



# Ready Teddy Preschool

# ***Parent Handbook***

## **2020-2021**


**Community Park District of La Grange Park**

**1501 Barnsdale Rd**

**La Grange Park, IL 60526**

**Preschool Telephone 708-354-4157**

**[www.communityparkdistrict.org](http://www.communityparkdistrict.org)**

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Learn · Grow · Play

# Welcome to Ready Teddy Preschool!

The Community Park District of LaGrange Park is pleased that you have chosen our preschool for your child and we look forward to happy “Ready Teddy” years.

The Community Park District is offering a new modified school year for our Ready Teddy families to provide your child(ren) with the safest program possible while still providing an educational, fun environment.

This handbook should serve as a guide to your questions regarding our preschool. Please keep it close at hand for easy reference as we progress through the year.

Our preschool is divided into three separate age groups and are grouped as follows:

## **Teddy, 2.5 Year AND Parent Class**

<b>Fall Session</b>	<i>Tuesday (13 week session)</i>	9 - 10 am
	9/15-12/15	10:30-11:30 am
	<b>Skip Nov 24</b>	
	<i>Thursday (13 week session)</i>	9 - 10 am
	9/17-12/17	10:30-11:30 am
	<b>Skip Nov 26</b>	

## **3 Year In Person Learning**

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Monday/Wednesday/Friday	8:30 - 10:30 am
Monday/Wednesday/Friday	11 – 1 pm
Monday/Wednesday/Friday	1:30 - 3:30 pm

## **3 Year Remote Learning**

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Monday/Wednesday/Friday	10:15-11:00 am
Monday/Wednesday/Friday	11:15-12:00 pm
Monday/Wednesday/Friday	1:30-2:15 pm

## **4, 5 and Pre-K In Person Learning**

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Mon/Tues/Wed/Thurs	8:30 am to 11:30 am
Mon/Tues/Wed/Thurs	12:30 pm to 3:00 pm

## **4, 5 and Pre-K Remote Learning**

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Mon/Tues/Wed/Thurs	9:15-10:15 am
Mon/Tues/Wed/Thurs	12:30-1:30 pm

## REGISTRATION



Pre-registration for the next school year will be held in February. Registrations will also be accepted throughout the year as class size allows. If necessary, a waiting list will be formed in case of withdrawals. All registrations require a non-refundable administrative fee of \$50.00 for each child.

## PHILOSOPHY AND GOALS

The philosophy of Ready Teddy Preschool is to help each child develop socially through the process of adapting to his or her peers through play and learning experiences. The sessions are designed to promote enjoyment through work and play, refine large and small motor skills, promote physical coordination, and encourage self-development. Free and individualized play is also encouraged, and our supervised gym is exciting for each child. Organized activities and projects will provide new ideas and endless wonderment to each child. We will be exploring the world of community helpers, animals and insects, geography, science, music, nutrition, technology, and many other concepts. We encourage and welcome any questions parents may have.

Our primary goal is that every child who enters our doors leaves with a positive self-image. To assure this goal is met, we will provide play experiences and hands on activities to promote the following:

- Develop a sense of security in group situations.
- Develop empathy and respect for others.
- Establish routines and patterns and sharing behavior.
- Develop effective and creative oral language.
- Learn problem solving skills.
- Foster a love for language and books.
- Stimulate the imagination so numbers and letters remain exciting and challenging as the children move forward to their formal education years.
- Assist and promote the children at their individual levels through our program so that they are eager and ready to participate in kindergarten.

We have a variety of centers and ample space with materials to help us accomplish these goals. In addition, we have an experienced and dedicated staff who share our philosophy and goals. A child's first school experience is not only influential but vital, and we want it to be a positive one! Our preschool is a happy and safe place for this first experience to begin. If you have any questions or concerns regarding the program at any time, please feel free to call.

## THE FIRST DAY/WEEK OF CLASS

The process of separation from the parent is a very important accomplishment for the preschool age child. First time separations can be difficult for children as well as for parents. Children usually do best when parents arrive on time, project a confident, positive attitude, and depart with a short good-bye at the door. A delay of your initial good-bye makes the separation harder on both child and parent. Though your child may be upset when you leave, be assured that staff is prepared for these moments and will make every effort to comfort your child.

## DROP OFF/PICK UP PROCEDURES

Please try to be on time for class. When a student is late to school, they disrupt the rest of the class and miss some very important routines and learning opportunities that the teacher has planned. Late student arrival will require the adult to call the office 708-354-4580 to be let into the building. Parents will not be allowed into the building.

School will begin promptly at the designated times. Upon arrival, accompany your child to your child's teacher at their assigned door. **DO NOT** drop your child off at the door and leave. You are expected to communicate any daily schedule changes to the teacher in writing (doctor appointments, early pickup, etc.) at time of drop off or within 30 minutes of the start of the program.

**3 Year Old Classes enter in the back door near playground.**

**Pre K classes enter in the front door.**

### Drop off Procedures:

1. **Please take your child's temperature every day before drop-off. If your child's temperature is over 99°, he or she is not allowed to attend school.** If a participant does have symptoms, they should wait to enter premises until they have had no fever for at least 72 hours, other symptoms have improved, and at least 10 days have passed since their symptoms first appeared. Parents and students are **required** to wear masks.
2. Teachers will admit students from the outside doorway into their classroom.

### Pick Up Procedure:

1. Every person that picks up a child must be listed on the emergency form. No exceptions. Any additions to the emergency form must be coordinated at least 2 business days prior in writing.
2. Every person that picks up a child must have a photo ID to ensure the name on the ID matches the name within the emergency form.
3. Student pick up will take place at the front door. Please park your car in the parking lot. A line should be formed alongside or in front of the front door. The teacher will admit/dismiss the class, one student at a time, to the proper authorized pick-up person.

Please be on time. Your child will be waiting for you and will worry if you are late. Teachers have a short time between classes and are not available to monitor children whose parents/caregivers are late. If you know you are going to be late, please call and the school will try to assist.

## LATE PICK UP POLICY AND FEES:

Children enrolled in Ready Teddy Preschool must be picked up at the end of the scheduled class. Late fees are as followed:

UP TO 10 MIN	\$10
UP TO 15 MIN	\$15
UP TO 20 MIN	\$20
UP TO 25 MIN	\$25
UP TO 30 MIN	\$30
UP TO 35 MIN	\$35
UP TO 40 MIN	\$40
UP TO 45 MIN	\$45
UP TO 50 MIN	\$50
UP TO 55 MIN	\$55
UP TO 60 MIN	\$60

Your late fee will be charged to your Community Pass account and will need to be paid within 24 hours of your late pick up.

For three (3) or more late pick-ups, a flat rate charge of \$10 will be assessed in addition to the late fees above for each additional offense. Late fees will be billed to your account and must be paid within TWO business day. Otherwise child will be suspended from program until payment is received. If a parent is late five times, student will be removed from the program after fifth late arrival. If you will be late picking up, please contact the front office at 708-354-4580 and/or arrange for an alternative pick up for your child if necessary. This, however, will not excuse the parent from paying the appropriate late fee. If a child is still at the site at 7:00 p.m. we reserve the right to notify the proper authorities.

## COMMUNICATION

Our special projects, topics, “show and tell” days, etc. are announced each month in a calendar which the children bring home. You may also access information by going on our web site and clicking the link.

**FACEBOOK:** Please join us on Facebook at [CommunityParkDistrict/Facebook](#).

A school tote bag is provided for each student. Please check the tote bag every school day for letters, homework, projects, flyers, etc.

In an effort to illustrate forms of respect to the children, the preschool staff will be addressed by their appropriate titles and proper name. For example: “Mrs. Smith”.



## REMOTE LEARNING PACKET PICK UP

This will be the perfect opportunity for student/teacher interaction while socially distancing. More information on packet pick up will be sent out in your information packet. Please make every effort to attend packet pick up with your student.

## CURRICULUM: TEDDY'S, 2 ½ AND PARENT

The Ready Teddy Preschool is a blend of open and structured classroom modes. This program is designed for parents to participate with their students to ensure safe physical distancing. Each class session includes a variety of activities for children. These activities would include:

- Puzzles
- Self-expressed art
- Book corner
- Building and block play
- Sand/water table
- Manipulative toys

A typical morning would include the above listed activities as well as:

### Large Group Activities:

- Music
- Circle time: songs, finger plays, puppets, show & tell
- Gym time (large motor development)

### Small Group Activities:

- Story telling
- Arts & crafts (small motor development)
- Science and topic activities
- Colors, shapes, numbers

### Outdoor Play:

- Weather permitting children may go to our playground



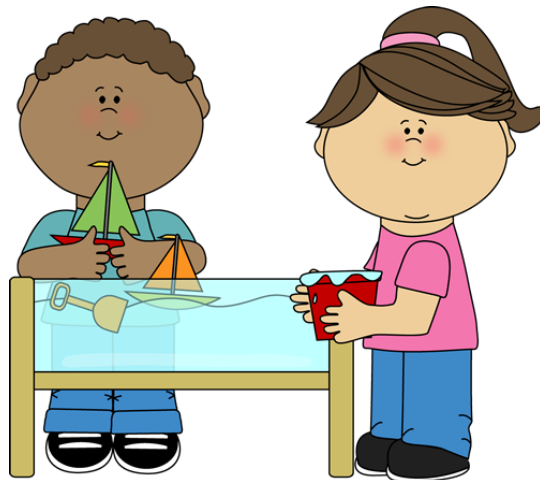
## CURRICULUM: 3 YEAR OLD

The Ready Teddy Preschool is a blend of open and structured classroom modes. Each class session includes a variety of activities for children.

An example of a typical morning:

- **Hello Time:** Show and tell, calendar time, songs, music and finger play. Active learning games are included at this time. Large group free play is encouraged in learning centers. Areas of opportunity include the building materials, table games, books and puzzles, science center and art.
- **Small Group:** Formed to experience the following:
  - ❖ Arts & crafts
  - ❖ Science experiments
  - ❖ Reading readiness
  - ❖ Math readiness
  - ❖ Discovery tables
- **Discovery Tables:** Three tables are arranged for sensory discovery. Students become aware of colors, shapes, numbers, odors, textures, and visual experiences through activities they participate in with their teachers. A description of these discoveries, and when they are scheduled, are sent home in your child's school bag.
- **Outdoor Play:** Weather permitting, children may go outdoors to our playground
- **Quiet Time:**
  - ❖ Story time

This is an overall view of your child's morning. Season, current events, personal events, and holidays influence the activities. Other topics such as community helpers, animal visits, geography, nutrition, and safety are also included.



## CURRICULUM: 4 & 5 YEAR OLD PRE-KINDERGARTEN

The beginning of the school year is a period of “settling in”, getting acquainted, establishing routines and a review of manners, colors, numbers and other basics.

The accelerated Pre-K program begins each October. Parents will receive a letter prior to the startup of the Accelerated program. The letter outlines this very beneficial addition to the Pre-K curriculum. Below is a list of the goals included in this program.

- Letter recognition-upper and lower case
- Printing name legibly with upper and lower case
- Knows sight words and reading readiness activities
- Complete pattern sequences
- Identifies numbers 0-20 and math readiness skills
- Demonstrates fine motor skills in art activities
- Social studies-geography
- Musical activities-drama
- Science experimentation
- Involvement with books and reading
- Behavior and work habits appropriate to kindergarten



**“My Big World”:** This is incorporated into the Pre-K Accelerated curriculum as well as a geographical theme that encompasses the Letter of the Week. The “My Big World” publication is sent home with each student to share with their family.

**“Book It” Beginners:** Our Pre-K classes have successfully participated in our program for emergent readers. This is scheduled for April. Letters will be sent to parents introducing this fun way to pre-read. This unit, “Book It”, plus others are updated and presented new each year.

**Explorations:** Students will be subject to many explorations of variety of materials and projects. In depth suggestions will be made to manipulate, construct, and explore the properties, different cultures, geography, social studies and map skills. Reading readiness and math readiness activities further advance the minds of these eager learners.

**School kits:** School kits are provided for the Pre-K students in addition to their school tote bag. These kits are used in a variety of exercises for name recognition, sequencing, and math readiness. Pre-K students take these kits home at the completion of the school year



## PRESCHOOL TUITION FEES

<b>Teddy, 2.5 AND Parent Class</b>	<b>Tuition is billed once per session</b>	
Fall Session (13 weeks)	Resident \$110.00	Non-resident \$120.00
<b>3 year classes:</b>	<b>Tuition is billed monthly</b>	
	Resident \$133.00	Non-resident \$143.00
<b>4, 5 and Pre-Kindergarten:</b>	<b>Tuition is billed monthly</b>	
	Resident \$232.00	Non-resident \$242.00

On the 1<sup>st</sup> of the month, you will receive an invoice via email for tuition. Tuition is due on the 12<sup>th</sup>; a \$30 late fee will be charged for all tuition payments made on the 18<sup>th</sup> or later. A second late fee of \$30 will be applied to any tuition that remains unpaid after the next month has billed. If you are unable to pay your tuition on time, please contact the front desk **before** the late fee is applied. We are unable to waive it once it's been charged. Failure to pay tuition may result in releasing your child's place in class.

In case of financial hardship, the Park District will make every effort to work with you.

Please check your online household account to make sure your email address is correct. To access your account, go to our website [www.communityparkdistrict.org](http://www.communityparkdistrict.org), click on online registration, and follow the link.

### Credit Card Payments

Credit card payments may be made online, or over the phone.

### Cash and Check Payments

Cash and checks payments are also accepted. To ensure payment is applied to the correct student, we request that cash/check payments are placed in an envelope stating your child's name, teacher, and class day/time. Envelopes containing payments may be included in your child's school bag or placed in our drop box located to the right of our main entrance.

No credit is given for any absences, including illness, vacation, holidays, weather-related closures, and unforeseen circumstances related to the safe operation of the building.

Fees are calculated from the starting date to the conclusion of preschool. Scheduled closings are considered at the time fees are determined. No make-up days will be allowed for absences.

## Recurring Payment:

You authorize regularly scheduled charges to your checking/savings account or credit card. On the 1<sup>st</sup> (or the nearest business day), you will be charged the amount indicated below for each billing period. An invoice will be sent to you indicating the amount due for tuition, any previous Ready Teddy charges (if applicable), and the total applied to the payment method for Automatic Bill Pay. The invoice will be marked PAID. You agree that no prior notification will be provided unless the date or amount changes, in which case you will receive notice from us at least 10 days prior to the payment being collected.

If an Automatic Payment fails to process you will receive an invoice notifying you of the failure and the balance will remain on your account. ***It is your responsibility to update your account information by notifying the Park District of any changes. Changes in the "Saved Payment" area of Community Pass do not automatically carryover into Automatic Payment.***

Recurring Payment Authorization Form will be included in your welcome packet. Please email Ashley Jusk if you need a form at [ajusk@communityparkdistrict.org](mailto:ajusk@communityparkdistrict.org).

### 2020-21 Ready Teddy Tuition Billing Dates

September 1

October 1

November 2

December 1

January 4

February 1

March 1

April 1

May 3 (half-payment)

## SAFETY PROTOCOL REGARDING COVID-19

***\*Please be advised that this section of the manual may be updated due to IDPH and Public Health guidance. Any updates will be communicated through email to each participant.***

- Requiring parents to keep children home from school if they have a temperature over 99 degrees.
- Modified drop-off and pick-up procedures for our 3-year old and Pre-K programs. Parents will be required to drop their children at either the front or back door of the Recreation Center so we can better control the number of people in our facility and maintain safe physical distancing.
- Face coverings worn at all times while indoors.
- Teachers will be provided with face shields/masks that are to be worn at all times.
- Frequent, scheduled disinfection of high touch surfaces.
- Daily deep cleaning and disinfection of the entire facility.
- Porous or fabric play items will not be used.
- Minimizing or eliminating equipment sharing.
- Individualizing sensory activities.
- Maintaining a designated space to serve only as an infirmary in the event a child is not well, they can be comfortably and safely isolated until pick-up.
- Teachers will provide hand washing capability or sanitizer to students with regularly scheduled hand washing time slots. Frequent hand washing by teachers and students will be implemented, and an adequate supply of soap/ paper towels and/or disinfectant/ hand sanitizer will be available.

## HAND WASHING

The most significant step that individuals can take to reduce the spread of disease is hand washing. As a childcare program, we wash our hands frequently, carefully assuring that staff do the same and instruct children on how to adequately wash their hands.

## CLEANING AND DISINFECTION

The Community Park District will clean and disinfect all indoor areas and school equipment daily. High touch areas will be disinfected on a schedule frequently throughout the day. Children and counselors will also adhere to a strict and frequent handwashing/hand sanitizing procedures.

## EMERGENCY CARD

An emergency card/health card, completed by the parent, will be kept on file for each child at the preschool. It is the responsibility of the parent to keep the information on record current. We recommend all children be current with appropriate immunizations. Please check with your doctor for specific age requirements. All allergies must be stated in writing and on file before your child can begin class. A Medication Release Form must also be filled out and on file before any medication can be given.

## HEALTH AND ABSENCES POLICY

If you know your child will not be in class on a given day, notify the preschool. For the protection of all the children and staff, we are unable to accept a child who appears ill.

THE TEACHING STAFF HAS THE RIGHT TO REFUSE ADMITTANCE OF A CHILD WHO APPEARS TOO ILL TO ATTEND ON A GIVEN DAY. **If you are in doubt about your child's health, please keep him/her at home and notify the classroom teacher.**



If your child is experiencing any of the following symptoms, please keep him/her at home:

- Fever within the previous 24 hours
- Vomiting or diarrhea within the last 24 hours
- A cold less than 3 days old
- Constant/disruptive cough or heavy nasal discharge
- Additionally, if your child is in the first 48 hours of taking an antibiotic, please keep him or her at home.
- A rash may be the first sign of many illnesses, such as scarlet fever or chicken pox. A rash or spots may cover the entire body or may appear in one area. Do not send a child with a rash to school until your doctor determines it is safe to do so.
- If your child displays any symptom of a possible communicable or contagious condition, such as chicken pox, measles, head lice, pink eye, etc. please notify your instructor as well as the camp supervisor immediately. For any condition of this type notices will be sent home to all program participants.
- Member of your household tests positive for COVID-19
- The park district reserves the right to require a "return to school" note from your doctor.

Communicable diseases such as chickenpox, flu, strep throat, etc., should be reported to the school immediately. An email will be sent to parents.

In the event of an emergency or serious injury, it is our policy to seek immediate medical attention for your child (ambulance first) and then contact the parent.

### If a Child Become Ill During Camp

Participants must be free of fever and contagious illnesses to attend Community Park District programming. As this time, we will consider a fever to be any temperature over 99.0. should a child become ill during school, the Community Park District has designated an indoor infirmary space and staff person to manage illness intake. The child will be isolated and kept comfortable and we will immediately contact the parent/guardian to pick up their child.

**If participant does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart.**

## PREPARING FOR WHEN A STUDENT OR STAFF MEMBER BECOMES SICK

We will continuously communicate to families and staff that any individual who tests positive for COVID-19, or who shows any signs or symptoms of illness, must stay home.

Families and staff should report confirmed cases to the park district to initiate contact tracing. Currently known symptoms of COVID-19 are fever, cough, shortness of breath or difficulty breathing, chills, unexplained fatigue, muscle and body aches, unexplained headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea. Attendance personnel will request specific symptom reporting when absences are reported, along with COVID-19 diagnoses and COVID-19 exposure. Information will be documented and shared with the administrative staff or other appropriate personnel and the local health department. In accordance with state and federal guidance, school community members who are sick should not return to school until they have met the criteria to return.

The Community Park District will use a symptom checklist for families and staff to determine if they are well enough to attend that day. ***CDC and IDPH guidelines for students who were suspected of having COVID-19, whether they were tested or not, state that 72 hours must elapse from the resolution of fever without fever reducing medication and 10 days must pass after symptoms first appeared.***

It is recommended that medically fragile and immunocompromised students consult their medical provider prior to attending school. Staff returning from illness related to COVID-19 must call to check in with Human Resources following quarantine. Students returning from illness related to COVID-19 must call to check in with the Community Park District following quarantine.

Any individual within the school environment who shows symptoms will be immediately separated from the rest of the school population. Individuals who are sick will be sent home.

**Students will never be left alone and will always be supervised while maintaining necessary precautions.**  
**2020/2021 Early Childhood Education Plan**

When interacting with students or staff who may be sick, district staff and personnel will follow CDC guidance on standard and transmission-based precautions, including:

- Closing off any areas of the school used by a sick person and do not use these areas until after proper cleaning and disinfection procedures have been completed.
- Clean and disinfect all areas, such as offices, bathrooms, common areas, shared electronic equipment, etc., used by the person who is sick. (Cleaning products will be stored and used a safe distance away from children and staff).

Individuals who did not have close contact with the person who is sick can return to work immediately after disinfection. Those who had contact with someone who tested positive for COVID-19 or is suspected of having COVID-19 infection should isolate at home and monitor symptoms for 14 days.

**Close contact** means the individual was within six feet of the individual with symptoms for more than 15 minutes. Additional cleaning and disinfection is not necessary if more than seven days have elapsed since the person who is sick visited or used the facility. The District will also continue routine cleaning and disinfection. This includes everyday practices that we normally use to maintain a healthy environment.

If a student or staff member tests positive for COVID-19, we will work with IDPH and Cook County Health Department to determine next steps. We will follow IDPH and Cook County Health Department guidance as it pertains to quarantines, contact tracing, and testing.

Current guidance for a confirmed case of COVID-19 in a student or staff member recommends that staff and the guardians of all students sharing a classroom with that student be notified and all such students and staff convert to a remote-learning format for a period of at least 2 weeks (14 days). The District will reach out to impacted guardians and staff to assist them in accessing testing options available to them.

## DISCIPLINE

For many children, the concept of group play, and sharing will be new. Most preschoolers are progressing from the “egocentric”, “I or self” stage of growth into the socialization stage. During this transitional stage, children at times have difficulty managing troublesome emotions. When these situations occur, a quiet time is more effective followed closely by an explanation or brief discussion. If a child has difficulty playing in a certain area, he/she will be asked to move on to another area of play before quiet time is necessary.

“1-2-3 Magic”, a discipline plan of time out for children, written by Dr. Thomas Phelan, may be implemented in the classrooms. This is reviewed each year by all the Preschool staff. DVD and book copies of “1-2-3 Magic” are available for loan to parents.

Although discipline problems involving children in preschool rarely warrant it, the preschool reserves the right to exclude from the program any child whose behavior seriously disrupts the program or is a danger to himself/herself or to others. Dismissal from school is the final step and will occur only after several measures to improve behavior have taken place. Teachers and Preschool Director will meet with parents to attempt to work out difficulties.

## CLOTHING

Please Dress your child as comfortably as possible. Simple, inexpensive play clothes are best.

We use a wide variety of art materials that tend to get messy. When needed, a smock will be provided.

Shoes must be worn in the classroom at all times. Athletic type shoes are recommended and are required for participation in gym. Boots are removed and left in the hall.

To avoid confusion or loss, please mark coats, boots, hats, scarves, mittens and sweaters with your child’s name.

## CHILD ELIGIBILITY

The minimum age of a child to start in the preschool is 2 years. Birth date of that child would be as of September 1<sup>st</sup>. Proof of age is required at time of registration.

## TOILET TRAINING

Your child need not be toilet trained. Children may be in the process and every effort to assist will be made. If your child is in training, we require "Pull-up" be worn at school. Should an accident occur, diapers will not be changed; however, parents can arrange to be called or the child can change into clothing left at school. All items of clothing should be clearly marked (see school supply list).

## SCHOOL TOTE BAGS

All students will be supplied with a Ready Teddy Preschool tote bag. This bag is provided free of charge. Replacement or additional bags will be available for a \$5.00 fee. This school bag is adequate for all school projects, parent-teacher communications, and shoes.

The Ready Teddy Preschool tote bag should be used every day and is yours to keep at the end of the school year.

Please note: No other backpacks, kits or school bags are necessary. Students are required to use the bag provided by the school.

## PARKING

Please use the Park District's parking lots in the front and north side of the building at all times. The parking lot south of the building does not belong to us- however, as a courtesy, is available for special events only after 5:00 pm. Security and safety prohibit leaving children and babies unattended in vehicles. Please do not block the front entrance when dropping off or picking up your child.

## SEASPAR

South East Association for Special Parks and Recreation (SEASPAR) is a support group for the Community Park District of LaGrange Park and its Preschool. SEASPAR provides special assistance for participants who reside in communities which are affiliated with SEASPAR to enjoy any of these programs.

## ADDRESS & AUTHORIZED CHANGES

Let us know if you have a new address, telephone number or email. The school should also be notified of any and all changes in emergency person or persons authorized to take your child from school. It is essential that we can quickly reach you in the event of an emergency.

## HOLIDAYS & SCHOOL CLOSINGS

For Holiday closings please refer to the separate calendar for the current year. School closings due to weather will not be made up or otherwise compensated for. Sign up for text alerts. Only in emergency situations will the alert system notify of emergency closings. Information may also be obtained by calling the preschool direct line and checking our website.

## WITHDRAWAL/TERMINATION

If a child must withdraw for any reason, the school shall be notified two weeks prior to leaving. **Two week's notice is required so that a possible refund may be processed.**

## CONFERENCES & VISITING

Conferences for 3, 4- and 5-year students are routinely scheduled in February.

Please feel free to call the Preschool Director with questions regarding our program. Teachers or parents may request an informal conference whenever they feel it necessary.

Please take advantage of scheduled Open Houses, Parent Workshops, Guest Storyteller and special events to visit. Other visits and tours should be arranged with the Preschool Director.



**Ashley Jusk, Recreation Manager/Preschool Director**

ajusk@communityparkdistrict.org

**Preschool Direct Telephone:**

708-354-4157

**Administrative Office Telephone:**

708-354-4580

**Fax:**

708-354-4577

[www.communityparkdistrict.org](http://www.communityparkdistrict.org)