

July 5, 2022

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.

We will be hosting our "Welcome to School Day" on September 8th. Morning students are invited to come in any time between 10:30 a.m. - 11:30 a.m., afternoon students are invited to come in any time between 12:15 p.m. - 1:15 p.m. Come for a brief visit to see the classroom and meet the teachers.

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 COVID 19 any of this information is subject to change. We will do our best to keep you inform of any changes. 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. 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.

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.

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 2022/2023
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

We ask that you be prompt in dropping off your child and picking him/her up from school. It is mandatory that you escort your child into the building. 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

We are asking that you send your child with a simple health snack, i.e., goldfish, gram crackers or some fruit. 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 must be an individual wrap snack for them due to the COVID 19 guidelines. Please DO NOT send cupcakes or birthday cake. Also due to the board of health we can only serve prepackage food from the store, no homemade items will be allowed.

SCHOOL CANCELLATION

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

We will try to notify everyone if we canceled 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.

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 to 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 has 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

We encourage parental involvement; you may be asked to join in craft activities or field trips throughout the year. Always feel free to approach the teachers with any questions or concerns. If you have a special talent, or would just like to read a story, you are always welcome.

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.

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 9th

Three day a week classes will begin on September 9th

Two day a week classes will begin on September 13th

AM 8:45-11:45

PM 12:15-3:15

REFUND POLICY

Refund/Credit is not given for absences, illness (this includes COVID), vacations, or holidays.

If you decide to cancel preschool before it starts, we will refund the total amount minus the **\$100 Non-Refundable/transferable 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 1, 2022	\$567.00*	\$300.00*	\$242.00*
Amount due by September 1, 2022	\$567.00	\$300.00	\$242.00
Amount due by October 3, 2022	<u>\$566.00</u>	<u>\$300.00</u>	<u>\$241.00</u>
TOTAL FEE	\$1800.00	\$1000.00*	\$825.00*

*Non-residents must add \$15 to this fee. The \$15 non-resident fee is due with the August 1, 2022 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.