



Growing Tree  
Preschool

Parent Handbook  
for children enrolled in  
3 and 4 year old classes

2019-2020



Gurnee  
Park District

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## **Preschool Philosophy**

Welcome to the Gurnee Park District Growing Tree Preschool! Our goal and purpose is reflected in our Preschool Philosophy, and we are confident that the Gurnee Park District Preschool will aid in the growth and development of your child.

The Gurnee Park District mission is Promoting Fun, and Preserving Nature, and our preschool philosophy carries forward that theme. In preschool our philosophy is to educate children through guided and free exploration in a play-based, creative and nurturing atmosphere. We believe that honoring and nurturing the individuality of each child will encourage respect for oneself and for others. We strive to develop a united common goal between families and preschool staff to build academic, social and self-help skills. Our ultimate goal is for children to love coming to school.

Our primary goal is to provide your child with the best possible preschool experience. We value the diversity of each family, and each child's individuality, and strive to build self-esteem and respect for others. We look forward to every day and the happiness we can bring to your child's learning experience.

Included in this handbook are our objectives, general information, policies and procedures utilized in preschool and other pertinent information. Please read the handbook carefully. Questions and additional information will be provided at the Parent Orientation Meeting.

### **Parent Orientation Meeting (for parents of all enrolled participants, regardless of location)**

August 22, 2019  
6:30-7:30 p.m.  
Viking Park Community Center  
4374 Old Grand Avenue

In consideration of others, please do not bring your children to the above meeting.

### **Starting Dates:**

Tuesday/Thursday Classes begin Tuesday, September 3  
Monday - Friday Classes begin Tuesday, September 3  
Monday/Wednesday/Friday Classes begin Wednesday, September 4

## Meet the Teachers

It is important that each child visit the classroom and meet their teachers as well as the other children in their class, even if they have been in preschool before.

Children and parents arrive at the start time listed below, explore the classroom, meet the teachers and new friends, and participate in a group activity together with their parent(s).

### Hunt Club Park Community Center

Full Day Preschool	August 26	9:00-10:00 a.m	Activity Center
M/W/F a.m. 3 yr. olds	August 26	9:15-10:15 a.m	Room 4
M/W/F a.m. 4 yr. olds	August 26	9:15-10:15 a.m.	Room 2
M/W/F p.m. 4 yr. olds	August 26	12:45-1:30 p.m.	Room 2
T/Th a.m. 3 yr. olds	August 27	9:15-10:15 a.m.	Room 2
M-F a.m. 3 yr. olds	August 27	9:15-10:15 a.m.	Room 1
M-F a.m. 4 yr. olds	August 27	9:15-10:15 a.m.	Room 3

### Viking Park Community Center

M/W/F 3 yr. olds	August 28	9:00-10:00 a.m.	Room 3
M/W/F 4 yr. olds	August 28	9:00-10:00 a.m.	Room 2
M/W/F 4 yr. olds	August 28	9:00-10:00 a.m.	Room 1
T/Th 3 yr. olds	August 29	9:00-10:00 a.m.	Room 3
T/Th 4 yr. olds	August 29	9:00-10:00 a.m.	Room 1
M-F 3 yr. olds	August 29	9:00-10:00 a.m.	Room 3
M-F 4 yr. olds	August 29	9:00-10:00 a.m.	Room 1

## Important Phone Numbers

Gurnee Park District (Main Office)	(847) 623-7788
Viking Preschool Room # 1	(847) 599-5491
Viking Preschool Room # 2	(847) 599-5492
Viking Preschool Room # 3	(847) 599-5493
Hunt Club Full Day classroom	(847) 599-5475
Hunt Club Preschool Room #1	(847) 599-5461
Hunt Club Preschool Room #2	(847) 599-5462
Hunt Club Preschool Room #3	(847) 599-5463
Hunt Club Preschool Room #4	(847) 599-5476

Sue McDougale, Director	(847) 599-3767
Aimee Schneider, Coordinator	(847) 599-5499

## Program Locations

Viking Park Community Center  
4374 Old Grand Avenue  
Gurnee, IL 60031

Hunt Club Community Center  
920 N. Hunt Club Road  
Gurnee, IL 60031

Photography/video, for publicity purposes, may be taken during the program.

## Entrance Requirements

3 years old on or before September 1, 2019, for a 3 year old class

4 years old or older on or before September 1, 2019, for a 4 year old class

### Independence in the Bathroom (Toilet Trained):

Pull-ups and diapers are prohibited. Children must be able to independently recognize the urge to go to the bathroom in an amount of time sufficient to get to the bathroom and use the toilet. The child must be able to independently pull down necessary clothing, sit/stand, wipe, flush, pull up necessary clothing, wash/dry hands. To maximize classroom instruction time, teachers are not able to send a child to the bathroom in regular increments (i.e. every 30 minutes), touch a child to facilitate urination, wipe or change children. It is understood that infrequently children may have an accident. We will monitor while the child changes clothes but will call parents to change the child should a bowel movement occur.

The beginning of the school year is a time of adjustment and some parents may want to send their child in a pull up as they acclimate. This will be allowed through October 11, after which children will attend in underwear.

## Forms Required For Enrollment

All forms are due no later than **August 22, 2019**, and may be turned in as soon as possible, at the parent orientation meeting or to the registration office at the location where your child will attend class.

### Returning Students

**A Preschool Information Form 2019-2020 is required for all students.** Students who were enrolled in 2 ½ year old preschool in 2018-2019 have a birth certificate on file, as well as a Health Examination Form, however, a new Health Examination Form may be needed if immunizations have since been administered (see page 7). Students who attended a 3 or 4 year old class in 2018/2019 have a Health Examination Form and Birth Certificate copy already on file.

### New Students

1. Preschool Information Form 2019-2020 completed and signed \*
2. Copy of Birth Certificate.\*
3. Certificate Child Health Examination\* form listing necessary immunizations, signed and dated by the physician of record with the parent section (page 2) completed and signed by a parent.

Permission to Dispense Medication and Allergy Action form are needed for children with potentially life-threatening allergies requiring medication while at preschool and can be found at [www.gurneeparkdistrict.com/preschool/forms](http://www.gurneeparkdistrict.com/preschool/forms).

\*If enrolling after August 22, 2019, your child may begin to attend class when all of the above forms have been received and the teachers have had an opportunity to become familiar with the contents, usually three business days.

## **Adjusting To School**

Please arrive on time. Arriving too early can cause anxiety, arriving late causes your child to miss the part of the day when children and teachers greet each other and socialize over table fine motor activities. Arriving late also requires a teacher to step away to unlock the door, and disrupts the flow of class. Departing quickly allows the adjustment and the school day to begin. Tell your child that you will return, and understand that some children have to experience that you will come back before they can fully adjust.

Our teachers are trained and experienced in their approach to helping your child adjust to preschool. Attending *Meet The Teachers* day and talking to your child about coming to preschool is very important. Seeing new friends, the classroom, meeting the teachers, and finding their classroom cubby before school begins helps with the adjustment. Sometimes tears happen. Be reassured that we will care gently for your child, however, please be available for our call if your child is having an exceptionally difficult time adjusting during the first days of school.

## **Social Skill Development**

Our teachers strive to provide a happy and positive atmosphere in which children learn and grow. Sometimes children find themselves in situations that require redirection and reminders. We make every effort to keep children safe and happy, however, sometimes children need our guidance to help them with social situations. Please be aware that some children may react physically (biting, hitting, pushing, throwing objects), and verbally ("you're not my friend" "I don't like you" "You can't play") at this point in development, and we will correct the situation as soon as it arises. You will be informed of the behaviors mentioned above should they occur on a regular basis, or if there is a pattern of behavior about which we are concerned. We may ask for your suggestions and confer with you on specific ideas to help your child's social development, and we may determine that your child is not developmentally ready for a classroom setting.

## **Curriculum**

Our curriculum is based on the Illinois State Board of Education Early Learning Standards for preschool. The eight learning areas are: Language Arts, Mathematics, Science, Social Science, Physical Development and Health, Fine Arts, Foreign Language, Social/Emotional Development. Within these learning areas are more than 100 benchmarks that are incorporated in the curriculum throughout the three and four year old preschool years. More information as to monthly themes and daily activities will be provided on the monthly calendar and weekly emails. The most important components of our curriculum include being self-sufficient with clothing and belongings (i.e. zipping, switching from shoes to boots, stowing belongings in the cubby, bringing a water bottle, remembering home/school folder), returning a greeting given by teachers/staff, treating all children and adults with kindness and respect.

## **Role of the Parent**

The first days of preschool are an exciting day for parents and children! Children enjoy carrying a special backpack, wear a special outfit, and look forward to meeting old and new friends in the classroom. This day may also contain some anxious moments for your child and you.

- Be very positive, but being overly enthusiastic can cause anxiety in some children.
- Adopt a calm, positive and reassuring approach if your child expresses hesitancy.
- Some children have no anxiety or separation issues, some do not in the first week but experience this later.
- Returning preschoolers may also have a period of adjustment and experience anxiety.

Parent anxiety is common and should be expected! Preschool is a new experience for parents also.

- Know that your child's ability to be independent in a classroom setting enhances the parent/child bond.
- You will enjoy hearing about the exciting new things your child will learn and fun new experiences.
- Avoid showing emotion in front of your child. Some children become upset when they see this.
- Preschool is an opportunity for parents to meet other parents and form lasting friendships.

Parents can provide children with some important tools to ensure a smooth transition and ongoing success in preschool.

- Have your child stay with a trusted adult without you present before school begins to reduce separation anxiety.
- Establish a healthy bedtime routine so your child is well rested each school day.
- Prepare a healthy breakfast for your child before coming to school.
- Make school an important family priority!
  - ✓ Empty your child's backpack and home/school folder together.
  - ✓ Ask your child how she made the art project.
  - ✓ Compliment her effort to write her name and practice at home.
  - ✓ Have her sing a new song that she learned at school.
  - ✓ Ask her which center was her favorite to play in.
  - ✓ Tell your child how proud you are of her and what she has accomplished.
- Refer to the monthly calendar and be sure to help your child pick out a clothing item on "wear red day" or bring an item from home beginning with the letter of the week on show and tell day.

### **What To Bring And Wear To School**

Backpack or tote bag (large enough to hold 9"x12" home/school folder that will be provided)

Reusable water bottle filled with water (for snack time)

Complete set of extra clothes including socks and underwear.

Closed-toe shoes (gym shoes)- sandals and Crocs are prohibited

Jacket or sweatshirt.

Sunscreen and insect repellent applied (fall and spring).

Winter: warm jacket, snow pants, hat, mittens, snow boots (no tie boots)

Children enrolled in the full day and extended day preschool classes bring a lunch and drink to school each day.

### **Recommended clothing and shoes**

Our weather can change dramatically in just a couple of hours and the children will play outdoors each day. Children should wear comfortable clothing that can get dirty. While every effort will be made to protect clothing, painting and other preschool activities are often

messy. Sandals and Crocs are dangerous when children are running or using playground equipment, and woodchips from the playground surface result in splinters and hurt feet.

## Toys/Items from Home

Children should not bring toys and other items to school other than on sharing or show and tell days. We feel it is very important for each child to bring an item in for sharing day or other activities. This is an important lesson in being prepared for school as well as participating in a group activity. We strongly encourage parents to facilitate this at home. Information about sharing days will be provided by the teachers.

## Outdoor Play

The children will play outdoors as much as possible when the temperature and wind chill is above 20 degrees. Our curriculum includes teaching children to put on their winter gear and to keep track of their belongings. There may be days when the temperature allows for outdoor play, but the activities planned do not allow us to dress and go out.

## Health Policy

We need your assistance to stop the spread of germs in our school.

Please do not send your child to preschool if he or she exhibits any signs or symptoms of being ill or if exposed to a contagious illness. If you are concerned that your child may be ill, please take him/her to the doctor *before* dropping off at preschool. The following may indicate that a child is developing a communicable disease: unusual paleness or flushed face, listlessness, red, watery, glassy or crusted eyes, sensitivity to light, skin rash, cough, nausea with or without vomiting, diarrhea, nasal discharge, headache, stomach ache, sore throat, or elevated temperature.

Children should not be brought to school for any reason until 24 hours after symptoms of the following disappear:

- Fever
- Infectious Disease
- Communicable Viruses or Bacterial Infections
- Vomiting
- Diarrhea

Children may return to school 24 hours after the first dose of an antibiotic is administered and when s/he is fever and symptom free for 24 hours *without* the use of Tylenol, Motrin or Advil.

If your child is diagnosed with a communicable disease (such as: strep throat, pink eye, Impetigo or other rash, Influenza, Rotavirus, etc.) and attended class within two (2) days of the diagnosis, please inform the classroom teacher. In turn we will inform other parents so they may be alerted to watch for symptoms, but we will not disclose your child's name.

If your child exhibits signs of illness or has a rash without a doctor's note while at preschool, you will be contacted to pick up your child as soon as possible.

If you are not available, the emergency contact(s) listed on the Preschool Information Form will be called. The child may be taken to the Early Childhood Office or an area away from contact with the other children. ***The teachers or preschool director will make the final determination if a child should be sent home from school.***

If your child is injured or becomes ill while at preschool and requires more than first aid, the following steps will be taken:

- Contact the parent/caregiver/emergency contact.
- If possible, the child will be removed from the play area and given care. All staff members are trained in CPR/first aid, classrooms are equipped with first aid kits, and portable kits are taken to the playground and other outside areas in case immediate care is needed.
- If necessary, an injured/ill child will be transported by ambulance to the nearest hospital. A teacher will remain with the child until a parent arrives.

### **Required Immunizations**

Following are the required immunizations to be completed prior to starting school:

- 4 - DPT/DTaP: Diphtheria, Tetanus, and Pertussis
- 3 - IPV: Inactive Polio Vaccine
- 1 - MMR: Measles, Mumps, and Rubella
- 4 - Hib: Haemophilus b Conjugate Vaccine
- 3 - HepB Hepatitis B
- 1 - Varicella

### **Drop Off Service: Procedures**

*All children must be walked into the classrooms at the beginning of the school year by their parent/caregiver. You will be notified when drop off will begin.*

For the safety and care of the children enrolled in our programs, please follow the guidelines listed below for arrival at preschool.

- **Cell phone use is prohibited during drop off.**
- There is no parking anywhere in the drive in front of the buildings at either location as this is a fire lane!
- Use the handicapped parking only if you have a tag or license to park there. Blocking the access to handicapped spaces is not permitted.
- Arrive on time. The preschool entrance and classroom doors will be unlocked 10 minutes before class begins. Classroom doors, hallway and preschool entrance doors are locked when class is in session. If you are late, park in a parking lot and escort your child to the classroom.
- A teacher must be present before children may leave your vehicle.
- Please have your child fully dressed, backpack accessible, goodbyes given and ready to go when the teachers open your car door to unbuckle your child. Parents remain in the vehicle.
- Once your child has been dropped off, exit to allow room for the next vehicles to pull forward. Should you need to discuss a matter at length with the teacher, please do so after class, write a note, or call so that we can keep the flow of traffic moving.
- Wait until the car(s) in front of you pull away before you leave.

- If your child is not ready to walk in safely and independently, or if you want to walk your child in, please continue to park in one of the lots and escort your child into the building without crossing between cars in the drop off lane. Please inform anyone bringing your child to school of this procedure.
- The beginning of the preschool day is an important time of socialization and acclimation. It is difficult for children who arrive late to a class already in progress, creates a distraction for the other children in the class and disrupts the teaching process.

### **Drop Off Service: Procedures During Inclement/Extreme Weather**

We are pleased to provide drop off service as a convenience to our families however, the safety of our teaching staff is also of utmost importance. Please note the procedures below.

- If the lightening detector (Thorguard) is active, the teachers will not be able to remain outside and provide drop off service. A sign will be placed as you enter the complex notifying you if there is no drop off service. We recommend that you remain in your vehicle until the storm passes.
- Drop off service will be cancelled if the temperature **and/or** wind chill is zero degrees or below on Weather.com at the time of drop off and at the location of each community center.
- A sign will be placed as you enter the complex notifying you if there is no drop off service.
- The teachers will stay at the preschool entrances of each building. You may walk your child to the safety of a sidewalk in front of the building within view of a teacher who will visually watch your child walk the rest of the way. Using this method, no one is outdoors in dangerous temperatures/wind chills for prolonged periods of time.

### **Pick Up Procedures**

Only those persons authorized on the Preschool Information Form, who are over 18 years old, will be allowed to pick up your child. Children must be signed out daily. We will not release your child to anyone you have not authorized. If you have a friend/relative in town who will be picking up, you must send written notification. The individual signing out must show proper identification. If you participate in a car pool, please authorize those parents on your child's Preschool Information form.

### **Late Pick Up Policy**

Please be prompt at pick up time. Your child is expecting you and the anxiety of waiting can be distressing. Also, the teachers need this time to prepare for the next class and eat lunch, or the room may be used for another class, a staff meeting or a conference. We understand that in rare instances emergencies may cause delays, so please call the appropriate number listed on page 4 to notify us. Your consideration is appreciated. A warning will be issued at the time of the first late pick up. Thereafter, you will be charged a \$10.00 late fee for every 1-15 minutes that you or your authorized pick up person is late. Repeated late pick ups can result in dismissal from the program. Please park in the lot when dropping off or picking up. The area is directly in front of each building is a fire lane.

## Discipline

1-2-3 Magic model is used in our preschool classrooms and is a very useful and positive technique for preschool children. The environment in the classroom is developed so that children understand that everyone makes mistakes and acts inappropriately at times and the system is explained. Positive reinforcement is given to children engaged in appropriate and desirable behavior. Inappropriate or undesirable behavior is addressed simply in a soft voice with the first warning. If the behavior continues or is repeated, the child is prompted with a second warning. If the behavior occurs again, a consequence is given. The consequence can be different depending on the age of the child and the circumstances, and may include but is not limited to redirection or time out of an activity not to exceed the child's age.

## Code of Conduct

Children are expected to exhibit appropriate behavior while participating in programs and activities. A positive approach to discipline for children, specifically 1-2-3 Magic will be used in the preschool classes. Children who have behaviors that impact their own safety or that of others, who have behaviors that negatively affect the experience of others, use inappropriate language or actions, or who are physically violent or threatening may be dismissed from the program. The Gurnee Park District reserves the right to dismiss a participant whose behavior, or that of their parent, is inappropriate or endangers the safety of self or others, and/or negatively impacts the experience of others.

## Parent Helpers and Volunteers

Parents are welcome to assist in the classroom. Examples include: guest reader, assisting with projects, special events, class parties. Each classroom will communicate directly with parents on this topic as to their volunteer needs. How volunteerism is handled may vary from one classroom to another. A very limited number of parent volunteers accompany the class on our fall field trip. Interested parents may sign up and names are drawn randomly. Parents may not bring siblings or other children as it is necessary to give full attention to the children in the class while on the field trip.

## Classroom Celebrations

The emphasis during classroom celebrations will be placed on participation in games, crafts and other fun activities rather than food. One food item, provided by the Park District, will be served as the snack on class party day. Parents may:

Attend any classroom celebrations with siblings and extended family  
Provide **one (1) non-edible item** for each child in the class - optional  
Sign up to facilitate crafts or games - optional

Our goal is for each child to remember the fun they had participating in the celebration!

## Class Calendar, Newsletter, Weekly Email, Classroom Email correspondence

Parents will receive a monthly calendar and newsletter printed double sided on one piece of paper. Both are also posted on the Park District website, [www.gurneeparkdistrict.com](http://www.gurneeparkdistrict.com) under the "calendars" tab. Each day, specific activities will be listed on the board outside each

classroom. On the last day your child's class meets for the week, you will receive an email recap of the week as well as reminders for the coming week and upcoming events.

Each classroom has its own email address through which electronic correspondence will take place. This email address will be provided to you at Meet the Teachers along with the specific times of the day when email will be read and responded to by the teachers. Email is intended for parents to be able to ask basic questions about upcoming classroom activities. Issues that are specific to your child can be discussed on the phone or in person but not via email.

### **Invitations at School**

Nearly everyone at one point or another in their life has experienced what it feels like not to be invited to a special party or activity that everyone else seems to be planning to attend. To avoid this type of hurtful situation at preschool, for both parents and children, parents may not distribute invitations or thank you notes in the classroom, hallway or on the playground unless *everyone* in the child's class is being invited.

A gentler alternative is to use the class information list that is described below to mail/email invitations and thank you notes. We appreciate your understanding and cooperation in this matter. The feelings saved one day may be *your* child's.

### **Class Information Lists**

Because of privacy concerns, we do not give out name, address, email and phone information for the students in our classes. However, you will have the opportunity to authorize the teachers to include this information on a class list that will be distributed to all students in your child's class who have also authorized release of their information. We hope you will find this list helpful when contacting other families for play dates or mailing invitations to social events. Contacting families for solicitation of any kind is strictly prohibited.

### **Skill Assessments / Conferences**

Skill assessment will take place throughout the school year and will be given to parents in written form in November and April encompassing the following areas: Large Motor, Fine Motor, Interpersonal, Work Habits, Self Help, Language/Listening, and Readiness Skills. Parent/Teacher Conferences will be held in November, and by request at any other time during the school year. The first months of school are a period of adjustment and are our opportunity to get to know the children.

### **Snack at School**

A light snack is served at preschool each day, and is provided by the Park District. Parents may choose to provide snack for the class however, the item must be from the list below. This is voluntary, and a sign up in each classroom is provided for this purpose.

The items listed in our Approved Snack List were chosen after meeting the USDA Smart Snacks in School criteria and an average or above rating on Fooducate.com. These guidelines aim to reduce the sugar, saturated fat and salt content in children's snacks in addition to restricting items that contain high fructose corn syrup, MSG, artificial colors, additives or ingredients. The approved snack list is available at

[https://www.gurneeparkdistrict.com/images/approved\\_snack\\_list\\_2019-2020.pdf](https://www.gurneeparkdistrict.com/images/approved_snack_list_2019-2020.pdf)

## Growing Tree Preschool's Peanut/Nut Aware Policy:

Due to an increased number of children with life threatening allergies, our preschool classrooms are peanut/nut aware. We cannot accept food items that contain any type of nut. Prohibited are snacks that contain peanuts, peanut flour, peanut oil, almonds, coconuts, Brazil nuts, cashews, hazelnuts, macadamia nuts, pecans, pine nuts pistachios and walnuts. We cannot accept foods with ingredient labels that have statements such as "contains peanuts", "may contain traces of peanuts/nuts" or "manufactured in a facility or on equipment that also processes peanuts (and or other nuts)." Labels must be reviewed on a continual basis due to changes in manufacturer packaging. **Homemade treats cannot be accepted.** Thank you for your consideration and support in keeping snack time safe and fun for all children. Please note that snacks and birthday treats provided must be from the approved lists. Goodie bags cannot be accepted. If you would like, you may send in one (1) non-edible item for each child in the class.

## Emergency Closings

Go to [www.gurneeparkdistrict.com](http://www.gurneeparkdistrict.com) to see if preschool is closed due to weather or other emergency circumstances. Information will be posted by 7:00 a.m. for morning classes, and 11:00 a.m. for afternoon classes. It is always your discretion that determines if your child will attend in bad weather.

You may also use the Rainout Line. Go to [www.rainoutline.com/gurneeparkdistrict](http://www.rainoutline.com/gurneeparkdistrict) and click on Gurnee Park District and look for Emergency Closing Information. You will also find a link to this (water drop icon) on the footer of any of the Gurnee Park District webpages or search it by keyword on our website. To receive texts and notifications, you may download the Rainout Line App (free).

In the event that classes are cancelled, one day will be made up either on a previously scheduled day off (excluding winter and spring break), by extending the school day, or at the end of the school year.

## No Class Dates - 2019-2020 School Year

September 2	Labor Day
October 11	No School
October 14	Columbus Day
November 4	Conferences *
November 7	Conferences *
November 27-29	Thanksgiving Holiday
December 23-January 6	Winter Break (school resumes 1/7/20)
January 20	Martin Luther King Day
February 17	President's Day
March 23-27	Spring Break
April 10	No School

\* Monday-Friday classes will receive their specific conference date from the classroom teacher. Parent/teacher conferences are not held with the 2 ½ year old classes.

## Other Important Dates

Preschool Photographer—Viking Park: October 15 and 16 (during preschool)

Preschool Photographer—Hunt Club: October 17 and 18 (during preschool)

Parent Workshop – October 16, 6:30-8:00p “Tears, Tantrums and Battles: Preventing Power Struggles

Parent Teacher Conferences— November 4 and 7 (day and evening times available)

Preschool Potluck Luncheon - families bring a dish to share - Hunt Club: November 11 and 12

Preschool Potluck Luncheon - families bring a dish to share - Viking Park: November 13 and 14

Preschool Concert – classes sing for family and friends – Viking Park: January 25, 2020

Preschool Concert – classes sing for family and friends – Hunt Club: February 1, 2020

Last day of class for Tuesday/Thursday classes: May 14, 2020

Last day of class for Monday-Friday and Monday/Wednesday/Friday classes: May 15, 2020

## Payment Policy

Participants will pay a \$75 non-refundable registration fee at the time of registration. The first tuition payment is due on July 15. If registering after July 15, the \$75 registration fee and one tuition payment will be due at the time of registration and, once paid, are non-refundable. Subsequent payments are due on the 15th of each month beginning September 15 for the October tuition payment. Tuition is based on the **total number of days in the school year divided into nine equal installments and not on the number of school days in the month.** Tuition payments made after the 15<sup>th</sup> of the month are subject to a \$10 late fee. Failure to make a tuition payment will result in the removal of the child from the class. Tuition must be paid in full by April 15, 2020. If a child is withdrawn at any time during the school year the registration fee and paid tuition are non-refundable. Tuition is not pro-rated for partial month attendance.

## Payment Procedures

### Automatic Payment Accounts

Auto debit accounts do not receive an email statement until the 15<sup>th</sup> of the month when the credit card or ACH is debited.

### Invoiced Accounts

Reminder statements are sent via email as a courtesy on the first of each month. Please check your spam or junk email. Monthly payments must be made on or before the 15<sup>th</sup> of each month. Payments can be made in person at either the Viking Park or Hunt Club registration offices, by mail, phone or online by logging on to your account at <https://register.gurneeparkdistrict.com>, selecting "my account" and "pay old balances."

- Teachers cannot accept tuition payments.
- All fees must be paid in full no later than April 15, 2020.
- Our Federal Tax ID Number is 36-2712925.
- Questions concerning billing? Call Kim McCormack at (847) 599-3751.

**We're looking forward to a wonderful year with your child in preschool!**