

# Parent Handbook 2021-2022

# **Table of Contents**

Program Philosophy & Goals	Page 2
Curriculum Components	Page 3-5
Daily Schedule	Page 6
Family Involvement	Page 6-7
Policies & Procedures	Page 7-9
Health Information	Page 10-12
Emergencies & Severe Weather	Page 12
Registration	Page 12-13

# **Contact Information**

Welcome to the Hoffman Estates Park District preschool program. Our program is state licensed, so you can be confident your child will benefit from superior educators, equipment and opportunities.

I want your child to have the best preschool experience possible. I am always willing to answer questions and help resolve any problem or concern. Should you need additional assistance, please call me at 847-285-5561.

Thank you for participating in our preschool program! I look forward to a great year.

Sincerely, Natalie Wood Program Manager

# **Program Philosophy**

The Hoffman Estates Park District preschool program promotes child development which supports academic excellence. Developmentally-appropriate instruction is provided in an environment that values cultural diversity and nurtures a love of learning.

Our preschool program focuses on the development of the whole child. Our play-based curriculum incorporates a variety of learning opportunities designed to develop problem solving, creativity, self-expression, and academic skills. Children participate in a variety of activities everyday, including art, music, creative movement, dramatic play, math, science, block play, group discussions and outdoor play.

Our qualified teachers combine this diverse curriculum through a healthy balance of child-initiated and teacher-directed learning which develops a child's physical, social, language, cognitive and creative skills. And through encouragement, understanding and respect, we provide a positive, safe and nurturing atmosphere for learning.

Our program supports our community. Children learn about our community through field trips and community events. We believe that children learn best when parents and teachers work together and support each other, therefore, we encourage the active involvement of parents.

# Goals & Objectives

It is the goal of HEPD preschool program to help children:

- develop a positive self-image.
- develop independence.
- develop social skills.
- learn positive interaction with classmates and teachers.
- experience sharing with others.
- learn responsibility for one's own actions.
- develop listening skills and learn to follow basic instructions.
- develop large motor skills through exercise, creative movement and other physical activities.
- develop small motor skills through the use of puzzles, scissors, fingerpaint, crayons, etc.
- develop problem solving skills using puzzles, matching games, sorting materials.
- experience creativity and self-expression through art, music, poetry, literature and puppets.

# **Licensing & Accreditation**

The HEPD preschool program is licensed by the State of Illinois Department of Children & Family Services (DCFS). The program must re-apply every 3 years. Health, safety, and teacher qualifications are maintained and DCFS has unannounced visits to each site to observe the program and review all files.

# **Teachers**

All head preschool teachers are DCFS Head Teacher qualified. Assistant teachers all have a high school diploma, completed coursework in early childhood education, at least one-year experience in an early childhood setting.

All staff are trained in first aid and CPR. Preschool staff are under the administration of the park district's full-time program manager. All preschool staff are required to continue their education with additional participation in early childhood conferences, workshops and training sessions.

# **Developmentally Appropriate Instruction**

Play is the primary vehicle of learning for the young child. Play allows the child to experiment, explore and manipulate his/her environment, while developing imagination and creativity. Engaging in symbolic play allows a young child to express his or her thoughts and ideas, practice and rehearse new roles, and test out newly acquired knowledge and skill.

Young children construct knowledge based on their real-life experiences; they learn by doing. Children increase their own knowledge of the world through repeated interactions with people and materials. Our classrooms are designed to encourage children's active exploration with adults, other children and materials.

A typical daily classroom routine includes a mix of direct instruction and opportunities for children to choose their own activities. Children will work individually, in small groups, and as part of a large group. The use of work sheets and drill instructional practices is avoided, with instruction being integrated across traditional subject areas in order to provide a meaningful framework for learning.

#### Curriculum

The Hoffman Estates Park District follows the *Creative Curriculum GOLD*. The Creative Curriculum GOLD guides the preschool program in providing developmentally appropriate practice in the classroom. Developmentally appropriate practice, in simple terms, is teaching in a way that matches the way children develop and learn. In order to plan a curriculum that guides children's learning, the teaching staff must be aware of how children grow and develop and understand and appreciate all the differences each child brings to the class.

The park district follows the curriculum goals from the National Association of the Education of Young Children (NAEYC), which encourages children to be actively involved in the learning process, to experience a variety of developmentally appropriate activities and materials, and to pursue to their own interests in the context of life in the community and the world.

Our curriculum is organized into nine areas of development learning. The first four are major areas of child development: social/emotional development, physical development, cognitive development, and language development. The other five areas are learning skills that are covered within our program: literacy, mathematics, science & technology, social studies & the arts. Development in one area affects and is influenced by development in all areas.

# **Curriculum Goals & Objectives**

#### **Social-Emotional Goals**

- 1. Regulates own emotions and behaviors
- 2. Establishes and sustains positive relationships
- 3. Participates cooperatively and constructively in group situations

# **Physical Goals**

- 4. Demonstrates traveling skills
- 5. Demonstrates balancing skills
- 6. Demonstrates gross-motor manipulative skills
- 7. Demonstrates fine-motor strength and coordination

# **Language Goals**

- 8. Listens to and understands increasingly complex language
- 9. Uses language to express thoughts and needs
- 10. Uses appropriate conversational and other communication skills

# **Cognitive Goals**

- 11. Demonstrates positive approaches to learning
- 12. Remembers and connects experiences
- 13. Uses classification skills
- 14. Uses symbols and images to represent something not present

# **Literacy Goals**

- 15. Demonstrates phonological awareness
- 16. Demonstrates knowledge of the alphabet
- 17. Demonstrates knowledge of print and its uses
- 18. Comprehends and responds to books and other texts
- 19. Demonstrates emergent writing skills

#### **Mathematic Goals**

- 20. Uses number concepts and operations
- 21. Explores and describes spatial relationships and shapes
- 22. Compares and measures
- 23. Demonstrates knowledge of patterns

# Science & Technology Goals

- 24. Uses scientific inquiry skills
- 25. Demonstrates knowledge of the characteristics of living things
- 26. Demonstrates knowledge of the physical properties of objects and materials
- 27. Demonstrates knowledge of Earth's environment
- 28. Uses tools and other technology to perform tasks

#### **Social Studies Goals**

- 29. Demonstrates knowledge about self
- 30. Shows basic understanding of people and how they live
- 31. Explores changes related to familiar people or places
- 32. Demonstrates simple geographic knowledge

# The Arts

- 33. Explores the visual arts
- 34. Explores musical concepts and expression
- 35. Explores dance and movement concepts
- 36. Explores drama through action and language

#### **English Language Acquisition**

37. Demonstrates progress in listening to and understanding English

38. Demonstrates progress in speaking English

# **Illinois Early Learning & Development Standards**

Our curriculum also follows the Early Learning & Development Standards established by the State of Illinois. Our curriculum teaches children to:

#### **Language Arts:**

- 1. Demonstrate increasing competence in oral communication (listening & speaking).
- 2. Demonstrate understanding and enjoyment of literature.
- 3. Demonstrate interest in and understanding of informational text.
- 4. Demonstrate increasing awareness of and competence in emergent reading skills and abilities.
- 5. Demonstrate increasing awareness of and competence in emergent writing skills and abilities.

#### **Mathematics**

- 6. Demonstrate and apply a knowledge and sense of numbers, including numeration and operations.
- 7. Explore measurement of objects and quantities.
- 8. Identify and describe common attributes, patterns, and relationship in objects.
- 9. Explore concepts of geometry and spatial relations.
- 10. Begin to make predictions and collect data information.

#### Science

- 11. Demonstrate curiosity about the world and begin to use the practices of science and engineering to answer questions and solve problems.
- 12. Explore concepts and information about the physical, earth, and life sciences.
- 13. Understand important connections and understandings in science and engineering.

#### **Social Studies**

- 14. Understand some concepts related to citizenship.
- 15. Explore economic systems and human interdependence.
- 16. Develop an awareness of the self and his or her uniqueness and individuality.
- 17. Explore geography, the child's environment, and where people live, work, and play.
- 18. Explore people and families.

# Physical Development and Health

- 19. Acquire movement skills and understand concepts needed to explore the environment, support learning, and engage in health-enhancing physical activity.
- 20. Develop habits of lifelong fitness.
- 21. Develop team-building skills by working with others through physical activity.
- 22. Understand principles of health promotion and the prevention and treatment of illness and injury.
- 23. Understand human body systems and factors that influence growth and development.
- 24. Promote and enhance health and well-being through the use of effective communication and decision-making skills.

#### **The Arts**

- 25. Gain exposure to and explore the arts.
- 26. Understand that the arts can be used to communicate ideas and emotions.
- 27. Understand the roles of the arts in civilizations, past and present. (N/A for preschool)

#### **English Language Learner**

- 28. Use the home language to communicate within and beyond the classroom.
- 29. Use the home language to make connections and reinforce knowledge and skills across academic and social areas.

# **Social / Emotional Development:**

- Develop self-management skills to achieve school and life success and develop positive relationships with others.
- 31. Use social-awareness and interpersonal skills to establish and maintain positive relationships.
- 32. Demonstrate decision-making skills and behaviors in personal, school, and community contexts.

# **Daily Schedule**

When your child enters his/her classroom, s/he is given the freedom to explore the various learning activities and interest centers that have been prepared before his/her arrival. The children will have experiences in art, science, math, books, songs & movement, drama, and language.

Our curriculum is play-based within the interest centers. Activities are planned on specific topics and themes. Each day there is always something new and different set up at the various centers. Here is a brief summary of what occurs in a typical day:

- Doors open, children hang belongings in cubby & wash hands \*\*
- Brief Learning Center Exploration
- Circle Time
- Learning Centers Exploration
- Clean Up
- Music & Story Time
- Large motor play outside or in gym
- Dismissal

\*\* We strongly encourage our children to develop their self-help skills during this part of the day. Children will be encouraged to hang up their coat and bag and wash their hands without parent assistance.

# **Family Involvement**

Families and schools represent the two main environments in which young children grow and develop. Because the family and the preschool program have a common interest in the child's well-being and because they share the tasks of care and education, it is important to establish and maintain positive relationships through communication, cooperation, and collaboration. Children are the ones who benefit most from healthy, reciprocal relationships between teachers and families.

#### **Parent Orientation**

This orientation will be held at the beginning of the school year. Each policy and procedure will be talked about throughout this orientation. We politely ask for children not to attend this meeting; this is an information orientation for parents.

# **Newsletters**

Each month a newsletter is emailed to each family. This newsletter serves to remind parents of special days, items that should be brought to class, schedule changes, and snacks. Please make an extra effort to read each month's newsletter.

#### **Parent-Teacher Conference**

Please allow one day for parent-teacher conferences, held at the end of January. Classes will be cancelled at this time. Further information will be available in your parent newsletter. Feel free to discuss any concerns with a preschool teacher anytime throughout the year.

# **Assessment Reports**

Formal and informal assessments are completed throughout the year to monitor your child's progress. Occasionally, preschool screening may be suggested through a nearby school district for children who may have developmental delays. The school district may recommend that the child attend one of their programs to receive extra help or may encourage staying with the HEParks program. The assessment reports are aligned with the curriculum's goals & objectives. Assessments help the teaching staff to identify children's interests and needs, while also allowing them to modify curriculum and adapt their teaching practices. Parents will receive reports throughout the school year regarding their child's progress in school. The first report, sent out in September, will show where your child is at developmentally in the beginning of the year. The second assessment report will be discussed at the parent-teacher conference in January. This assessment report will then be completed again in May before the school year ends.

## **Program Evaluations**

Evaluations of the preschool program will be emailed to parents in December and in May. Please take the opportunity to complete the evaluations; your input is very important in continuing to provide a successful preschool program for the community.

# **Teacher-Child Orientation**

A teacher-child orientation (Preschool Prep Day) will be held at the beginning of the school year. You will receive your 15 minute timeslot in the mail.

Details on the teacher-child first day orientation will be mailed home on the school calendar.

# **Family Night**

Join fellow classmates and their families for an hour of fun in early November.

# **Policies & Procedures**

## **Arrival and Departure**

A parent or adult guardian must accompany each child to school and remain with the child until the teacher is present. A parent or guardian must also arrive in person to pick the child up each day. Parents need to sign their child in and out everyday. Please be prompt when picking up your child from school, as it can be upsetting for the child to wait for you. Parents are currently not allowed in classrooms during pick up and drop off times.

Any adult other than the parent who wishes to pick up a child from preschool must present an HEParks Preschool Child Pick-up Card signed by the parent and a photo ID.

## Mask Wearing

All students and children will be required to wear a mask during school regardless of vaccination. Exemptions include eating snack and playing outside. Parents must wear a mask during pick up and drop off times.

# Late Pick-up Fee

Please call the park district if you will be late in picking up your child. A \$5 late fee is assessed for every 10 minutes of tardiness. The fee must be paid before your child can attend scheduled classes. All money collected is deposited into a fund that is used to purchase preschool supplies.

#### **Pick-up Cards**

Pick-up cards will be issued to all families. These cards should be filled out and signed by the parent(s) and distributed to those individuals authorized to pick-up the child. Parents should keep a card for their personal use.

When picking up your child, the individual will have to show the pick-up card to the staff in charge. No child will be released unless the individual picking up the child displays a properly filled out pick-up card, signed by the parents, and proper identification. This procedure will be followed until the teachers become acquainted with the individual.

If an emergency arises and a person without a pick-up card needs to pick-up your child, please call the Triphahn Center at 847-285-5561 or Willow at 847-285-5440 and state:

- 1. who you are;
- 2. your child's name, class, and teacher's name;
- 3. who will be picking up your child, and at what time;
- 4. a phone number where you can be reached.

Please inform the person picking up your child that he/she will be required to show a driver's license before your child will be released. These procedures are to ensure your child's safety at all times.

#### Separation

For some parents and children, separation is much more difficult than for others. We support those for whom separation creates anxiety by allowing a parent to stay in the classroom. While in the room, a parent is asked to try to gradually become uninvolved with the child, encouraging him/her to move away. When the child seems more comfortable and has gained the trust of the teachers, the parent is encouraged to leave the room.

#### **Bathroom Use**

Children need to be fully toilet-trained before the first day of preschool. Please do not send your child to class in diapers or pull-ups, only regular underwear. Dress children in clothes that are easy to maneuver since staff is restricted in assisting children with personal hygiene. Teachers will not enter the bathroom with children. Teachers will check on the students often.

Before coming to class each day, children should use the bathroom, although they will be permitted to go to the bathroom whenever it is requested. Please review proper bathroom habits with your child before the start of preschool.

In the event of an accident, a teacher will call you to come and change your child's clothes.

# **Clothing & Personal Items**

We do many art projects using paint, glue, glitter, and other materials. Please dress your child in clothes that can get messy. We provide smocks to cover your child's clothing; however, accidents do happen. Indoor and outdoor activities are also planned. Children should wear gym shoes or comfortable shoes.

Since we visit the playground daily (weather permitting), please make sure children bring coats & other warm clothes to wear outside. All personal items should be clearly labeled.

# **Discipline Policy**

Positive statements and redirection of behavior are used to help children learn self-control, problem-solving, negotiation, and assume responsibility for their actions. When more discipline is needed, removal from the group may also help children regain control. Children will only be removed from the group for short periods of time, not exceeding one minute per age of the child.

Parents will be informed of problems involving their children if deemed necessary. If behavior persists, a meeting with the program manager, teacher and parent will be held.

#### **Donations & Fundraisers**

The preschool is always looking for materials to enhance our learning environment. Children need representation for play – the possibilities are endless! If you would like to donate any materials that reflect items used in the "real world", such as old cell phones, telescopes, telephones, rulers, calculators, and cereal boxes, please let your teacher know.

The HEParks Preschool also sponsors various fundraisers throughout the year. All funds raised are used to improve the preschool program. Your support is greatly appreciated.

# **Snacks**

Children will take turns bringing a snack to share with the class. All classrooms have a set snack menu for you to follow. As required by DCFS, snacks must be whole and individually prepackaged. All food served must be in accordance to the USDA food requirements.

The USDA requires that snacks contain two out of the four meal components: dairy, vegetable, fruit & grain. Please inform your teacher if your child has any food allergies or special needs.

#### Snack Items to Avoid

Candy, cookies, cupcakes, popcorn, snack cakes, potato chips and fruit rolls.

Because of food sensitivities in some children, the preschool promotes a NUT-FREE environment. We ask that nuts or anything that contains nuts not be brought to class.

#### **Birthdays**

If you would like to bring a treat for your child's birthday, please follow our healthy snack guidelines. As a reminder, homemade baked goods can not be served. Please do not bring any sweet, sugary snacks as they are not in accordance with our healthy snack guidelines. A more appropriate birthday treat suggestion is a small goodie bag which does not contain any sweets.

## **Field Trips**

Each class will attend a variety of field trips during the school year. A licensed school bus driver drives the park district school bus for the trips using transportation. The bus has seat belts for each child. Chaperones are always asked to be included during field trip days.

#### **Messages for Teachers**

Messages can be left for teachers on their classroom phones by the Triphahn Center by calling 847-885-7500 or Willow by calling 847-285-5440. Ask to be transferred to their classroom extension.

#### **Board of Commissioners**

As a governing body, the park district has seven elected commissioners who represent the recreational needs of the community. Park commissioners serve four-year terms and are not paid. Park commissioners work as a board to interpret the park and recreational needs of the community, formulate short and long term plans, set policies, and inform the public of the purpose, worth, and extent of the district's services, parks, and facilities.

# **Northwest Special Recreation Association (NWSRA)**

The Hoffman Estates Park District participates in a cooperative agreement among 16 park districts which forms NWSRA. The NWSRA team of full-time therapeutic recreation professionals and trained part-time staff provide fun, quality, and year-round recreational opportunities to individuals with disabilities of all ages and ability levels.

Inclusion assistance is provided by NWSRA to those individuals who wish to participate in their home park district program. When registering, the parent should inform the park district of any accommodation needed for their child, in order to successfully participate in the program. The park district staff will then contact NWSRA for assistance with the accommodation.

If a teacher believes that a child requires assistance with activities because of behavior or physical challenges, or requires assistance to better adapt to the classroom environment, the park district program manager may contact NWSRA to perform an observation. The program manager will obtain written permission to conduct an observation from the parent. If NWSRA believes that additional staff would benefit your child, the NWSRA staff member and HEPD program manager will meet with parents to discuss such issues. The additional staff will work one-on-one with your child, while interacting with all children in the program.

# **Integrated Pest Management Program**

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. Quality Pest Management is our pest management provider.

Public Act 95-0058 requires written notification prior to the application of pesticides. Should you wish to receive written notification prior to the specific application of pesticides you must register. To register to receive written notification 48 hours prior to pesticide applications, please submit your name and address for notification by mail or email to nwood@heparks.org.

If an emergency pesticide application exists to protect against an imminent threat to health or property, prior to the actual application, a good faith effort will be made to supply written notification to those on this registry. Please note that pesticides subject to notification requirements do not include consumer available products such as antimicrobial agents or baits.

# **Health Information**

# **Physicals & Immunizations**

At the time of registration, all new registered preschoolers will receive a physical exam form. The Department of Children and Family Services (DCFS) requires the park district to have a completed exam form on file before your child can attend any classes. The physical exam should take place no longer than 6 months prior to the beginning of school. The completed form must also include proof that your child has been immunized in compliance with state regulations.

## Children entering preschool are required to have the following immunizations:

3 doses Poliomyelitis
1 dose Measles
1 dose Rubella
1 dose Mumps

4 doses Diphtheria/Pertussis/Tetanus (DPT) 4 doses Haemophilus Influenzae B (Hib) \*\*

3 doses Hepatitis B

1 dose Varicella (Chicken Pox)

## Children entering preschool must obtain the following skin test: TB Test \*

\* If the physician feels that a TB test is not necessary, this must be documented on the physical form or included on a separate signed statement.

Physical exam sheets returned with missing information or a non-recent TB test will be returned. (There is a section on page 2 of the physical form called "Health History" that needs to be completed and signed by a parent. Please do not forget this section!)

Children who are not fully immunized for medical reasons or religious beliefs must submit a written letter signed by your doctor. If a child is diagnosed with a vaccine-preventable disease, the non-immunized child will be excluded from the program until the school is disease-free.

## **Sickness**

A parent is an expert when it comes to knowing their child, and at preschool we rely on your judgment in keeping all of us healthy!

For the protection of all children, children should be kept at home if they show any of the following symptoms:

- a fever,
- diarrhea or vomiting,
- a rash,
- discharge of the nose, ears, or eyes.

Please notify the park district if a child will not be attending class. If a child develops a contagious disease, such as strep throat, pink eye or chicken pox, the program manager should be notified immediately so other parents can be notified.

Some basic guidelines are: Children must be fever-free and on an antibiotic for at least 24 hours before returning to school. A doctor's note must accompany your child upon return. If children are too ill to go outside, do not send them to school.

#### **Covid Illness**

We will be following the guidelines stated by the CDC for all Covid-19 related illnesses. Below are the steps that we will be enforcing as a district.

<sup>\*\* 3</sup> doses of Hib will be accepted if it is a combined shot with Hep B. Please make sure your doctor notes on the physical if your child has received this combo shot.

- Signs of Illness or Confirmed Case of COVID-19
  - o If a participant shows illness symptoms, there will be a designated room for that participant to go until they can be picked up safely by parent or guardian. This room is located near the program manager to ensure the child is safe until they are picked up.
  - Local health officials, staff and families will be notified immediately of any possible case of COVID-19 while maintaining confidentiality consistent with ADA and other privacy laws. The program manager will work with the local public health department to assist with contact tracing and monitoring of absenteeism among children and staff.
  - The other program participants will be moved to another designated room in the building.
     The contaminated room will be quarantined and cleaned 24 hours after initial exposure.
     Programs can return to room upon following proper disinfecting procedures.
  - We will ask that the program participant self-quarantine per CDC guidelines.
  - Any participant that has a 100.4 fever of higher, may not return until at least 24 hours fever-free without the use of fever reducing medication.

# If HEParks is informed of a confirmed case of Covid-19 in a program room:

All program participants in that room will be asked to self-quarantine per CDC guidelines.

- Participants or Staff who is exposed/diagnosed to COVID may not return until:
  - With Symptoms
    - They have had no fever for 72 hours (without medicine) AND
    - Other symptoms have improved AND
    - At least 10 days have passed since their symptoms have passed
- Without Symptoms
  - $_{\odot}$   $\,$  10 days has passed since their positive COVID test results OR  $\,$ 
    - Have had two negative COVID-19 tests in a row, with testing done at least 24 hours apart.

If a participant or direct family member has contact with a confirmed COVID-19 case, we will ask that the participant self-quarantine per the CDC guidelines.

Any COVID-19 related absences will not be charged tuition. All other illness related absences will follow original sick policy.

## Medication

Any child requiring any type of medication, including epi-pens, must have a signed medication release form on file with the teacher. These forms are available upon request. Medication cannot be administered without this release form. If your child is taking medication, please send the medication in its original container with the prescription label attached which includes: child's name, dosage, & expiration date. Medication will be kept in a locked cabinet in your child's classroom.

## **Vision & Hearing**

Vision & Hearing screenings are required by DCFS for all preschool children. The Hoffman Estates Health Department will be conducting the vision and hearing screening at our preschool facility.

## Confidentiality of Children's Records

Information pertaining to the admission, progress, health or discharge of an individual child shall be confidential and limited to facility staff designated by the program manager, unless the parent of the child granted written permission.

# **Emergencies & Severe Weather**

# **Emergencies**

In case of serious illness, accident, or injury of a child while attending the program, parents will be notified immediately. If all means of locating the parent have been unsuccessful, the HEParks staff will contact emergency services for transportation to the nearest hospital.

In minor illness or accidents, if parents cannot be contacted, the child will be kept in a safe and quiet area until the parents are reached.

In family emergencies, please contact the program manager at 847-285-5561.

## **Severe Weather**

Preschool will be cancelled when there are severe weather conditions. The Triphahn Center follows School District 54's severe weather days and Willow Recreation Center follows School District 15's severe weather days. You may call 847-885-7500 for cancellation information or check our website, heparks.org.

If any class section misses more than 2 days due to snow days, those classes will be made up throughout the school year.

# Registration

Preschool class will run for 36 weeks. Children entering preschool must be the proper age by September 1. Children must also be toilet-trained. Birth certificates are required at the time of registration and medical forms must be turned in prior to the first day of class.

# **Birth Certificates**

A copy of your child's birth certificate is required at registration. Official birth certificates are issued by the county clerk in the county in which your child was born. Hospital certificates will not be accepted.

Contact information for some local county clerks is listed below.

Cook County Clerk

847-818-2850

DuPage County Clerk

630-682-7035

Lake County Clerk

847-360-3610

Kane County Clerk

630-232-5950

#### **Payment**

Register in person at the Triphahn Center or Willow Recreation Center. A special registration form and a non-refundable \$75 processing fee are required with all preschool registrations. Payment for the entire school year may be paid in full by check or credit card. For your convenience, we also offer an 8-month payment plan. Monthly payments will be deducted from your bank account or charged to your credit card through our Electronic Funds Transfer (EFT) option.

Hoffman Estates Park District Tax ID (FEIN): 36-2546738

# Refunds

Refunds are granted prior to the first day of school. After the first day has met, a pro-rated refund is granted. A refund request form must be filled out in order to obtain a refund. Refunds cannot be granted for days missed due to illness or vacation.

# **Schedule of Classes**

The preschool program follows the attendance schedules of School Districts 15 and 54. If school district classes are cancelled because of inclement weather, preschool will also be cancelled. Teacher institute days and half days are not followed. A preschool calendar is distributed prior to the beginning of the school year with important dates highlighted. Rates listed are the monthly payment amount: resident / non-resident.

<u>3-year-old Preschool</u> <u>Location: Triphahn</u> 256211-A 256211-C	M,W,F T,Th	9:30-11:30 am 9:30-11:30 am	8/23-5/20 8/24-5/19	\$198 / \$218 \$139 / \$154
<b>Location: Willow</b> 156212-A 156212-B	M,W,F T,Th	9:15-11:30 am 9:15-11:30 am	8/23-5/20 8/24-5/19	\$221 / \$243 \$152 / \$168
4-year-old Preschool Location: Triphahn 256214-A 256214-C 256214-D	M,W,F T,Th M,T,W,Th,F	9:15-11:45 am 9:15-11:45 am 9:30-11:45 am	8/23-5/20 8/24-5/19 8/23-5/20	\$243 / \$268 \$161 / \$178 \$362 / \$399
<b>Location: Willow</b> 256215-A 256215-D	M,T,Th M,T,W,Th,F	12:30-2:45 pm 9:30-11:45 am	8/23-5/19 8/23-5/20	\$221 / \$243 \$362 / \$399
<u>3's Playschool</u> Location: Triphahn 256221-B	M,W	9:30-11:00 am	8/23-5/18	\$138 / \$153
Location: Willow 256221-C	T,Th	9:30-11:00 am	8/24-5/19	\$138 / \$153
<u>2's Playschool</u> Location: Triphahn 256223-A 256223-B	Tu Th	9:15-10:15 am 9:15-10:15 am	8/24-5/17 8/26-5/19	\$388 / \$427 \$377 / \$418
<b>Location: Willow</b> 256223-C 256223-D	F M	9:15-10:15 am 9:15-10:15 am	8/27-5/20 8/23-5/16	\$366 / \$402 \$355 / \$391