

Illinois Department of Human Services

Bureau of Child Care and Development
 Child Care Resource and Referral
 Core and Child Care Assistance Program Services
 Revised June 2010

APPENDIX E: ACCESSIBILITY PLAN

FY11 July 1, 2010 - June 30, 2011

Agency Name/SDA #: John A Logan College SDA 16

Completed by: Lori Longueville

Date: July 9, 2010

- **If your agency has year round hours it is only necessary to complete one grid.**
- **If your agency has different hours for a part of the year, provide a brief explanation.**
- **Refer to the Purchase of Service Standards sections II A 4b, g & h for guidelines.**

HOURS	CCAP Services						Core Services					
	Office Hours		Phone Hours		Walk –In Hours		Office Hours		Phone Hours		Walk –In Hours	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Monday	8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30
Tuesday	9:30	4:30	8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30
Wednesday	8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30
Thursday	8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30
Friday	8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30	8:00	4:30
Saturday												
Sunday												
Total # of hours 42.5 per week												

For the month(s) of:
 July Aug Sept Oct Nov Dec Jan Feb Mar Apr May June

HOURS	CCAP Services						Core Services					
	Office Hours		Phone Hours		Walk –In Hours		Office Hours		Phone Hours		Walk –In Hours	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Monday	7:30	5:00	7:30	5:00	7:30	5:00						
Tuesday	7:30	5:00	7:30	5:00	7:30	5:00						
Wednesday	7:30	5:00	7:30	5:00	7:30	5:00						
Thursday	7:30	5:00	7:30	5:00	7:30	5:00						
Friday												
Saturday												
Sunday												
Sunday												
Total # of hours 38 per week												

For the month(s) of:
 July 2010 Aug Sept Oct Nov Dec Jan Feb Mar Apr May
 June

Agency Closures	Holidays When applicable, dates & list holiday(s). “The maximum number of holidays shall be thirteen (13) days per fiscal year.” POSS II A 4g	Scheduled Agency Closures (date & purpose) other than holidays
Month	Date	Purpose (e.g., Memorial Day)
July	7/5/10	July 4 th
August		
September	9/6/10	Labor Day
October		
November	11/24 11/25, 11/26	Thanksgiving
December	12/24,-12/31	Christmas Break
January		
February	2/21	President’s Day
March		
April		
May	5/30/10	Memorial Day
June		

