

August 25, 2020

Dear Parents:

We are enclosing information that we believe will be helpful as you prepare to send your child to Little Learners Preschool in September. Please read the enclosed material carefully.

Due to the current COVID-19 situation we are changing the way things can be done on a day by day basis. We will do our best to keep everyone updated on what is going on. Please remember to check your emails for up-to-date information. You can also check out our website where we will have updates. Due to the uncertainty of COVID 19 any of this information is subject to change. If we are made aware of any cases, we will follow the recommendations for IDPH on what we are required to do at that time. Student materials will be disinfected before being used by another student. We will disinfect between classes and at the end of each day. We will also limit the number of toys out for play each day and separate the students as much as possible.

The month of September and first week of October will be held at Krueger Park, 9100 S 88th Ave. Starting on October 5th we hope to be in the renovated Cynthia Neal building. If this is to change, we will notify you as soon as possible.

We would also like to call special attention to the "WHAT CLASS MY CHILD'S IN" section. This section will let you know your child's day and time to attend. All classes currently will be held at the Cynthia Neal Center, 8047 W. 91st Pl., Hickory Hills, IL 60457, however due to construction this may change. Please keep an eye on your email for updates as.

If you have any questions, please feel free to contact our office at 708-598-1233.

Thank you and we look forward to seeing you in September.

Sincerely,

HICKORY HILLS PARK DISTRICT

**HICKORY HILLS PARK DISTRICT
LITTLE LEARNERS PRESCHOOL 2020/2021
INFORMATION SHEET**

Knowing what is expected will help you with your child. Please read this BEFORE your child begins school.

TEARS - WHAT TO DO:

A child coming into the school for the first time may feel separation anxiety, especially if he/she sees anxiety on their parent's face. It has been our experience that these children stop crying within minutes after the parent's departure. Our advice is to give your child a smile and a kiss and tell him/her when you will return and then leave. Be sympathetic to the tears, but firm. Be assured that we are prepared for these situations and will help make the transition from home to school easier. The separation may be as hard for you as it is for your child, but prolonging the departure is much harder on your child. If your child has a problem and cries for an extended period, we will call you.

YOUR CHILD'S NAME

Your child will learn to write their proper name. If your child likes to be called by a nickname let the teacher know. Otherwise, teachers will use proper names.

WHAT TIME TO DROP OFF & PICK UP YOUR CHILD

Students should be dropped off at the door where we will ask a few questions and take the child's temperature. We ask that the parents do not linger in the building due to the current COVID 19 situation. We will be dismissing the children from the side doors vs the front. This is so we can continue to keep everything clean and get ready for the next group. If at any time someone new is picking up your child, we will need to know ahead of time. Children will not be released to anyone under the age of 18. If someone different will be picking up your child, the teacher must be notified in writing by parent/guardian. There are no exceptions. In an emergency, please phone the office and give the person's name. This will be given to the teachers. The person must show picture identification to the teacher before taking the child. The doors will open for dismissal promptly at 11:45 a.m. for am classes and 3:15 p.m. for the pm classes. If children are not picked up within 10 minutes of dismissal time, a late fee will be charged at \$5 per every 10 minutes late. If the classroom doors are closed, please see office for admittance.

WHAT TO WEAR

All students and staff are required to wear a face mask. We will do our best to take them outside when weather permits to get a break from wearing the masks. Remember your child is in school, dress should be comfortable! They will be learning through projects using crayons, paint, craft items, and even playing with toys on the floor. It is hard when a child wears an outfit that he/she cannot put back together after using the restroom. Please keep this in mind when choosing school clothes and shoes. Due to allergies and asthma please be cautious on how much cologne or perfume you let your child wear.

SNACK DAY

In the past we were able to provide snack. However, since we currently cannot serve from bulk, we are asking that you send your child with a simple healthy snack. Such as goldfish, gram crackers or some fruit/veggies. We ask that you do not send anything with peanuts since we have children from time to time with this food allergy.

BIRTHDAY CELEBRATIONS

We will celebrate each child's birthday at school (on the school day closest to their birthday). On this day your child is welcome to provide the snack for their classmates. Remember it has to be an individually wrapped snack for them due to the COVID 19 guidelines.

SCHOOL CANCELLATION

If you are not sure if class will be held please call the Park District office at 708-599-7337 before 8:30 a.m. for updates and 708-598-1233 ext 0 after 8:30 a.m. for updates regarding program cancellation.

We will try to notify everyone if we cancel classes via email and/or phone. It can take some time to reach everyone by phone so please check your email or call the office if you are questioning if there will be school or not.

If school should be canceled, due to inclement weather, we will try to schedule a make up day. If we are unable to make up the actual day, the lessons & project planned for that day will be made up during a regular class session. If school is canceled due to COVID 19, we will try to do part of the class virtual to help keep the children involved.

NEWSLETTER/EMAILS

There will be a monthly newsletter to keep you informed of activities throughout the year. This newsletter will be emailed to you. If you would like a hard copy let us know. Any information that we hand out during class will be posted on the Park District Web Site. (hhparkdistrict.org) We will also email you updates so please make sure you have a valid email address on file.

HANDICAPPED PARKING

We would like to ask your cooperation in keeping the handicapped parking open to authorized vehicles (spaces are marked). Unauthorized cars parked in this area may be ticketed or towed at the owner's expense. Handicapped parking may **NOT** be used as a drop off/pick up spot.

GENERAL

Please do not allow your child to bring any toys, candy or gum to school. You will always be notified of class celebrations in advance; so you will know what your child needs to bring to help celebrate with his/her classmates. If you do not wish your child to participate in our holiday celebrations, we will understand if you keep your child at home. We hope you will understand that the teachers cannot pass out birthday invitations to children during class time. If you wish, you and your child may pass them out before or after class.

IMMUNIZATIONS

Please contact your physician to confirm that your child have the following shots. The following are required: 4 DTP or DTAP, 1 MMR, 4 HIB, 3 POLIO-OPV, 3 HEP B, 1 CHICKEN POX.

PARENT INVOLVEMENT

At this time, we will not be able to have any in person involvement such as reading and attending special events and trips

PRESCHOOL CLOSING PROGRAM

At the close of the school year, the children will participate in a Closing Program. This program is approximately 1 hour in length. You will receive information on this as the end of school approaches if the state will allow this.

Once again please feel free to call us if you have any questions, suggestions, or concerns. We want this year to be a positive experience for both you and your child. We can achieve this by working together.

CLASS TIME/DATE

Five day a week classes will begin on September 14th

Three day a week classes will begin on September 14th

Two day a week classes will begin on September 15th

Regular classes are as follows:

AM 8:45-11:45

PM 12:15-3:15

REFUND POLICY

Refund/Credit is not given for absences, illness, vacations or holidays. Exceptions may be made when the child has Coronavirus and a doctor has indicated this on a doctor's note.

If you decide to cancel preschool before it starts, we will refund the total amount minus the **\$100 Non-Refundable/transferrable deposit**.

If you cancel during the school year, your refund will be the total preschool fee minus \$100, minus days attended, minus the days it takes to fill your spot.

PAYMENT PLAN

The following payment plan is suggested. **You must pay by each deadline OR A LATE FEE OF \$10.00 WILL BE ADDED TO YOUR PAYMENT.** Of course you may pay your balance in full at any time.

	MTWTHF	MWF	T/TH
	Classes	Classes	Classes
Deposit paid at time of registration	\$100.00	\$100.00	\$100.00
Amount due by August 31, 2020	\$554.00*	\$294.00*	\$235.00*
Amount due by September 1, 2020	\$554.00	\$294.00	\$235.00
Amount due by October 1, 2020	<u>\$552.00</u>	<u>\$292.00</u>	<u>\$235.00</u>
TOTAL FEE	\$1760.00	\$980.00*	\$805.00*

*Non-residents must add \$15 to this fee. The \$15 non-resident fee is due with the August 3, 2020 payment.

WHAT CLASS MY CHILD'S IN?

Below please find a check mark by your child's class time and day. Once again if you have any questions please call the office at 708-598-1233.

Mon, Tues, Wed, Thurs, Fri
3 - 5 years Old

Monday, Wednesday, Friday
3 - 5 Years Old

Tuesday & Thursday
3 - 5 Years Old

8:45-11:45 AM _____

8:45-11:45 AM _____

8:45-11:45 AM _____

12:15-3:15 PM _____

12:15-3:15 PM _____

12:15-3:15 PM _____

KINDERGARTEN KID'S PLACE

The Park District offers a Before/After Care program for students in our preschool program and those who attend morning or afternoon preschool and/or kindergarten at School District 117. Our Before Care program is from 8:45 a.m. - 12:00 p.m. and our After Care program is from 12:00 p.m. - 4:15 p.m. and could be held in the same room as the preschool program. Please see the office for more information.

HHPD PRESCHOOL CALENDAR 2020 - 2021

September						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	<u>14</u>	<u>15</u>	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Back to School Day: 9/11						
Classes Begin on 9/14 & 9/15						

October						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Columbus Day: 10/12						

November						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Election Day: 11/3 Veteran's Day: 11/11						
Thanksgiving Break: 11/23 - 11/27						

December						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Winter Break: 12/21 - 1/6						

January						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
Winter Break: 12/23 - 1/4						
MLK Day: 1/18						

February						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					
President's Day: 2/15						

March						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Casimir Pulaski Day: 3/1						
Spring Break: 3/22 - 3/26						

April						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Spring Holiday Break: 4/2 - 4/5						

May						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	<u>27</u>	<u>28</u>	29
30	31					
Last Day of Classes: 5/27 & 5/28						

Class Times

Morning Classes: 8:45 - 11:45 a.m.
Afternoon Classes: 12:15 - 3:15 p.m.

Key
— : Days Off
: First/Last Day

T & TH Classes have approx. total of 65 days
M/W/F Classes have approx. total of 92 days
M - F Classes have approx. total of 157 days