

PARENT HANDBOOK

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Dear Preschool Families,

Welcome to Park Center Preschool and Childcare! We are very excited about the upcoming school year. We truly believe that you and your child will be happy with what we have planned. The staff is looking forward to providing your child with a positive and rewarding school experience. We hope to form a partnership with you and your family during the coming year.

The Park Center Preschool and Childcare's philosophy is "learning through play", which we believe is essential in child development. Our curriculum provides a balanced program for all preschoolers. Pre-K skills are implemented in the 4-year-old program to ready the children for kindergarten. The curriculum is guided by the Illinois Early Learning Standards. Periodically the Preschool Director will meet with District 34 to clearly ascertain the specific skills needed in preparing the incoming children to their new schools. The 2-3 year old's focus on play based learning, social skills, peer to peer play, and problem solving.

In this manual, you will find very important information about the preschool program. Please take the time to read it over and feel free to refer to it throughout the school year.

With Regards,

Park Center Preschool and Childcare Team

State Licensing

Park Center Preschool and Childcare is licensed by the Department of Child and Family Services of Illinois. A copy of state regulations can be requested from the Preschool Director. These licensing standards can also be found at www.state.il.us/dcf or www.state.il.us/dcf/docs/407.pdf

Park Center Preschool and Childcare Statement of Purpose

The purpose of the Park Center Preschool and Childcare program is to provide a positive and productive preschool experience. Our “learning through play” philosophy gives children the opportunity to explore, discover, problem solve and build self-esteem. Our teaching staff offers children a variety of individual and group activities aligned with the Illinois Early Learning and Development Standards. These activities are based around hands-on learning centers to help develop physical, social, emotional, language and cognitive skills. Through our expanding curriculum and program philosophy, we are able to help children develop a positive sense of self, be active and creative explorers, and in the process become enthusiastic learners!

Goals

- Provide a safe and active learning environment with hands on activities
- Enable children to experience creative, ongoing interactions with teachers and peers
- Expose children to a variety of materials and ideas that promote their cognitive, emotional, social and physical growth that is developmentally appropriate
- Empower children to problem solve and make good choices
- Encourage and support children’s initiative, independence and exploration
- Develop a sense of respect for people of all cultures and abilities
- Establish a cooperative partnership with parents

Building Blocks of the Program

- Enhance learning experiences through special theme-related days
- Provide creative expression through arts, drama, music, movement and finger play
- Provide hands-on, center-based classroom environments including STEM activities language arts, dramatic play, art, block and manipulatives
- Offer large motor activities in the mini-gym and attached playground

Curriculum

Park Center Preschool and Childcare curriculum follows the Early Learning Standards established by the State of Illinois. Our curriculum teaches our students to:

Language & Literacy Development

- Recognize upper/lowercase letters especially letters in own name
- Communicate their needs and thoughts in words, participate in collaborative discussions and develop increasingly complex sentences and vocabulary
- Demonstrate understanding of letter-sound matches
- Listen with understanding and respond to directions and conversations
- Use a combination of drawing, dictating or writing to represent understanding of theme concepts, self and others.
- Understand the purpose of print and become familiar with books.

Math Development

- Sort and match
- Recognize patterns
- Identify and name shapes and colors
- Recognize numbers
- Add or subtract to create new numbers
- Count objects using number sequences
- Understand location and ordinal position
- Incorporate estimating and measuring activities into play

Social Studies Development

- Identify community workers and the services they provide
- Cooperate and work well with others
- Recognize similarities and differences in people
- Accept a variety of cultural practices and celebrations
- Participate in classroom activities by voting

Science Development

- Appreciate science through hands-on activities
- Make observations and draw conclusions
- Use scientific tools such as thermometers, balance scales, and magnifying glasses for investigation
- Use common weather related vocabulary
- Understand basic safety practices
- Know the difference between living and non-living things
- Explore and describe the concepts of force and motion

Artistic Development

- Explore various art forms (drama, music, visual arts)
- Expand their fine motor skills through use of scissors, crayons and glue
- Appreciate own creativity or of peers

Physical Development

- Develop large muscle skills through balancing, running and jumping
- Develop fine motor skills through use of activities such as puzzles and beads
- Be aware of health & nutrition through healthy-eating and proper handwashing routines

Social-Emotional Development

- Be able to describe self and express basic emotions appropriately
- Develop self-regulation and comfort away from a parent
- Manage transitions and begin to adapt to changes in routine
- Engage in cooperative group play
- Share materials and experiences and take turns
- Develop relationships with peers and adults
- Show initiative and independence in actions
- Exhibit eagerness and curiosity as learners
- Develop the ability to alternative solutions to working out problems

Registration

A Park Center Preschool and Childcare registration and payment form must be completed and submitted to the Park Center Preschool and Childcare Director with proof of age (birth certificate, passport) and \$100 non-refundable registration. Your child must be 3 years old by September 1 of the current year to enroll in Park Center Preschool and Childcare. When registration is submitted, preschool staff will send families the required DCFS paperwork. When paperwork is returned, it will be reviewed for accuracy and a start date for your child will be confirmed.

Enrollment Requirements

In order to be fully enrolled at Park Center Preschool and Childcare, all the following forms must be completed and reviewed by the Preschool Director. They will be added to your child's enrollment file and kept on site at all times. Payment requirements will also be due. This packet can be obtained from the Preschool Director and on our website: <https://glenviewparks.org/facilities/park-center-preschool/>

- Registration Form
 - Proof of Residency IF you are not in our system or have moved (gas, electric, water bill, lease tax bill, etc. for proof)
- Registration Form
- Payment Option Form
- Registration fees: \$100, (non-refundable registration fee)
- Child's Birth Certificate*
- Contact Information and Parent/Guardian Agreement Form
- Child Information Form

- Child Information Questionnaire
- Behavior and Guidance Plan
- Allergy Practices Memo
- Park Center Preschool and Childcare Class List Agreement
- Certificate of Child Health Examinations
- Childhood Lead Risk Questionnaire
- Integrated Pest Management Policy Form
- Verification of Receipt of Park Center Preschool and Childcare Handbook
- Summary of Licensing Standards for Day Care Centers and signed verification of receipt

Optional Forms to be used if needed

- Allergy Action Plan
- Medication and Dispensing Information
- Food Preference Form
- Sunscreen and Insect Repellent Permission Form
- Topical Applications and Administration Permission Form
- Permission to Escort form

***Birth Certificate**

Park Center Preschool and Childcare will provide written notice to the parent or guardian, *of any child to be enrolled for the first time* that within 30 days of enrollment, the parent or guardian must provide a certified copy of the child's birth certificate, or other reliable proof of identity and age of the child.

The preschool shall make a duplicate and return the original certified copy to the parent or guardian. If a certified copy of the birth certificate is not available, the parent or guardian must submit a passport, visa or other governmental documentation as proof of the child's identity and age and an affidavit or notarized letter explaining the inability to produce a certified copy of the birth certificate. The preschool's notice to parent or guardian shall also indicate that the preschool is required by law to notify the Illinois State Police or local law enforcement agency if the parent or guardian fails to submit proof of the child's identity within the 30-day time frame.

As required by law, the preschool shall notify the parent or guardian in writing, that the Illinois State Police or local law enforcement has been notified advising the parent or guardian he or she has 10 additional days to submit the required documentation.

The preschool will report to the Illinois State Police or local law enforcement agency any affidavit received which appears inaccurate or suspicious in form or content.

The preschool will flag the record of a child enrolled at the day care who is reported by the Illinois State Police as a missing person, and shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing child. [325 ILCS 50/5]

Equal Access to Facilities and Programs

No participant shall, on the basis of race, sex, creed, age (excepting those 17 and under, for whom special rules and policies may apply), national origin, disability, or sexual orientation, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity.

Americans with Disability Act

The Glenview Park District shall comply with the Americans with Disabilities Act (ADA) which prohibits discrimination in the provision of services, programs or facilities to individuals with disabilities. The District shall strive to meet the needs of these individuals through facility accessibility, program inclusion and communication devices.

Tuition/Fees

At the time of registration, a \$100 deposit (per child) will be collected. Parents are able to pick up a list of full program fees from the Preschool Office, Park Center's Main Front Desk or website. Fees are determined annually and will be implemented May 1. A reminder notification will be sent home 2 months prior to implementation

Tuition for preschool is due at the beginning of each month. There will be no prorated fees for absences for any length of time, holidays, general illnesses, awaiting a COVID test result, closures due to inclement weather, power outages or other issues beyond Glenview Park District's control. If a child attends 1 day in a month, payment for the full month's tuition is required. Families who decide to disenroll for the summer, will be required to pay their tuition in full to hold their spot if they plan to return in the fall.

Recreation Leisureships

The Glenview Park District, in partnership with the Glenview State Bank, Glenview Youth Services and the Glenview Park Foundation, makes recreation leisureships available for Glenview Park District residents throughout the year to families who find it difficult or otherwise impossible to register their children for Park District programs due to financial constraints. The type of leisureship granted is determined on an individual basis.

Delinquent Fees

Payment for tuition for each current program session is due on the date designated for charging the installment payment to the designated account/card and any delay in payment will incur a late fee of \$25 per day until the outstanding amount is settled. Failure to make full payment within one week, including all late fees, will result in suspension of care, and the child's enrollment space may be allocated to eligible persons on the wait list.

Tuition is required regardless of a child's absence from the program session and must be paid to secure and maintain their spot in the current program session. Non-receipt of payment (including all late fees) within seven days from the original due date will result in removal from the current program session, with no certainty of opportunity for re-enrollment.

Two-Strikes: Declined Payments

If a payment is declined, the following steps will be enforced:

1. **First Declined Payment for the current program session:**

- The enrolling will be notified and required to update payment information and make the delinquent payment (including late fees) within one week of the declined transaction.
 - If payment of the delinquent amount (including late fees) is made within one week, there will be no interruption to the child's enrollment.
 - If payment of the delinquent amount (including late fees) is not received within one week, the child will be removed from the program and denied further admission and services from the program with no certainty of opportunity for re-enrollment.
- 2. Second Declined Payment for the current program session (If First Declined Payment is Paid AND Child is successfully Re-Enrolled):**
- The enrolling party-will be notified and required to pay the outstanding delinquent balance (including late fees) together with advance payment of the balance due for the remainder of the current program session, in full, within one week.
 - If payment of both the delinquent amount (including late fees) and the balance due for the remainder of the program session is not received within one week, the child will be permanently dismissed from the program session.
 - Regardless of the child's enrollment status, all delinquent balances must still be paid and until the delinquent balances are paid, the child will be ineligible to enroll in ANY park district programs for which the Park District charges a fee until the delinquent balance is cleared.

All preschool accounts must have a credit card on file for direct debit on the 2nd day of each month for the full monthly tuition amount.

Termination of Enrollment

Should you wish to cancel your child's enrollment in the program, the \$100 registration fee (per child) is NON-REFUNDABLE.

Once the program is in session, refunds will be issued based on a 2 week written notification sent to the Preschool Director. If a child attends 1 day in a month, payment for the full month's tuition is required.

Guidance and Discipline

Every effort will be made to accommodate a wide range of differences among our students, and we want to make this a fun and positive learning experience for all children. On occasion a child's behavior may require the need to find a more suitable childcare setting.

Examples could include:

- The child is unable to safely participate in the program or appears to be a danger to him or herself or others, and an effort has been made by staff to reasonably reduce the risk of harm or injury.
- Medical, psychological, school district or social service personnel working with Park Center Preschool and Childcare decides that care at the preschool could be harmful to, or not in the best interest of, the child.
- Any other situation in which the accommodations needed for the child's success in the program conflict with the group environment, or when different environment is in the best interest of the child or preschool.

Prior to dismissal of a child, the Park Center Preschool and Childcare approach is to use progressive discipline and constant communication with the family. Parents and guardians must understand and appreciate that Park Center Preschool and Childcare might not be the best or appropriate setting or “fit” for every child and in some circumstances, a child cannot meet our behavior requirements with or without reasonable accommodation.

Behavior/Discipline for Young Children

A caring, positive approach will be taken regarding behavior management and discipline. We hope to help children develop self-control and responsibility for their actions. Teachers will be firm and consistent in their approach and will establish simple, understandable rules for the class and age group. Children will be encouraged to “use their words” to resolve conflicts or they may be redirected to alternative activities. If a child has difficulty managing their behavior on a recurring basis after redirection and/or a behavior modification plan, then the code of conduct policy stated above will be enforced. Likewise, adults are held to a standard of respect and appropriate behaviors while in the preschool program and environment.

Children will never be disciplined in the following ways:

- Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching or other physical abuses that would create pain or fear
- Threatening to withdraw food, restrict use of the bathroom
- Abusive or profane language
- Any form of public or private humiliation, including threats of physical punishment
- Any form of emotional abuse including shaming, rejecting, terrorizing or isolating a child

A full copy of ***Park Center Preschool and Childcare Behavior and Developmental Guidance Procedures*** will be part of the registration packet and can be found online and in the Preschool office.

Disenrollment of Family

Park Center Preschool and Childcare values families and the partnerships that form when having your child in our program; however, despite our best efforts, on rare occasions a parent/guardian’s actions or requests may require the need for the family to find a more suitable setting for themselves and their child.

Examples could include:

- The parent/guardian fails to follow Park Center Preschool and Childcare policies or those requirements established by DCFS.
- A parent/guardian requires special services that are not provided to other children’s families and cannot be reasonably provided by the program, including requests outside the philosophy of Park Center Preschool and Childcare or the Glenview Park District.
- A parent/guardian is physically or verbally abusive to preschool staff, children or any other staff person or family in the facility, including any communication they may have posted on any social media sites.

Insurance

The Glenview Park District does not provide any type of insurance for children enrolled in the Park Center Preschool and Childcare program.

Confidentiality

The strictest confidence will be kept with regards to information about a child, child's family or any other matters discussed with the Park District or Park Center Preschool and Childcare.

Only people involved in your child's care, Park District or Park Center Preschool and Childcare authorized personnel (including NSSRA and Park District attorneys) and regulatory agencies will have access to your file. Parents or guardians must provide written consent to release any information contained in your child's file to any other persons outside Park Center Preschool and Childcare. Parents/guardians may have access to your child's file within 48 hours of your request.

Parent Visits

Parents of enrolled children are welcome to visit the preschool program during normal operating hours. Classroom visits allow parents to understand their student's daily preschool experience, however, this open door policy may not be used as a way to get added time in a custody or visitation schedule.

Parents interested in Park Center Preschool and Childcare are able to set up an appointment for a guided tour by the Preschool Director or Preschool Assistant Director.

Daily Schedule

When your child enters their classroom they will be exposed to our "learning through play" philosophy. They will be given the freedom to explore, discover, problem solve and build self-esteem. Weekly studies are included in the daily routine.

Park Center Preschool and Childcare hours of operation are 7:00am-6:00pm for full day students, year round, with special programming in summer.

Full Day Preschool*

7:00am-8:15am	Arrival and learning centers
8:15am-9:00am	Breakfast and clean up
9:00am-10:30pm	Circle Time/Learning Centers
10:30am-11:00am	Morning Snack
11:00am-11:30am	Outside play or gym play
11:30am-12:00pm	Theme Activities/Handwriting
12:00pm-12:45pm	Lunch & Clean Up
12:45pm-1:00pm	Quiet Activities
1:00pm-3:00pm	Rest Time
3:00pm-3:30 pm	Afternoon Snack
3:30pm-4:15pm	Outside play or gym play
4:15pm-5:00pm	Learning Centers

5:00pm–6:00pm Free exploration and pick up

*sample classroom daily schedule, each classroom schedule may vary.

Rest/Nap Time

Each day after lunch, full day students will have a two-hour rest period. Children are required to lie quietly on his/her cot for the first hour. If, after 1 hour, he/she has not fallen asleep, he/she will be allowed to participate in quiet activities such as reading, or drawing for the remainder of the time.

Park Center Preschool and Childcare will provide sheets and cots. Sheets and cots will be cleaned weekly by Park District staff.

Parent Partnership and Communication

Park Center Preschool and Childcare is committed to a strong parent-teacher partnership through open communication and a continual exchange of information. If you have specific questions or concerns for your child's teacher, please feel free to talk to them about it. If the matter requires a more in depth conversation, it is preferable if a phone call, email, or an appointment is set up. In order to ensure communication is being relayed home, we prefer to speak directly to parents or guardians on any concerns/issues.

Teacher Communication

Teachers in the preschool program will provide a weekly recap of the children's activities. Children are encouraged to use their communication skills with parents, so ask lots of questions of your child, and keep the dialogue of a fun day alive!

Mailboxes/Cubbies

Check your child's cubby or mailbox daily for important fliers or notes home to family.

E-Mail

We are encouraging parents to submit their email addresses in order to receive important reminders from preschool and the park district. This will ensure that all parents see and know all current events.

Information submitted to preschool is for our use only (phone numbers, addresses, etc.) Please contact the Park Center front desk for any changes so it can be accurate in our main system.

Bulletin Boards

Bulletin Boards are located in the preschool hallways and will highlight student projects, artwork and daily events.

Parent-Teacher Conferences

Parent-Teacher conferences will be held 2 times a year. Teachers will give a brief assessment of the child's progress in November. Preschool parents have the opportunity to meet in person or on Zoom with teachers at progress meetings held in November and April. The purpose of these updates is to provide an opportunity for teachers and parents to discuss their child's development and progress, as well as goals for the future. Teachers will consistently communicate with parents in a variety of ways throughout the school year on a regular basis.

Class Lists

As part of your registration forms you will find an optional permission form to publish your contact information in order to set up play dates, birthday parties, etc.

Personal Belongings

A lost-and found is maintained at each Park District facility. Items found in parks are left at the park as the owner is likely to return to this location. Items not claimed within 30 days will be disposed of in accordance with Glenview Park District Policy 9.10 “Lost Articles”. Park Center Preschool and Childcare discourages children from bringing toys, books or other personal belongings to the facility. The Glenview Park District is not responsible for stolen items.

The Glenview Park District’s complete Lost Articles Policy 9.10 is available for review in the office of the Preschool Director.

Transition from Home to Park Center Preschool and Childcare and childcare

Transitioning from home to preschool can be exciting and stressful at the same time. Teachers will provide a welcome letter to each family coming into the program which will include information about the teacher. Tours of the preschool and teacher meetings may be available upon request, depending on teacher availability.

Separation

At Park Center Preschool and Childcare, parents are asked to leave the classroom as soon as their child is comfortably settled in an activity. Although a period of separation anxiety may occur, a parent’s continued presence may, in fact, hinder the child’s adjustment. Even though parents do not expect any separation issues, sometimes they do occur. If a child experiences a difficult adjustment period, the staff will work with the parents to develop a plan for gradual adjustment.

Drop-Off and Pick-Up

In order to encourage consistent communication between families and staff, parents/guardians will be required to escort your child to and from Park Center Preschool and Childcare classrooms each day.

Parents may drop off beginning at 7:00am. Upon arrival, all parents or guardians will be required to sign their child in, and at the end of the day parents or guardians will be required to sign their child out. Children will only be released to the people listed on their Emergency Authorization form. If someone other than people listed on the authorization form will be picking up your child, the staff will need prior parental permission in writing. Photo identification of you or another person designated to pick-up your child will be required until staff get to know who will be picking up each day. Multiple birth siblings must be signed in and out individually each day.

Check in and out through the Brightwheel app is a mandatory safety measure and will be strictly adhered to.

All people listed as Parents and Persons Authorized to Pick-up, will be sent an invitation to the Brightwheel app for sign in and out purposes. Emergency Contacts will not be sent the invitation since they cannot pick a child up unless they are listed as a Parent or Persons Authorized to Pick-up.

Brightwheel App Check in and Check out Procedure

We will be using a QR code and the Brightwheel app for check-in and check-out. When you arrive at your child's classroom you can scan the check-in code that is located near the door of any classroom. You can check your child in and out from any QR code in the preschool wing.

How to check-in:

How to find the code:

1. Open the Brightwheel app
2. Select edit Profile to access your child's check-in code
3. Go to check-in code; you can change your child's check-in code by clicking on it and then save

Check-in:

1. Open Brightwheel app and go to check in/out on the top of the screen
2. Scan the QR code located in the preschool wing outside of any classroom
3. Enter your child's code and press check-in

Check out:

1. Open the Brightwheel app and go to check in/out on the top of the screen
2. Scan the QR code located in the preschool wing outside of any classroom
3. Enter your child's code and press check-out

Late Pick-Up Policy

We ask that parents be prompt in picking up their child at their scheduled time. It can be very unsettling for a child to be the last one left in the classroom. Late pick-up should be an unusual occurrence. Enough time must be allowed to arrive to the child's classroom and sign out by the time the wing closes.

We do understand that emergency situations occur from time to time, and in that case we ask that if you will not be able to pick up 6:00 pm, you call Park Center Preschool and Childcare immediately at 224-521-2502.

Children left at Park Center Preschool and Childcare after closing will be supervised as long as possible and made to feel safe and secure. Preschool ends at 6:00pm, after closing, the primary guardian of any child still at Park Center Preschool and Childcare will be called twice at each of the contact numbers listed on their child's paperwork, staff will wait 2 minutes. After 2 minutes the staff will then call all numbers listed on the child's emergency form once, waiting 2 minutes between each contact. Glenview Police will be contacted if we are unable to reach you or an authorized contact after 30 minutes.

At 1 minute past pick up time the parent will be charged \$15 and \$1 for each additional minute. At the 30-minute mark, the fee will increase to \$5 per minute. The fee will be charged the same day and must be paid, at the Park Center front desk or online, within 5 business days in order to avoid suspension from the program.

Registration for Additional Classes

Should parents want to sign up their child up for Park Center classes (excluding swim lessons) you may do so during the hours of 4:00pm-6:00pm. Parents will need to complete a Permission to Escort form allowing preschool staff to escort your child to and from their designated class within Park Center. Further guidelines are listed on the Permission to Escort form.

Absences

Absences should be reported to the Preschool by 9:00am by calling 224-521-2502. There is no fee proration if a child is sick. If your child is contagious, let the Preschool know so other families can be given notification to look for symptoms in their children.

Mandated Reporting of Child Abuse

All early childhood staff at the Glenview Park District are mandated reporters under the Abused and Neglected Child Reporting Act of the State of Illinois. Under this Act, the staff is required to report or cause a report to be made to the child abuse hotline number (1-800-25ABUSE) whenever they have reasonable cause to believe that a child may be abused or neglected. The purpose of this Act is to protect the welfare of the children in our programs.

Child Custody

Park Center Preschool and Childcare will attempt to remain neutral in all custody situations. In the event there is an active restraining order, court order or court-ordered visitation schedule on file with Park Center Preschool and Childcare that indicates otherwise, a parent/guardian cannot be denied access to their child. All families are required to resolve their differences through legal channels. Park Center Preschool and Childcare and childcare cannot be used as a place for scheduled visits, nor be responsible for supervising parent or guardian visits.

Park Center Preschool and Childcare Security

All families will be provided a pin code which will allow authorized access to Park Center Preschool and Childcare. For the safety of children and staff, parents/guardians should not give this number out nor allow a person unknown to him or her to enter the Park Center Preschool and Childcare security door at any time.

All other persons picking up should go to Park Center Front Desk where a staff person will call a preschool administrator to get access for pick-up. The authorized pick-up person must have their ID ready for verification.

Firearms, Weapons, Explosives, Missiles, Etc.

In accordance with Glenview Park District's Ordinance 2018-11, section 2.38 Weapons and Harmful Substances:

Section 2.38 Weapons and Harmful Substances

(a) Other than in connection with a District program and other than as permitted by Illinois law concerning storage and transport of a firearm, no Person while on District Property shall possess on or about their person, vehicle or any other conveyance, concealed or otherwise, any firearm, stun gun, taser, bow and arrow, slingshot, cross bow, spear and spear gun, switch-blade knife, stiletto, sword,

blackjack, martial arts weapon, bludgeon, metal knuckles, or device capable of discharging a projectile or harmful chemical substance, or any weapon, instrument, or substance of like character or design.

(b) While on District Property, no person shall carry or possess with the intent to use the same unlawfully against another, a dagger, dirk, billy club, dangerous knife, razor, broken bottle, or other piece of glass, or any other dangerous or deadly weapon or instrument of like character.

(c) While on District Property, no Person shall, without a permit authorizing such, carry or possess any pneumatic gun, spring gun, paint ball gun, or B-B gun, or air soft gun or any device that either expels a projectile or projectiles of any kind.

(d) No person shall at any time bring on to, carry, have in his possession or on or about his person, concealed or otherwise or use, fire, set off or otherwise cause to explode, discharge or burn, or throw onto District property any knife, firearm, pistol, revolver, rifle, air gun, pellet gun, bow and arrow, slingshot, blackjack, billy club, any weapon capable of discharging a projectile by air, spirit gas or explosive, any explosive substance, rocket, firecracker or other fireworks, missile, liquid or gaseous substance or any other dangerous weapon

The Glenview Park District's complete Ordinance 2018-11i is available for review in the Preschool office.

Health and Safety Practices

Safety is our #1 concern and priority for preschool. Park Center Preschool and Childcare staff are trained in CPR, AED, First Aid, Heimlich Maneuver, EpiPens and various allergies. Staff submit to a thorough screening process including a state-required background check. Fire drills are conducted once a month and weather drills are conducted twice a year.

In accordance with the Child Care Act of 1969 per section (225 ILCA 10/4.6) Sec. 4.6. Vaccination requirements for employees, no person may be employed by a child care facility that cares for children ages 6 and under unless that person shows proof of having received: (i) one dose of the Tdap (tetanus, diphtheria, and pertussis) vaccine; and (ii) 2 doses of the measles, mumps, and rubella (MMR) vaccine or shows proof of immunity to MMR. (Source: P.A. 99-267, eff. 1-1-16.)

The entrance to the Park Center Preschool and Childcare wing will be locked at all times and can only be accessed through a key pad security system by parents or guardians and authorized personnel. Children may use a safety rope for traveling to other areas of the building or when traveling outside the classroom. Teachers take emergency and allergy information with the class at all times. Emergency exit doors are checked daily.

No Smoking Policy

In accordance with The Glenview Park District's No Smoking Policy 4.13 - Smoking, including e-cigarettes, is prohibited in all Park District buildings (owned and leased) and motorized vehicles. Smoking is also prohibited on any grounds within 15 feet of entrances to Park District buildings (owned and leased) and motorized vehicles. In addition, smoking is prohibited entirely on the grounds and in the buildings of The Grove National Historic Landmark, Flick and Roosevelt Pools, Kent Fuller Air Station Prairie, and Wagner Farm (with the exception of designated areas). The District also discourages smoking on any playgrounds and sports fields and in any park during organized activities such as special events, concerts and sports tournaments.

Staff may be asked to eliminate, reduce or change fragrances that may cause sensitivity, including perfume, cologne, lotions, tobacco products, etc. This could include asking staff to change clothing.

The Glenview Park District's complete No Smoking Policy 4.13 is available for review in the office of the Preschool Director.

Health and Hygiene

All children enrolled in Park Center Preschool and Childcare are required to have a current physical exam form on file. These forms can be obtained online or from your primary care physician at your child's physical. This form must be on file by **the child's first day** of preschool, annually. Health forms can also be requested directly from your child's primary care physician. The child must have a signed physical and health form from a doctor within six months prior to starting school. Children attending from outside the United States must provide an updated vaccination record and physical dated no less than 30 days prior to child's first day. Proof that your child has received the appropriate immunizations in compliance with state regulation is required. Children who are not fully immunized for medical reasons or religious beliefs must submit a written letter signed by their primary care physician. If a child is diagnosed with a vaccine-preventable disease, any non-immunized child will be removed from preschool until the preschool is disease-free.

Parents/Guardians of children who submit a proper Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form are notified of the following Outbreak Control Exclusion Procedures in accordance with the Control of Communicable Diseases Code, Section 690.1385, which states:

An individual shall be given a written notice that shall include notice of the following:

- A) That the individual may refuse to consent to vaccinations, medications, or other treatments;
- B) That if the individual refuses to receive vaccinations, medications, or other treatments, the individual may be subject to isolation or quarantine pursuant to the provisions of this Subpart; and
- C) That if the individual refuses to receive vaccinations, medications, or other treatments and becomes subject to isolation and quarantine, he or she shall have the right to counsel pursuant to the provisions of this Subpart. (Section 2(f) of the Act)

Child Illness

We understand that it can be difficult for parents/guardians when a child becomes sick, however, removal from preschool is necessary to lessen the chance of disease transmission. Children do not need to be excluded for a minor illness unless any of the following exists, in which case exclusion from preschool is required:

- Illness that prevents the child from participating comfortably in program activities;
- Illness that calls for greater care than the staff can provide without compromising the health and safety of other children;
- Fever with behavior change or symptoms of illness;

- Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of possible severe illness;
- Diarrhea;
- Vomiting 2 or more times in the previous 24 hours, unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration;
- Mouth sores associated with the child's inability to control his or her saliva, until the child's physician or the local health department states that the child is noninfectious;
- Rash with fever or behavior change, unless a physician has determined the illness to be non-communicable;
- Purulent conjunctivitis, until 24 hours after treatment has been initiated;
- Impetigo, until 24 hours after treatment has been initiated;
- Strep throat (streptococcal pharyngitis), until 24 hours after treatment has been initiated and until the child has been without fever for 24 hours;
- Head lice, until the morning after the first treatment;
- Scabies, until the morning after the first treatment;
- Chicken pox (varicella), until at least 6 days after onset of rash;
- Whooping cough (pertussis), until 5 days of antibiotic treatment have been completed;
- Mumps, until 9 days after onset of parotid gland swelling;
- Measles, until 4 days after disappearance of the rash;
- Symptoms that may be indicative of one of the serious, communicable diseases identified in the Illinois Department of Public Health Control of Communicable Diseases Code (77 Ill. Adm. Code 690).

We ask if your child does need to leave Park Center Preschool and Childcare during the day due to illness, they are picked up within 45 minutes of the initial call from the Preschool. In all cases, children should remain asymptomatic for 24 hours before returning to Park Center Preschool and Childcare including:

- Remaining fever free, no vomiting and signs of diarrhea are gone
- After diarrhea when toilet-learned children do not have toileting “accidents”
- They have taken antibiotics for 24 hours
- They are able to comfortably participate in all activities and outdoor time

It is **very important** that parents report any communicable/contagious diseases to the teachers immediately, so that other parents may be notified of possible exposure, symptoms, and treatment. It is Park Center Preschool and Childcare responsibility to report some diseases to the local Board of Health or Department of Public Health. These agencies may require further information, testing or preventative measures.

Examples of reportable illnesses include but are not limited to the following:

- **Bacterial meningitis**
- **Varicella (Chicken Pox)**
- **Diphtheria**
- **Fifth's disease**
- **Hepatitis A**

- **Hand, foot and mouth disease**
- **Impetigo**
- **Mumps**
- **Measles**
- **Meningococcal infection**
- **Lice***
- **Pink eye**
- **Pertussis (whooping cough)**
- **Purulent conjunctivitis**
- **Polio**
- **Rabies**
- **Rubella congenital and non-congenital**
- **Scabies**
- **Strep throat**
- **Tetanus**
- **Any other outbreak or communicable disease. It is always better to err on the side of caution and let us and your doctor know of any concerns you have**

A full list of reportable illness can be found at cookcountypublichealth.org

In these instances, a signed note from the child's doctor showing medical treatment, is required prior to the child's return to preschool.

Signed doctor notes showing treatment and allowed to return to class must come from the child's primary care physician and cannot be from a physician parent/guardian.

**Lice requires a signed note by a doctor, nurse or professional service trained to treat or check lice.*

Medical Care

Each day teachers are required to check their area for safety concerns. If equipment is found to be broken or unsafe it will be removed from the classroom and repaired or replaced. If a minor injury or accident occurs while at preschool, you will receive a verbal report from the teacher indicating what happened and what was done to address the situation. Minor injuries such as a scrape or bite will be washed with soap and water. Band-Aids or gauze may be applied when necessary. If the injury results in swelling, has affected the face or head or needs medical attention, the parent or guardian will be notified right away. If a serious injury occurs, 911 will be called and the child may be taken to the hospital. A staff member will accompany the child to the hospital and a staff member will call the parent or guardian immediately or other emergency contact if parent or guardian cannot be reached. All staff are trained in first aid and child CPR.

Medication Policy

It is typical that children will require medication from time-to-time. It would be best to talk with your primary care physician about finding ways to administer medication at home. If this does not work with your child's needs, the Glenview Park District can be authorized to give medication to your child.

All medications including non-prescription antihistamines, ointments, lotions, sunscreens, and insect repellants require the appropriate form to be signed by a parent or guardian. The appropriate form can be requested from the Preschool Director as needed.

- Non-prescription medication required for more than three days will require a written order from the child's primary care physician.
- Prescription medication must have a non-expired prescription label from a pharmacy with complete information including child's name, what the medication is, dosing information and when the medication must be taken.

Administration of medication will be provided only by trained staff and will be the same person each day. In the case of the trained person's absence, another designated trained staff member will administer medication (with parent's knowledge). Dispensed medication will be recorded on our *Medication Dispensing Log*.

General Medication Rules

Prescription and non-prescription medications must be brought to Park Center Preschool and Childcare and given to the Preschool Director. No medications should be left in backpacks or cubbies; this includes lip balms, bug sprays, and sunscreens.

All medication must be in its original bottle, container or packaging listing the child's name (first and last), current date, and dosing instructions. Dosing implements (spoons, cups) must accompany medication and be labeled with child's name.

Changes in medication will require a new *Permission to Dispense Medication/Waiver and Release of all Claims* form and, where needed, an updated prescription or note from the child's primary care physician.

Fever-reducing medications cannot be given by staff in order for children to remain at Park Center Preschool and Childcare. Should a child present with a fever, their parent will be called and asked to pick them up. The child will be separated from the class but remain with an adult while waiting for parent arrival. After being fever-free and symptom-free for 24 hours, the child may return to preschool.

Medications for Chronic Illnesses

In order to best care for any children with chronic illnesses, an individual health care plan must be on file from the child's primary care physician. A meeting with PDRMA, teachers, parents or any other essential staff may be arranged. Additional or new medications not on the child's individual health care plan, including changes to doses or instructions for current medications are request must follow the general medication rules. All information must be updated as needed.

As-Needed Medications

Non-prescription, over-the-counter medications such as antihistamines are considered as-needed. Continuous use of these medications are not typical, are given when mild symptoms present, and only given when the need arises.

As-needed medications will require:

- Written authorization from the child's primary care physician
- Completion of the Permission to Dispense Medication/Waiver and Release of all Claims form
- Reason why child would need medication
- Indicate dosage
- Show start and end date for no longer than one month

Medication will be given based on instructions on medication label or instructions provided by the child's primary care physician. This must be indicated in writing on the Permission to Dispense Medication/Waiver and Release of all Claims form. Verbal notification to the parent/guardian will be provided, at pick up, each time medication is given.

Non-Prescription Topical Medication

Park Center Preschool and Childcare requires Topical Applications Administration form to be on file prior to administration of any non-prescription topical medication (lip balm, non-antibiotic, antifungal or steroidal creams) to a child. Insect Repellent and Sunscreen Permission form with parent signature must be on file prior to administration or usage of insect repellent or sunscreen.

Specific instructions including dosage and times for administration (not to exceed 1 year) should be provided on each form.

Meals and Snacks

Each day Park Center Preschool and Childcare will provide a NUT SAFE breakfast, morning snack, lunch and afternoon snack to those children enrolled in full day preschool. Meals and snacks are planned with a food vendor to provide children with healthy meals, which will moderate fat and sodium content and follow nutrition requirements indicated by the licensing agency, following the dietary guidelines provided by Illinois DCFS Licensing Standards for Day Care Centers.

Menus will be posted on the parent bulletin board in the hallway and online for reference.

If your child has a restricted/special diet due to documented medical reasons, allergic reactions, or religious beliefs prior written notification must be on file with Park Center Preschool and Childcare. Park Center Preschool and Childcare will attempt to provide food substitutions (from our food vendor) in order to accommodate most circumstances. When providing a special diet causes undue hardship or expense for Park Center Preschool and Childcare, meals or portions of meals shall be provided by the parent upon written agreement of the parent and the preschool. The agreement will include restrictions based on food allergies of children in the classroom. The family shall be responsible for the safety of the food provided and must be clearly labeled with child's name, date, description of the food and any heating instructions, if necessary. Snacks and other food items must be consumed before entering the Preschool.

Food Handling Requirements

All Park Center Preschool and Childcare staff are required to obtain Illinois Food Handlers Certificate via the State Food Safety online training course.

This Illinois Food Handlers Card Training holds the ANSI food handler training program accreditation ([ASTM e2659-2015](#)) and is approved for use in Illinois by the Illinois Department of Public Health.

The purpose of the Food Handlers Card Training program is to prepare food handlers to enter the workforce by providing the required food safety information as specified by regulations of the workers' state or local government.

This program will prepare the learner to become a responsible food handler. A "food handler" is generally understood to be a food worker in a non-managerial role. The learning objectives of the food handler will be the following:

- Describe how food can make people sick after being contaminated by physical, chemical, or biological hazards.
- Appreciate that the behavior of food workers directly affects the safety of food.
- Keep hands and body clean to prevent contaminating food and food contact surfaces.
- Use appropriate barriers to prevent bare hand contact with food.
- Identify which symptoms require staying home from work or reporting an illness or symptom to the manager.
- Identify the appropriate time and temperature requirements for keeping food safe during specific stages in the flow of food.
- Describe how to keep the workplace and equipment clean.

Allergies

In your child's health information, it is essential that you list any significant allergies that your child may have, food or environmental. Only for allergic children, a specific *Allergy Action Plan* form with picture (supplied by parent) is required. *Allergy Action Plans* will be made available with all registration forms, and can be requested from the Preschool Director and on the Park District website.

Park Center Preschool and Childcare is a NUT SAFE Environment. For the well-being of all the children, we make NO exceptions to our safety guidelines. We ask that parents be considerate of children and their allergy situations in your classroom. While we make every attempt to eliminate allergens in the classroom it is impossible to prevent all situations where contamination can occur; such as sharing food or a child bringing in an allergen from home.

Hand Washing

Park Center Preschool and Childcare requires hand washing upon entering the classroom. We ask the parent/guardian to take the child and assist them in washing their hands before beginning their school day. While at school, children are encouraged to develop good health habits by hand washing after toilet use, before and after meals and snacks, after coming in from outside and other times as

necessary. Because young children learn by imitating adults, we ask you to support your children's hand washing efforts by role modeling these practices at home.

Vision and Hearing Screening

All children enrolled in Park Center Preschool and Childcare will participate in vision and hearing screenings annually in accordance with Illinois Department of Public Health's Hearing and Vision Screening Codes (77 Ill. Adm. Code 675 and 685) and the Illinois Child Vision and Hearing Test Act [410 ILCS 205].

These screenings will be conducted by a professional company certified by the Illinois Department of Public Health. Dates of screenings will be sent to parents with at least a 2-week notification.

Student Resources/Intervention

In an effort to provide our students with the best possible preschool experience, the Glenview Park District maintains a working relationship with the Northern Suburban Special Recreation Agency(NSSRA) and the Northern Suburban Special Education District (NSSED). These agencies provide support in the form of additional staff, behavioral management and observation, sign language interpreters, activity adaptation, and disability awareness training. When behaviors are identified which indicate a child may benefit from early intervention, the park district will work cooperatively with these agencies and the child's family to develop an individualized behavior plan. In the event that a situation consistently disrupts the learning and safety of the classroom environment, the park district reserves the right to refer families to an environment more appropriate to address their needs. If you have a concern in any of these areas or your child has a special need, please contact the **Preschool Director programs at (224) 521-2550** or the **NSSRA Manager of Inclusion Services at (847)509-9400**.

Staffing

All lead teachers will have at least 60 hours of college credit, including 6 hours in Early Childhood classes, or one year of child development experience in a nursery, school, kindergarten, or licensed daycare center, and 30 semester hours of credits through an accredited college or university with 6 semester credits in courses directly related to childcare and/or child development, from birth to age 6. Each classroom will also have a teacher's assistant to help instruct the class. Our instructors strive to provide a balance between child-initiated and teacher-initiated activities to foster exploration and discovery. Staff attends regular curriculum meetings and is required by licensing standards, to pursue continuing education courses, seminars and workshops to stay current in the field.

Stroller Parking

Our preschool hall gets very congested with so many little ones coming and going to class. Help our traffic problem by not bringing strollers in the hallway by the classroom and cubby lockers. Strollers are not allowed in classrooms. **But more importantly, fire codes dictate the hall must be kept clear.** Strollers should be parked **before** you enter the preschool wing of the building by Rooms 121/122 where signs are posted.

Vehicle Parking

We have additional preschool parking Monday-Friday in the Attea School lot **ON THE WEST SIDE OF PARK CENTER**. We have a spacious sidewalk from this parking lot, along the north side of Park Center, leading to the courtyard lobby entrance. These doors are also electronic to accommodate strollers. The preschool doors adjacent to the playground will remain locked to ensure security throughout our day.

Toilet-Learning

A family-teacher partnership providing collaboration and support to the child are crucial factors in making toilet-learning successful and as stress free as possible. By encouraging toilet-learning, consistent with your child's physical and emotional abilities, the child benefits and evolves through this important step in their life.

Families will provide sufficient extra clothing, underwear and pull ups (if necessary). Any extra clothes worn home, should be replaced the next day.

Glenview Park District Code of Conduct, Policy 7.15

The goal of the Glenview Park District is to provide positive recreational experiences in which **all** individuals are welcomed and treated with respect, sensitivity and fairness. The Glenview Park District offers its programs, activities, services and benefits to all individuals on an equal basis, regardless of age, race, sex, creed, sexual orientation, national origin or disability. Employees of the Glenview Park District and all program and facility users are expected to exhibit appropriate behavior at all times by showing respect for all participants and staff members. Employees of the Glenview Park District and all program and facility users are expected to refrain from using inappropriate language, from threatening or causing bodily harm to others, and from defacing or damaging district property, equipment, supplies and facilities. Employees of the Glenview Park District and all program and facility users are also expected to adhere to all Glenview Park District rules.

The Glenview Park District reserves the right to restrict, suspend, expel or deny participation in any program, event or facility to any person whose behavior materially interferes with, or disrupts the quality of those offerings, the enjoyment of them by other participants, or the ability of staff to conduct or manage the activities or facility.

The Glenview Park District's complete Code of Conduct 7.15 is available for review in the Preschool office.

Adopted by the Board of Park Commissioners: 11/12/91; Revised: 2/17/00; Revised: 10/25/17; Revised: 6/28/18

Holidays and Other Celebrations

Activities related to holiday celebrations will be planned based on the children's interests and understanding. They are age-appropriate, relevant and meaningful to the children and the established curriculum, while at the same time sensitive and respectful of cultural diversity. The intention of recognizing different customs and traditions is to appreciate your own culture, to understand other cultures and to avoid commercial influences. The teacher may ask parents to provide general information, books and photos that may enhance cultural awareness in the classroom.

The Glenview Park District is a public agency and does not provide religious instruction of any kind.

Birthdays

We will do activities in class to celebrate such as sing Happy Birthday, decorate a hat or paper crown, or designate the child as the special helper for the day.

We encourage you to celebrate your child's birthday at Park Center Preschool and ask you to adhere to the following guidelines:

- *Donate a book for the classroom in your child's name. We will add a special label with the child's name and donation date. We will read the book during preschool time on the day they will be celebrating. If you would like to be a secret reader and read the book on your child's celebration day, please let your teacher know so it can be arranged.*
- *Due to various allergies and food intolerances we will not allow any outside food items (homemade or packaged) to be brought into the classroom for birthday or other celebrations.*
- *If you plan on having a birthday party for your child outside of preschool, and are inviting all the children in the class, you may put invitations in each child's cubby. If you are not inviting all children in the class, you will need to send the invitation through the post office, by email or hand out invitations outside of the preschool.*
 - *You may also hand out invitations at preschool if you are only inviting all the boys or all the girls in the class.*

Clothing

Children will be active in preschool and need to wear practical and comfortable clothing that they can get messy! Outdoor play in the fresh air contributes to a child's good health and overall development. Outdoor and gross motor play is factored into teachers' lesson plans. Please dress your child appropriately, including a hat, gloves, boots and snow pants when needed. Be sure to label all clothing. Cubbies are provided for each child to store their items. Children should wear appropriate shoes each day as well. Gym shoes are recommended, however, any type of shoe with a closed back is preferred over sandals, Crocs, flip flops, etc.

Required Materials

General supplies have been included in your program fees. Occasionally, instructors may ask parents to collect recycled items such as paper towel rolls, coffee cans, etc. Instructors will post a list of these items, if applicable. At times, teachers may provide a wish list of special items they need for their classroom or for a special project. Anyone wishing to help out by providing specific wish list items may do so on a voluntary basis.

Photographs

Photos and videos are periodically taken of participants in Glenview Park District programs and activities. All persons registering for Park District programs/activities or using Park District property thereby agree that any photograph or video taken by the Park District may be used by the Park District for promotional purposes including in its electronic media, videotapes, brochures, flyers and other

publications without additional prior notice or permission and without compensation to the participant.

If a participant does not want their child's photo used, the parent must submit the request in writing to the Preschool Director, and provide the child's name and a photo of the child so we can ensure it is not used in media, video, brochures, flyers and other publications.

Park Center Preschool and Childcare arranges the opportunity for parents to purchase professional class photos as well as individual portrait packages.

School Calendar

Full day preschool will be closed on the following days:

Labor Day
October 18 (teacher institute day)
Thanksgiving Day
Day after Thanksgiving
Christmas Eve at 3pm
December 25-27
New Year's Day
Martin Luther King Jr. Day
March 30 & 31 (Cleaning)
Memorial Day
Independence Day
August 22 & 23 (Cleaning)

Fieldtrips

Park Center Preschool and Childcare may conduct fieldtrips outside of the preschool wing and playground. If we travel further than a nature walk, you will be notified before we travel and have to sign a permission slip.

Weather and Cancellations

In the event there is an unusual or unexpected closing at Park Center Preschool and Childcare, a message will be send through the Brightwheel app to households enrolled in these programs.

Integrated Pest Management Plan Summary

Illinois state law Public Act 95-0058 requires licensed child care centers to develop and implement an integrated pest management (IPM) program. IPM uses the most appropriate practice to achieve control of pests while avoiding adverse effects on people and the environment.

It is the policy of the Glenview Park District Park Center Preschool and Childcare to incorporate Integrated Pest Management (IPM) procedures for control of structural and landscape pests. Pests will be managed to reduce any potential human health hazard or to protect against a significant threat to public safety, prevent loss or damage to Park District structures or property, prevent pests from

spreading in the community or to plant and animal populations beyond the site and enhance the quality of life for students, staff and others.

The choice of using a pesticide will be based on a review of all other available options and a determination that these options alone are not acceptable or not feasible. Selected non-chemical pest management methods will be implemented whenever possible. It is the policy of this Park District to utilize IPM principles to manage pest populations adequately. The full range of alternatives, including no action, will be considered. When it is determined that a pesticide must be used to meet important action, will be considered. When it is determined that a pesticide must be used to meet important management goals, the least hazardous material will be chosen.

The Park District takes the responsibility to notify students' parents/guardians and our staff of upcoming pesticide treatments. Notices will be posted in designated areas at Park Center and sent home with students.

The Glenview Park District's complete Integrated Pest Management Policy 10.20 is available for review in the office the Preschool Director.

Lead Testing

The Glenview Park District tests for the presence of lead in the water supply by an IEPA or IEPA-certified laboratory. All lead water test results (at, above or below 2.01 ppb) will be posted in the preschool on the parent communication board for parents to review. A mitigation plan will be made available to parents and submitted to the local licensing office if test results indicate the presence of lead for each drinking water supply with a result of 2.01ppb or above. Should the water supply change, the Glenview Park District will test the new water supply, post results for parents and provide results to DCFS. Full test results can also be found in the office of the Preschool Director.

Radon Testing

The Glenview Park District tests for the presence of radon in the building including all preschool classrooms, hallways and mini gym. This testing will be conducted every 3 years and results will be posted in the preschool on the parent communication board for parents to review. Full test results can also be found in the office of the Preschool Director.

Emergency Evacuation

In the event of an evacuation emergency, all children and staff will be taken to Attea Middle School, 2600 Chestnut Ave, Glenview, IL 60026.

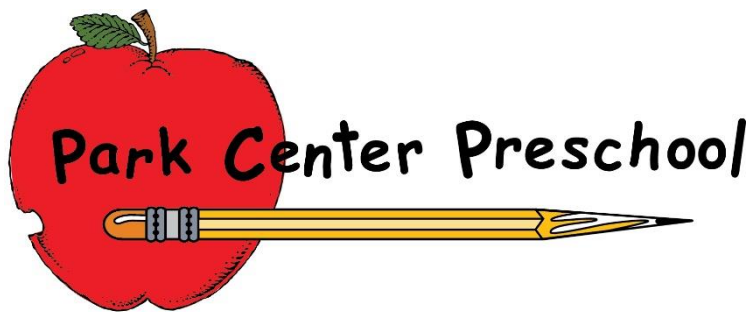
Glenview Park District Board of Commissioners

The Glenview Park District is governed by a seven-member Board of Commissioners. Two or three individuals are elected every two years to serve a six-year term and are responsible to the electorate. This Board provides guidance to policy, are involved in long-term planning and fiscal responsibility. These elected officials serve without compensation.

Policies and Rules are subject to change at any time. Changes will be communicated to Park Center Preschool and Childcare and childcare families and updates can be obtained from Preschool administrators.

Contact Information for Park Center Preschool and Childcare

Park Center Address	2400 Chestnut Ave Glenview, IL 60026												
Park Center Front Desk	Phone: 847-724-5670												
Park Center Hours of Operation	<table><tr><td>Facility Hours</td><td></td></tr><tr><td>Monday-Friday</td><td>5:00am –10:00pm</td></tr><tr><td>Saturday & Sunday</td><td>7:00am - 8:00pm</td></tr><tr><td>Registration Hours</td><td></td></tr><tr><td>Monday-Friday</td><td>9:00am - 7:30pm</td></tr><tr><td>Saturday & Sunday</td><td>9:00am – 3:00pm</td></tr></table>	Facility Hours		Monday-Friday	5:00am –10:00pm	Saturday & Sunday	7:00am - 8:00pm	Registration Hours		Monday-Friday	9:00am - 7:30pm	Saturday & Sunday	9:00am – 3:00pm
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Saturday & Sunday	9:00am – 3:00pm												
Park Center Preschool and Childcare Hours of Operation	Monday – Friday 7:00am-6:00pm												
Park Center Administration	<p>Amanda Kirk, Preschool Director amanda.kirk@glenviewparks.org 224-521-2550-Direct Line 224-521-2551-Fax</p> <p>Amy Del Genio, Preschool Assistant Director amy.delgenio@glenviewparks.org 224-521-2502-Direct Line 224-521-2578-Fax</p> <p>Jessy Dinkelman, Preschool Classroom Coordinator jessy.dinkelman@glenviewparks.org 224-521-2572-Direct Line</p> <p>Natalie Liang, Assistant Superintendent of Recreation natalie.liang@glenviewparks.org 224-521-2552-Direct Line 224-521-2563-Fax</p> <p>Amy Watson, Superintendent of Recreation amy.watson@glenviewparks.org 224-521-2556-Direct Line 224-251-2557-Fax</p>												
Glenview Park District Website	www.glenviewparks.org												



Verification of Receipt of Park Center Preschool and Childcare Parent Handbook

(This form is required as part of your child's file.)

I/We _____, the parents of
Please print name(s)

_____, acknowledge(s) that I/we have received
Name of Child*

a copy of the ***Park Center Preschool and Childcare Parent Handbook*** and agree to abide by the Center's discipline policies and other program policies outlined in the Handbook.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

*One form must be filled out per child.