



2206 South Fourth Street, Charleston, IL 61920
(217) 345-3111

Welcome to Charleston Community Early Learning Center!

We are excited you have chosen us to provide care and be a part of the development of your child. We believe that an early childhood program should provide a welcoming and secure environment that fosters mutual respect for all parties - child, parent and caregiver - and will encourage the social, emotional, physical and intellectual growth of each child while embracing diversity and respect for each individual's beliefs and background. We are excited to work with you as we strive to meet these goals.

Included in this packet is our Parent Handbook. This gives details of CCELC's policies and procedures, hours of operation, schedule of holidays/days the center is closed, daily classroom schedules, and current fee schedule. Please review the Parent Handbook and contact the Director or Assistant Director with any questions. Once you have reviewed the handbook, please remove the last page, review it, sign it and return to the Director as part of your enrollment process.

Now that your child has been accepted for enrollment, a down payment of 1 week's tuition is required to hold a place in the respective classroom. This demonstrates your commitment to the Center and allows the Center to guarantee a position for your child.

In order to provide high-quality care and maintain quality records, we require a number of forms to be completed. Please refer to the "Parent Check List of Enrollment Forms" in this packet for a complete list. They must all be completed prior to the first day of enrollment.

The Charleston Community Early Learning Staff and Families have enjoyed more than 50 years of collaboration and fellowship in providing a fun, educational and safe environment for children. We highly value parent/guardian involvement and feedback. We are happy you chose us and look forward to partnering with you as we provide your child a positive environment for growth and development.

Sincerely,

Karen Pine, Executive Director
Charleston Community Early Learning Center