox (varicella) vaccination. Results of TB test and lead screening must be recorded and dated on the medical form.**

Children with asthma or other medical conditions requiring rescue medication must have a medical action plan, with physician and parent signatures, on file at RELC. Any deviations from these requirements must be submitted, in writing, with a physician's signature.

DCFS Regulations

Your child may not attend school if they exhibit any of the following symptoms:

- Diarrhea and/or rash combined with fever (oral: 101), under armpit (100) or higher.
- Illness which prevents participating comfortably in activities, including outdoor play, and rest time.
- Illness which calls for greater care than staff can provide without compromising the health and safety of other children.
- Fever with behavior change or symptoms of illness.
- Diarrhea within the last 24 hours.
- Vomiting two or more times in the previous 24 hours, unless the vomiting is determined to be due to a non-communicable condition, and the child is not in danger of dehydration.
- Mouth sores associated with child's inability to control saliva, until physician or health department states that child is non-infectious.
- Rash with fever or behavior change, unless physician has determined illness to be non-communicable.
- Purulent conjunctivitis, until 24 hours after treatment has been initiated.
- Impetigo, until 24 hours after treatment has been initiated.
- Strep throat, 24 hours after treatment has been initiated, and without fever for 24 hours.
- Head lice, until morning after first treatment.
- Scabies, until morning after first treatment.
- Chicken Pox, until minimum of 6 days after onset of rash.
- Whooping cough, until 5 days of antibiotic treatment have been completed.
- Mumps, until 9 days of parotid gland swelling.
- Symptoms which may be indicative of one of the serious, communicable diseases identified in the IL Department of Public Health Control of Communicable Diseases Code (77Ill. Adm. Code 690).

Your child must be fever free for 24 hours before returning to school. If your child has a contagious disease (such as chicken pox, strep throat, conjunctivitis, head lice, etc.) please notify teachers, and executive director immediately.

HEALTH/SAFETY GUIDELINES

When symptoms such as a rash, bumps, discolored mucus, etc. are observed you may be asked to have your child seen by a medical expert, and to provide written verification of the diagnosis. In the case of a communicable disease a physician's release may be required before a child can return to school.

You will be notified in writing when a contagious disease has been reported. This notice will alert you to symptoms to look for in your child.

Illness at School

We will first attempt to contact parents/guardians. If unavailable, designated persons on the emergency list will be contacted. When appropriate, staff will separate the ill child from other children. **It is our expectation that an ill child will be picked up within one hour. Please be sure that all contact numbers are up to date.**

Medications

RELC staff can administer medication if the following requirements are met:

- Medication must be handed directly to the teacher or administrator to be properly stored.
- Complete and sign a medication release form.
- Prescription medication must be brought in the original container with prescription label, child's name, date, dosage, and physician clearly visible.
- Aspirin, or aspirin substitutes (Tylenol, etc.) cannot be administered without a physician's authorization. Medication will be administered according to the label, following instructions of dosage as recommended by child's age, and weight.
- Topical medication, including sunscreen, and insect repellent, must be labeled, and a medication release form signed to authorize application.
- **Children with asthma and/or allergy action plans must have rescue medication available at all times.**

Toilet Learning

Please have your child wear pull-ups or underwear while at school. This enables a child to use the toilet if they choose to do so when peers are using the toilet. A toilet learning plan can be established with your family and teachers when you are ready to begin the toilet learning process. Information about toilet learning practices and procedures at RELC will be provided to your family. **Families are responsible for providing pull-ups, wipes, any ointments, and extra clothing for their child.**

HEALTH/SAFETY GUIDELINES

Safety Procedures

Teachers are trained in children's CPR and First Aid. All classrooms participate in regularly scheduled fire, lockdown, and tornado drills. Safety procedures outlined by IL Department of Children and Family Services (DCFS), National Association for the Education of Young Children (NAEYC), and the local health department are followed by RELC to ensure the safety of children.

Emergency Policy

In the event of an emergency we will call 911, follow posted emergency exit plan, and notify families. **It is critical that you sign your child in each day as we will use the sign-in as a means of accounting for all children present during an emergency.**

If families cannot be reached we will call the designated emergency contacts that you have provided on the emergency/pick-up form. **Please include all contact numbers, and keep them up to date on the form. We need to be able to reach you or a designated contact in case of an emergency.**

Hand Washing Procedure

Children and adults are required to wash their hands frequently with soap and water. Hands are washed:

- Upon arrival.
- Before and after meals.
- After using the toilet.
- After handling animals.
- When moving from one room to another.
- After blowing their nose.
- After touching items soiled with body fluids (blood, vomit, etc.)
- Before and after cooking experiences.
- After outdoor play.
- Before and after using the water table.

Proper hand washing procedure is posted at each sink.

Integrated Pest Management

The environment is maintained so as to eliminate or minimize sources of shelter, food, or water to pests. When a pest is sighted the information is reported and documented. If deemed necessary, our certified pest management service is contacted. A technician evaluates the situation. In the rare case that it is necessary to use toxic chemicals, in keeping with IL law, families will be notified no less than 2 days prior, and no more than 10 days in advance of the use of the chemicals.

HEALTH/SAFETY GUIDELINES

Emergency School Closings

The executive director and/or board chairperson may decide to close RELC in the event of severe weather or an emergency. If this is the case we do our best to notify families by 6:30 a.m. **We typically follow school District 65 weather related closures. Please follow the school closings information on local news channels. We are unable to refund tuition or provide make-up days for emergency closings.**

Termination of Care

RELC reserves the right to terminate a child's care when continuing enrollment is not in the best interests of the child, family, or RELC. Please understand that listed below are not all, but some primary reasons for termination.

- Tuition payments are overdue by 2 weeks.
- Family does not follow RELC policies.
- Conflicts with teachers and/or other families.

Mandated Reporting

IL State law requires us to call the abuse hotline if there is cause to believe that a child has been abused or neglected. We hope that we will not have to make such a call. If we do, please understand that we are fulfilling a legal obligation.

Weapons

Law enforcement personnel are the only people allowed on-site at RELC with a firearm. Weapons such as guns, bombs, etc. are banned inside of RELC building and playground. The police will be contacted for anyone presenting themselves in a physically threatening manner to children, staff, or other families.

RELC DISCIPLINE POLICY

We believe that the goal of discipline is to help children establish inner controls which will enable them to feel safe and respect others. These guidelines are taught by modeling positive approaches to problems, and empowering children to use problem solving skills to resolve conflicts.

Challenging Behavior

Children develop social skills and adjust to the preschool environment at their own individual pace. Wide ranges of behaviors are typical while children become accustomed to a group setting. When a child presents challenging behaviors the teachers will re-direct that child to an activity that will diffuse the behavior. This may mean that a child will work alone with an activity and/or be with a teacher until the child is ready to participate with peers.

If a child experiences great difficulty participating in the routine classroom environment, we will work with the family toward a resolution. This may require involvement of outside professionals, with family permission, to assess, evaluate, and/or provide services for the child. All reasonable efforts will be made to help the child be successful in the classroom.

Ultimately, RELC reserves the right to ask a family for consent to provide resources for their child. This position is based on the DCFS regulation which states, "In all instances, when a facility decides that it is in the best interest of the child to terminate enrollment, the child's and parents' needs shall be considered by planning with the parents to meet the child's needs when he or she leaves the facility, including referrals to other agencies or facilities."

Corporal Punishment

In accordance with state law and our philosophy, under no circumstance shall a child be subjected to corporal punishment, inflicted in any manner upon the body, or to verbal abuse. Meals, or any part of meals may not be withheld as punishment, nor may any child be punished for toilet accidents. **Families are not allowed to use corporal punishment with their child on RELC grounds.**

TUITION/FEES

Deposits

The initial application fee is \$100 due upon enrollment and is non-refundable. This will be applied towards your first month of tuition. In some circumstances this fee will be waived upon discretion of the Executive Director.

Tuition Payments

- Tuition is calculated in 24 equal payments on a 12 month, 52 weeks basis.
- **Tuition payments are due in advance of child care. Payments are due on the 1st of each month.**
- Fees are based on space rather than attendance. You are paying to keep this space available for your child. **Fees are due regardless of family vacations, child's illness, or RELC's closed days.**
- Fees can be paid in the black mailbox outside of the business office in the "Blue" classroom. Please use cash, checks, credit/debit card or money orders for payment.
- **Checks that are returned due to insufficient funds will be assessed a \$25.00 fine. Future payments must be made by cash or money order.**

Late Payments

- Your child may not attend school if payment is more than 10 days late, and until your balance is paid in full.
- **Tuition will continue to be charged unless you withdraw your child in writing.**
- Tuition that is 2 weeks overdue constitutes grounds for termination of child care.
- **Families on payment plans are required to fulfill plan obligations. Failure to do so will render the payment plan void. Termination of child care will occur unless the balance due is paid in full.**

Early Drop-Off/Late Pick-Up

- Early drop-off (7-7:30 a.m.) fee is \$45 per month. Late pick-up (5:30-6:00 p.m.) is \$45 per month. Forms are available from the executive director if you need either option for any period of time.

- **Early drop-off and late pick-up fees are \$1.00 per minute without a completed form.**
- The official time is monitored according to the time on an administrator's cell phone.
- **Late fees must be paid by cash, check, credit/debit card or money order to an administrator within 24 hours.**

IMPORTANT NUMBERS

Reba Early Learning Center

- **Address:** 740 Custer Ave. Evanston, IL 60202
 - **Phone:** (847) 475-6480
 - **Fax:** (847) 475-6490
 - **Executive Director:** Bettye Cohns, Cell #: (847) 828-6441, Email: bcohns@yahoo.com
 - **Administrative Director:** Darcy Carter, Email: rebaelc@gmail.com
 - **Business Manager:** Anne Gavitt, Email: rebaelc@gmail.com
 - **Bilingual Support:** Leslie Lozada (Spanish) , Email: rebaelc@gmail.com
 - **Purple Room:** Darcy Carter/Nicole Ramirez/ Jonathan Gidron/ Selena Nelson Email: purpleteachers1@gmail.com
 - **Green Room:** Selena Nelson/Cristina Pallos/Leslie Lozada, Email: relcgreenroom@gmail.com
 - **Blue Room:** Lori Kiser/Belinda Bester/Jonathan Gidron/ Alexis Owen/Kemisha Swan Email: relcblueroom@gmail.com
- **FEIN number for tax purposes:** 36-3790750

Social Services

Erie Evanston/Skokie Health Center: 1285 Hartrey Ave. Evanston, (847) 666-3494

CEDA/Neighbors at Work: 2010 Dewey Ave. Evanston, (847) 328-5166

Hillside Food Pantry: 2727 Crawford Ave. Evanston, www.hillsidepantry.org

Metropolitan Family Services: 5210 Main St. Skokie, (847) 425-7500

Salvation Army: 1403 Sherman Ave. Evanston, (847) 866-9770

Connections for the Homeless: 2121 Dewey Ave. Evanston, (847) 475-7070

Childcare Network of Evanston: 1335 Dodge Ave. Evanston, (847) 475-2661

Children's Home & Aid Society: 1101 Washington St. Evanston, (847) 328-4261

School District 65-Services for Pre-Primary Age Children (SPPAC): 828 Main St. Evanston, (847) 492-7870

Immigrant Health Care Resources: www.icirr.org

Public benefits/Legal Aid for Immigrants: www.illinoislegalaid.org

Refugee and Immigrant Services: www.dhs.state.il.us

Center for Childhood Resilience: www.luriechildrens.org

Free Clinics: <https://findahealthcenter.hrsa.gov>

FAMILY MANUAL ACKNOWLEDGEMENT FORM

Please sign, date, and return this form to the Executive Director.

I have read and understand the information contained in the Reba Early Learning Center Family Manual. I agree to abide by all Reba Early Learning Center policies and procedures.

I agree to pay fee tuition assigned to me by Reba Early Learning Center and/or IL Dept. of Human Services, in the amount of __\$_____.

Child's Name: _____

Parent/Guardian Signature: _____

Date: _____