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Archives/Special Collections

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Manuscript Collection

Cookie Monster Day Care Center Records, 1974-82

2.82 cubic feet

Not-for-profit cooperative which encouraged parental involvement to foster the educational, social and physical development of preschool children (founded as the Cookie Monster Day Cooperative in 1972).

Collection contains organizational documents, minutes, photographs, curricular records, children and personnel records, and grant and contractual program records documenting the Cookie Monster Day Care Center's organizational structure, history and development, operations and policies, curriculum, compliance with state regulations, and finances.

**SERIES I:** The General Administrative and Curricular Records, 1974-82 (Boxes 1-3), consist of alphabetically arranged bylaws, minutes, annual reports, contracts, agreements, photographs, roster, curricular material, song sheets, attendance reports, evaluations, manuals, and time, sign-up, supply, and rate sheets. The series documents the organization and operation of the Center, including its history and development; administrative structure and leadership, objectives and policies; curriculum; membership standards and rates; publicity; financial situation; and day-to-day operations and activities. Of special note are the curricular-related material, which include songs, games and educational objectives of the Center; and two folders (Box 1, Folder 24; Box 2, Folder 1) of photographs of children who attended Cookie Monster. Also included are records of two of the organizations with which Cookie Monster had grant and contractual programs: the Comprehensive Employment and Training Act (CETA) and the Springfield Public Schools.

**SERIES II:** Department of Children and Family Services Compliance Records include forms and correspondence made in compliance with standards set by the Illinois Department of Children and Family Services which licensed and regulated the Center (see Box 3, Folder 7, "Working at Cookie Monster" for a list of the records required to be kept).

**SERIES III:** Child Care Food Program Records include forms, memos and manuals involving Cookie Monster's compliance with and operation of the Child Care Food Program, a federally-funded nutrition program operated by the State Board of Education which provided free and reduced-price meals for needy children.

**SERIES IV:** Department of Public Aid Contractual Records include contracts, invoice vouchers, grouping sheets, and other forms documenting the operation of a contractual program whereby the Illinois Department of Public Aid paid Cookie Monster for services the Center provided to needy persons.

**SERIES V:** Financial Records include bookkeeping records, bank statements, cancelled checks, financial statements, receipts, deposit tickets, account books, and tax forms documenting the

routine financial transactions and operations of the Center.

Box 1

SERIES I: GENERAL ADMINISTRATIVE AND CURRICULAR RECORDS, 1974-82

Folders:

1. Annual Reports [1975-82; change of registered agent certificate and application]
2. By-Laws [and administrative structure]
3. Census – Soc[ial] Services [1977; Group Day Care Center Survey, 1978]
4. CETA [Comprehensive Employment and Training Act] – Fall [Subgrant agreement, 1980]
5. CETA-Ruth McDonald [Summer Youth Employment Program, 1980]
6. Clean-up [instructions]
7. Contracts
8. [Cooperative Education Program and Home Economics Occupations Training] Caren Bolden, Cookie Monster [1982]
9. [Cooperative Education Program, Senior Aides Project and Lincoln Land Community College Child Care Services] Employee & Aid Information [1976-78]
10. Curriculum Objectives
11. Department of Public Health Inspection Report [1976-78]
12. Evaluation Forms [and time sheets] Caren Bolden
13. Game Ideas: Finger plays/arts and crafts
14. [Harmon, Marilyn: “Where Parents ‘Participate’”]
15. [Insurance--] Millers Mutual [1978-82]
16. Lease [1979, 1981]
17. Literature—Cookie Monster
18. Lunch & Clean-up Sign-up sheets [November 1980-October 1982]
19. Lunch Guidelines
20. Membership Policies
21. New member forms
22. Old Rosters [of children at Cookie Monster, 1979-82]
23. [Parents’] Meeting Minutes [1974-January 31, 1982; and letter to parents]
24. Photo Album: Cookie Monster, 1825 S. 5<sup>th</sup>, Springfield, 1973-79

Box 2

Folders:

1. Photo Album: Cookie Monster, 312 Apple Orchard, Springfield, 1979-82
2. Rate Sheets
3. Schedules [of daily events]
4. Sign-in Sheets: [Children, March 4, 1974?; February 7-24, May 2-27, 1977]

OVERSIZE A [Sign-in sheets: Children, July 25, 1978?; October 22-November 12, 1979]

OVERSIZE B [Sign-in Sheets: Children, November 13-30, 1979]

- [Sign-in Sheets: Children and Shift-workers, May 5-July 3, 1980]
- [Sign-in Sheets: Children and Shift-workers, July 7-August 29, 1980]
- [Sign-in Sheets: Children and Shift-workers, September 1-November 26, 1980]
- [Sign-in Sheets: Children and Shift-workers, December 1, 1980-January 30, 1981]
- [Sign-in Sheets: Children and Shift-workers, February 2-April 3, 1981]
- [Sign-in sheets: Children and Shift-workers, April 6-May 29, 1981]
- [Sign-in Sheets: Children and Shift-workers, June 1-July 31, 1981]
- [Sign-in Sheets: Children and Shift-workers, August 3-October 30, 1981]
- [Sign-in Sheets: Children and Shift-workers, November 2, 1981-January 29, 1982]
- [Sign-in Sheets: Children and Shift- workers, February 1-April 30, 1982]

Box 3

Folders:

1. [Sign-in Sheets: Children and Shift-workers, May 3-July 2, 1982]
2. [Sign-in Sheets: Children and Shift-workers, July 6-September 3, 1982]
3. [Sign-in Sheets: Children and Shift-workers, September 6-November 12, 1982]
4. Snack suggestions
5. Song Sheets
6. Weekly Supply Sheets
7. Working at Cookie Monster Notes [Work Instructions]

SERIES II: DEPARTMENT OF CHILDREN AND FAMILY SERVICES, RECORDS

8. Medication Forms [1980-82]
9. Licensing Standards [1981-82]
10. Cookie Monster Employee Forms (shiftworkers too)
11. Fire Regulations [& Inspection Correspondence, 1976-81]
12. Time Sheets
13. C&FS Form #428, Record of Child Information
14. C&FS Medical Consent Form #593
15. Medical Forms #600 [Certification of Child Health Exam]
16. Food Handler Shiftworker Forms [Medical Report on an Adult or Child in a Licensed Child Care Facility]
17. Accident and Inquiry Reports [1980]
18. DCFS Licensing Standards and Insurance Policy [correspondence, 1978-1982]
19. DCFS – Contract [invoice vouchers, monthly enrollment report, authorization for payment and correspondence; Department of Human Rights memoranda, 1981-82]
20. Time Sheets [1976-82; receipt stubs and receipts]
21. Staff Records [1977-82]

Box 4

Folders:

1. Children's Records, A-D
2. Children's Records, E-K
3. Children's Records, L-S

4. Children's Records, T-Z
- SERIES III: CHILD CARE FOOD PROGRAM, RECORDS**
5. Child Care Food Program, Administrative Handbook
  6. CCFP, Audit 1981
  7. CCFP, Ledger [monthly food inventories and expenses, 1981-82]
  8. Child Care Workshop! [menus and recipes], 1980, *Federal Register, Part V, Department of Agriculture, Food and Nutrition Service, Child Care Food Program*
  9. Formula Newsletter, 1980-1982
  10. Illinois State Board of Education Audit Material, 1981
  11. ISBE, CCFP Application and Agreement [correspondence and site information]
  12. ISBE, CCFP Daily Menus, ca. Jan 1982-June 30, 1982 (folder 1 of 2)

**Box 5**

Folders:

1. ISBE, CCFP Daily Menus, Jul 1, 1982-Nov 12, 1982 (folder 2 of 2)
  2. ISBE, CCFP Labor Cost Sheets, Oct 1981-Nov 1982
  3. ISBE, Monthly Food Inventories, Jan-Nov 1982
  4. ISBE Printouts that come with checks, 1981-82
  5. ISBE Reimbursement Claim
  6. Meal Requirements
  7. Memos from SBE, Dec 17, 1981-Dec 17, 1982
  8. Monthly and Weekly Attendance Sheets, CCFP Manuals and Nutritional Guidelines
  9. Monthly Food Inventories Expenses with Receipts, 1981
  10. News Release, Feb 26, 1981
  11. On-Site Operational Audit
  12. Parent Application Forms (Current) and Memoranda, 1981-92
  13. Parent Application Forms (Past) and Correspondence, 1981
- SERIES IV: PUBLIC AID AND CONTRACTUAL RECORDS**
14. Public Aid, Attendance – Payment Records and Invoice Vouchers, 1977-78
  15. Public Aid, Child Care Statement Form #544
  16. Public Aid Contract, 1977-81
  17. Public Aid Grouping Sheets, 1977-81
  18. Public Aid Grouping Sheets, Child Care Statement and Attendance Report, 1981-82
  19. Public Aid Invoice – Vouchers, 1977-80
  20. Public Aid Monthly Child Care Statements, 1977-80

**Box 6**

Folders:

**SERIES V: FINANCIAL RECORDS**

1. Bank Statements, Checking Account Deposit Tickers, Checking Deposit Receipts, and Cancelled Checks, Sept 20, 1979-Apr 13, 1981
2. Bank Statements, Checking Account Deposit Tickers, Checking Deposit Receipts, and Cancelled Checks, Apr 12, 1981-Feb 7, 1982
3. Bookkeeping Record, 1977
4. Bookkeeping Record, 1978

5. Bookkeeping Record, 1979
6. Bookkeeping Record, 1980
7. Bookkeeping Record, 1981
8. Bookkeeping Record, 1982
9. Bookkeeping Record, CETA
10. Cash Books, Apr 19, 1976-Nov 14, 1982

#### Box 7

##### Folders:

1. Checkbook Balancing, 1974-76
2. Checkbooks, Checking Account Deposit Ticket Receipts, and Blank Checks, Oct 1, 1979-Feb 2, 1983
3. Financial Statements, Oct 1978-Sept 1982
4. Receipts, 1974-75 (folder 1 of 2)
5. Receipts, 1974-75 (folder 2 of 2)
6. Receipts, 1976
7. Receipts, 1977 (folder 1 of 2)
8. Receipts, 1977 (folder 2 of 2)

#### Box 8

##### Folders:

1. Receipts, 1978
2. Receipts, 1979
3. Receipts, 1980
4. Receipts, 1981
5. Receipts, 1982
6. Tax, Employees Withholding Allowance Certificate W-4 Forms, 1976-82
7. Tax, Federal Income, Quarterly Return of Withheld Form 941-E, 1976-83
8. Tax, Income, Return of Organization Exempt Form 990, 1976-82
9. Tax, State and Federal Unemployment, 1976-77
10. Tax, State Sales, Exemption Information, 1977-79
11. Tax, Exempt Application and Letter, 1976-77
12. Tax Return, Quarterly Illinois Withholding IL-94, 1977-82
13. Tax Statements, Transmittal of income W-3, 1977-82
14. Utilities, 1981-Nov 1982