

July 7, 2017

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 Tuesday September 5<sup>th</sup>. 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.

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 will be held at the Cynthia Neal Center, 8047 W. 91<sup>st</sup> 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 2017/2018  
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 particular problem and cries for an extended period of time, 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 classroom. 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 situation, 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 for am classes and 3:15 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**

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 rest room. 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**

The teachers will try to provide a healthy, nutritious snack every day.

**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. 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 cancellation.

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 along with being handed out during class. Any information that we hand out during class will be posted on the Park District Web Site. ([hhparkdistrict.org](http://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**

We encourage parental involvement, you may be asked to join in craft activities, field trips or special events 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**

First week of classes (September 6, 7, 8) will be shorten to 2 hours a day.

AM 8:45 -10:45

PM 12:15 - 2:15

Five day a week classes will begin on September 6<sup>th</sup>

Three day a week classes will begin on September 6<sup>th</sup>

Two day a week classes will begin on September 7<sup>th</sup>

Regular classes are as follows: (Starts September 11<sup>th</sup>)

AM 8:45-11:45

PM 12:15-3:15

**REFUND POLICY**

**Refund/Credit is not given for absences, illness or holidays.**

If you decide to cancel preschool before it starts, we will refund the total amount minus the **\$100 Non-Refundable 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, 2017	\$534.00*	\$280.00*	\$225.00*
Amount due by September 1, 2017	\$534.00	\$280.00	\$225.00
Amount due by October 2, 2017	<u>\$532.00</u>	<u>\$280.00</u>	<u>\$225.00</u>
<b>TOTAL FEE</b>	<b>\$1700.00</b>	<b>\$940.00*</b>	<b>\$775.00*</b>

\*Non-residents must add \$15 to this fee. The \$15 non-resident fee is due with the August 1, 2017 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 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 \_\_\_\_\_  
12:15-3:15 PM \_\_\_\_\_

8:45-11:45 AM \_\_\_\_\_  
12:15-3:15 PM \_\_\_\_\_

8:45-11:45 AM \_\_\_\_\_  
12:15-3:15 PM \_\_\_\_\_

# HHPD PRESCHOOL 2017 - 2018 CALENDAR

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

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

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

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	<del>22</del>	<del>23</del>
<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>
<del>31</del>						
Winter Break: 12/22 - 1/8						

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

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	<del>19</del>	20	21	22	23	24
25	26	27	28			
President's Day: 2/19						

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

April						
S	M	T	W	Th	F	Sa
<del>1</del>	<del>2</del>	<del>3</del>	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 Break: 3/26 - 4/3						
No Class: 4/14 - 4/17						

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	<u>21</u>	<u>22</u>	23	24	25	26
27	28	29	30	31		
Last Day of Classes: 5/21 & 5/22						

## Class Times

8:45 - 11:45 a.m.

12:15 - 3:15 p.m.

<del>—</del>	Days Off
<u>#</u>	First Day/Last Day

M,W,F Classes have approx. total of 92 days

T,TH Classes have approx. total of 65 days

M-F Classes have approx. total of 157 days