Dear Preschool Parents,

Welcome to the 2020-2021 St. Charles Park District’s Preschool Program. Please complete and submit the following forms for each child by August 31, 2020. Completed forms are required prior to your child’s attendance in the preschool program. If your child was in our preschool program last year, we do not need another copy of a birth certificate or immunization record.

- A copy of your child’s birth certificate
- Record of immunizations provided by physician
  - If your child is 2 years of age or older and entering preschool for the first time, the chickenpox (varicella) vaccine is required
- Parents/guardians must provide Medical, Emergency, and Authorized Pickup information in order for students to participate in any preschool class. A link to provide your child’s information will come from ePACT Network, following your program enrollment.

Submit completed forms to the attention of Preschool Supervisor, Kara Guizzetti-Reif, via email at kguizzetti@stcparks.org or drop forms off at the Pottawatomie Community Center.

Questions? Contact Kara Guizzetti-Reif, Preschool Supervisor, at kguizzetti@stcparks.org or 630-513-4326.

Thank you!
Welcome!
Thank you for choosing the St. Charles Park District’s Preschool Program for your child’s earliest educational experience. Our programs at Pottawatomie and Hickory Knolls are both structured to help the whole child grow through developmentally appropriate activities. When children play, they benefit from engaging in hands-on exploration of materials. Participating in art and sensory-filled tasks support the emergence of children’s fine motor and gross motor skills. Social and emotional growth occurs in every area of our day. Our classrooms promote an atmosphere that encourages children to:

- Become independent
- Respect others
- Develop creativity
- Feel safe within the school environment
- Learn kindergarten readiness skills

The health and safety of St. Charles Park District participants and staff is our top priority. We will be following a combination of the school and childcare COVID-19 guidelines from the Centers for Disease Control (CDC), Illinois Department of Public Health (IDPH), and Illinois State Board of Education (ISBE), while utilizing the following modifications to our preschool day:

- Reducing class sizes in each classroom
- Following physical distancing guidelines of 6 feet, as appropriate
- Requiring face coverings unless eating or outside with proper distancing
- Minimizing shared supplies
- Minimizing shared equipment
- Frequent washing hands and/or using hand sanitizer
- Regularly and frequently cleaning and disinfecting of supplies, equipment and physical spaces

Please know we will be closely following and enforcing our sick policy guidelines.

### 2020-2021

<table>
<thead>
<tr>
<th>Program</th>
<th>Days</th>
<th>Time</th>
<th>Fee/month</th>
<th>Fee/year</th>
<th>NR/month</th>
<th>NR/year</th>
<th>Code/Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hickory Knolls Preschool HKDC</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Threes</td>
<td>TuTh</td>
<td>9:30am-12pm</td>
<td>$150</td>
<td>$1,400</td>
<td>$155</td>
<td>$1,450</td>
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<tr>
<td>Pre-K</td>
<td>MW</td>
<td>9:30am-2pm</td>
<td>$236</td>
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<td>$242</td>
<td>$2,225</td>
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<tr>
<td>Pre-K</td>
<td>F</td>
<td>9:30am-2pm</td>
<td>$122</td>
<td>$1,147</td>
<td>$127</td>
<td>$1,197</td>
<td>21765</td>
</tr>
</tbody>
</table>

| Pottawatomie Preschool PCC |      |                       |           |           |           |           |              |
| Threes                   | TuTh | 8:45-11:15am          | $137      | $1,283    | $142      | $1,333    | 21775        | PC, BW       |
| Threes                   | TuTh | 12:30-3:00pm          | $137      | $1,283    | $142      | $1,333    | 21776        | PC, BW       |
| Threes                   | MWF  | 8:45-11:15am          | $187      | $1,733    | $192      | $1,783    | 21773        | PC, BW       |
| Threes                   | MWF  | 12:30-3:00pm          | $187      | $1,733    | $192      | $1,783    | 21774        | PC, BW       |
| Pre-K                    | TuTh | 8:30am-1pm            | $239      | $2,201    | $244      | $2,251    | 21769        | PB, AC       |
| Pre-K                    | MWF  | 8:45-11:15am          | $187      | $1,733    | $192      | $1,783    | 21772        | BM, MS       |
| Pre-K                    | MWF  | 12:30-3:00pm          | $187      | $1,733    | $192      | $1,783    | 21770        | BM, MS       |
| Pre-K                    | M-Th | 8:30-11am             | $256      | $2,354    | $262      | $2,404    | 21767        | LM, JS       |
| Pre-K                    | M-Th | 12:15-2:45pm          | $256      | $2,354    | $262      | $2,404    | 21768        | JS, JY       |
| Pre-K                    | F    | 8:30-11am             | $60       | $590      | $66       | $640      | 21771        | LM, JS       |
Registration Information
Our goal is to accommodate as many families as possible. The park district reserves the right to adjust minimums/maximaums and locations based on the availability of space, staff, and enrollment in order to maintain the safety, structure, and integrity of the program.

All registrations are subject to acceptance based on program availability, proper completion of registration material, payment status, and history, and the park district’s ability to meet any special needs of the participant.

The St. Charles Park District (SCPD) follows St. Charles School District 303 (D303) age requirement guidelines. Registrants must meet the age requirement for the requested preschool class by March 1 (Twos Plus) or September 1 (Threes & Pre-K) of the preschool year registered for.

Early enrollment for the following school year is available for registrants enrolled in the current school year. Registration priority is given in the following order:

1. Currently Enrolled Residents
2. Open Resident Enrollment
3. Currently Enrolled Non-Residents
4. Open Non-Resident Enrollment

Early Registration Forms will be distributed in February to all current school year registrants.

Payment Options
1. Pay the full activity registration fee at the time of registration.
2. Choose to have monthly payments, determined by the total number of classes, automatically withdrawn from your bank account. Monthly payment information is required at the time of registration. A $50 initial payment per session will secure your child’s place in this program. Payments will occur on the 15th of each month beginning in August and continuing through April.
   - Electronic Check Payment (ECP)
     Monthly payments will be automatically debited from your checking or savings account.
   - Credit Card Authorization (CCA)
     Monthly payments will be automatically charged to your credit card: Visa, MasterCard, Discover, or American Express.

Refund Policy
1. Refunds requested will be issued, less a $50 withdrawal fee.
2. Refunds will be granted, less the $50 withdrawal fee, if a valid physician’s written excuse or proof of relocation out of the area are submitted. Refunds may be pro-rated based upon the remaining number of classes in the session.
3. The park district reserves the right to review and make the final decision on all refunds.
4. Should preschool be canceled for emergency situations due to unforeseen circumstances, refunds made for classes missed will be processed as a household credit to your account, in a timely manner. Payment plans may be paused for prolonged closures.

Childcare Expense Statements
Receipts can be issued upon request, as well as a Statement of Account that includes all registrations and payments to SCPD for a given period of time. A Tax ID Letter is also available. SCPD is not responsible or liable for determining childcare expenses.
Inclusion Services
If your child has any special medical, physical, psychological, and/or emotional needs, please list them in detail on your registration material. Lack of information may adversely affect the Park District’s ability to accommodate the needs of your child, and may necessitate that participant’s removal from the program. SCPD is not responsible for any injuries, complications, damages, or losses due to withheld information. Accommodations may be made to assist your child. A two-week notification prior to the start of classes is required for all children requesting inclusion services. Please note all special needs your child requires in your Emergency Information ePACT account.

Please note for 2020:
Modified Scope of Inclusion Companions & Behavior Expectations During Restore Illinois Phases 3 & 4:
Based on CDC and IDPH guidance, St. Charles Park District (SCPD) and Fox Valley Special Recreation (FVSRA) staff is not to be within close contact of participants and staff when performing job duties. This restricts the ability to perform:
- Personal care
- Lifting and transferring
- Frequent interventions to emotional outbursts that require direct or close proximity or, which expose staff to respiratory droplets (i.e. spitting or biting)

While the CDC does not define ‘close contact’, SCPD and FVSRA will evaluate this on a case by case basis including but not limited to: exposure time, frequency, tasks to be completed, PPE necessary, or number of staff needed within the 6-ft. radius of a participant. Participants should be able to meet behavior expectations with or without accommodations. Behaviors that could result in immediate dismissal from programs due to interventions requiring close proximity of staff and participant include, but are not limited to the following:
- Spitting, licking, biting
- Hitting, grabbing, kicking, wrestling
- Running from the designated program area

Preschool Teachers
We take pride in providing a quality preschool program, allowing you to feel confident in the experience your child will receive. Preschool staff hold a bachelor’s degree in early child education or a related field, and are certified annually in First Aid and CPR/AED.

Arrival and Dismissal
Arrival: Preschool participants must be walked to the building by a parent or guardian, and assigned class’ doors will be opened at the class start time. To promote independence, children will be encouraged to hang their own jacket and backpack in their assigned location after entering the classroom. Write your child’s first and last name on all personal belongings to ensure personal belongings are not misplaced.

Dismissal: Pickup at the end of class will take place at each class’ assigned door. Preschool participants must leave with a parent or guardian. Students and siblings are not permitted to play in the classroom at dismissal.

A Parent or Guardian must sign their child out on park district tablets at the end of each class.
**Note:** Arrival and dismissal times are busy! Please watch your child(ren) at all times. As we are housed in public buildings, many community members are here for programming other than preschool. Please help your children respect those who visit and work in our buildings.

**Late Pickup Fee (per child)**
If you are late picking up your child, a late fee of $5 for the first five minutes (or any portion thereof) and $1 for each additional minute will be charged. The Late Pickup Fee will be placed on your park district account. If late pickup becomes habitual, you will run the risk of your child being discharged from the program.

**Emergency Contact & Release Form-Authorization**
- Following program enrollment, a link will be sent by ePACT Network for parents or guardians to create a secure Emergency Information Account for each child registered. You will be asked to upload a photo of your child. We will refer to this account in emergency situations.
- Only authorized individuals listed in each participant’s ePACT Account will be permitted to pick up a child.
- Authorization for release will be accepted ONLY from parent/guardian(s) with primary custody, mother, father, both or guardian.
- Parents/Guardians are responsible for informing the Preschool Supervisor of any changes to primary custody, restraining orders, or any other situations or changes which may affect the participant.
- Parents/Guardians are responsible for updating ePACT Accounts and notifying the Preschool Supervisor that changes have been made.

**Absentee and Late Arrival Reporting Procedures**
For the safety of the children enrolled in our preschool program, we require a telephone call for any day your child will be absent or arriving late to school. A call is not necessary on a scheduled “No School” day. If your child will not be attending, please call our Teacher Hotlines at 630-513-4325 (PCC) or 630-513-4398 (HK).

**Healthy Kids Policy** - Each student and staff member will be expected to conduct the attached wellness questionnaire DAILY, before coming to preschool.
- If a child seems to be running a fever or appears sick, we will request that they be picked up immediately. A child is to be fully symptom-free (including fever-free and/or vomit-free) for 24 hours before returning to the program.
- We ask that you be considerate of other children and staff by keeping your child home if they show signs of illness such as uncontrolled coughing or sneezing, runny noses (not due to allergies), diarrhea, stomach issues, or rash.
- Paramedics (9-1-1) will be called to handle serious injuries. If your child needs emergency medical care, we will accompany them and a parent/guardian must meet us at the medical facility as quickly as possible.
- If your child contracts a contagious condition (e.g., lice or pink eye) that restricts them from returning, you must inform the Preschool Supervisor at 630-513-4326. The staff will then distribute Health Alert Notices to affected participants accordingly.
- A child must receive appropriate treatment, depending on the condition, before returning to the program and may require a medical release from a physician before returning.
COVID-19 Guidelines & Procedures (As updates are released from the CDC and IDPH, we might have to adjust our guidelines and procedures. We will keep you informed if changes are required.)

1. Participant has been diagnosed with or is exhibiting symptoms of COVID-19
The participant notifies the District that they have been positively diagnosed with COVID-19 or is exhibiting signs or symptoms of COVID-19.

Immediate Instruction

- If the participant is on property when COVID-19 symptoms present, participant will be removed from group setting and sent home immediately. If the individual is a minor, a parent will be notified for prompt pickup (within 1 hour). If the individual is exhibiting any emergency signs or symptoms, they should contact 911 immediately.

- Any District individual on property when COVID-19 symptoms present and interacted with the symptomatic individual as a close contact will be sent home immediately.

- The participant will work with the respective Program or Facility Supervisor and/or HR Manager on a reintegration plan at a later date.

Self-Isolation

- The diagnosed or symptomatic individual (“isolated individual”) will be required to self-isolate at home consistent with their treating healthcare provider’s directions. Symptomatic individuals are encouraged to get a COVID-19 test.

- Self-isolation for an isolated individual may end only after all of the following are true:
  - No fever for at least 24 hours without medication;
  - At least 24 hours of no symptoms or symptom improvement, including coughing or shortness of breath; and
  - At least 10 days have passed since symptoms first appeared.

- Alternatively, self-isolation for an asymptomatic individual who tested positive for COVID-19 may end if he/she is confirmed to not have COVID-19 via 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart.

- The isolated individual will not be permitted to return to programming until they have met the minimum criteria above and after the program or facility supervisor and the HR and Risk Manager have reviewed and approved. If the individual has concerns or additional inquiries, he/she should contact HR to discuss.

Contact Tracing

- If an individual is diagnosed positive with COVID-19, IDPH will take the lead in contact tracing in consultation with HR, the individual, and the appropriate supervisor(s).

- HR will notify local IDPH regarding such individual’s positive test and request guidance about self-quarantine or self-isolation and contact tracing.
• Contact tracing may be conducted by the IDPH and/or the District (under the guidance of the IDPH) to identify all individuals who have been in “close contact” with the diagnosed individual.

• “Close contacts” include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

Cleaning, Disinfecting and Closure of Area
• If an individual is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting will be performed according to CDC guidelines.

• HR, supervisors, and facility managers will identify and close off all areas used by the diagnosed individual.

• Facility manager will open outside doors and windows and take any engineering steps to increase air circulation in the area, while maintaining safety.

• The area will be cleaned and disinfected according to CDC/EPA guidance.
  o If it has been 7 days or less since the diagnosed was in the building, the area will be closed for 24 hours before deep cleaning and disinfecting, if possible.
  o If it has been more than 7 days since the diagnosed was in the building, deep cleaning and disinfecting is not required.

• After proper cleaning and disinfection is complete, the area can be opened for use.

Notice to Individuals
• HR will notify individuals who may have come into close contact with the diagnosed individual of the situation and provide instructions. As a precaution, individuals will be asked to self-quarantine according to IDPH guidelines.

2. Individual has been in “close contact” with a person diagnosed with COVID-19
The participant notifies the District that they have been in close contact for a prolonged period of time (for at least 15 minutes) with a person diagnosed with COVID-19 within the last 14 days.

• If the close contact occurred more than 14 days ago, no symptoms have developed and the contact is not on-going, then generally the individual may continue visiting/attending on-site.

Immediate Instruction
• If the participant or is on property when they are notified, they will be removed from a group setting and sent home immediately. If the individual is a minor, a parent will be notified for prompt pickup (within 1 hour).

• If the participant is off-site, they should remain off-site and not visit Park District facilities.

• The participant will work with the respective Program or Facility Supervisor and/or HR Manager on any cancellations/reintegration plan at a later date.

• Superintendent and HR should be notified immediately.
**Self-Quarantine**
- As a precaution, such close contact individual will be required to self-quarantine at home consistent with IPDH guidelines and their treating healthcare provider’s directions. However, a person in close contact with someone diagnosed with COVID-19 should stay home until 14 days after the date of the last exposure.
- If the individual is a caregiver for an individual with COVID-19, the total amount of time to stay home may exceed 14 days as the exposure could be on-going.

**Contact Tracing/ Notice to Individuals**
- Unless otherwise advised by local IDPH, contact tracing and notification to other individuals is not required where the potentially exposed individual remains asymptomatic and does not test positive for COVID-19.

**Cleaning, Disinfecting and Closure of Area**
- Unless otherwise advised by the local IDPH, routine cleaning and disinfecting of facilities will be conducted and no deep cleaning and disinfection, or closure of the work areas are required.
- If the exposed individual develops symptoms of or is diagnosed with COVID-19, then proper deep cleaning and disinfection will be required.

**IDPH Guidelines on Releasing Cases and Contacts from Isolation and Quarantine**

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**RELEASING COVID-19 CASES AND CONTACTS FROM ISOLATION AND QUARANTINE**

**CASES**
- Must be isolated for a minimum of 10 days after symptom onset or specimen collection date if asymptomatic and can be released when the following criteria are met:
  - Case is asymptomatic (without fever-reducing medication) for at least 24 hours and with improvement of COVID-19 symptoms.
- Time-based strategy for release from isolation:
  - Onset date
  - Minimum 10 days (or specimen collection date if asymptomatic)

**OR**
- Case has 2 negative COVID-19 PCR tests in a row, with testing done at least 24 hours apart.

A test-based strategy is no longer recommended in the majority of cases. Consult with infectious disease physician.

**CLOSE CONTACTS**
- Must be quarantined for 14 days after the last/most recent contact with the case when the case was infectious.
- If a close contact develops symptoms, they should follow isolation rules for cases.

<table>
<thead>
<tr>
<th>Contact Scenario</th>
<th>Quarantine Period</th>
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<tbody>
<tr>
<td>Has close contact with someone who has COVID-19 and will not have further close contact</td>
<td>From the date of last close contact</td>
</tr>
<tr>
<td>Has close contact with someone who has COVID-19 and lives with the case but can avoid further close contact</td>
<td>14 days from when the person with COVID-19 began home isolation away from other members of the household</td>
</tr>
<tr>
<td>Is under quarantine and had additional close contact with someone who has COVID-19</td>
<td>From quarantine from the last close contact occurred with anyone who has COVID-19. Any time a new household member gets sick with COVID-19 and close contact occurs, quarantine will need to be restarted.</td>
</tr>
<tr>
<td>Lies with someone who has COVID-19 and cannot avoid continued close contact (e.g. shared kitchen/bathroom)</td>
<td>Quarantine for 14 days after the person who has COVID-19 meets the criteria to end home isolation (see closest information)</td>
</tr>
</tbody>
</table>

1 For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or for asymptomatic patients, 2 days prior to positive specimen collection) until the time the person is isolated.

For hospitalized cases and discontinuing transmission-based precautions, see:

Guidance for Healthcare Worker Contacts:

Guidance for Critical Workers in Essential Infrastructure:

References:
Dispensing Medication Procedures
Strict policies have been established for dispensing of medication to participants. These steps must be taken if a participant is required to receive medication while in the program. This includes restrictions for cough drops, vitamins, pain relievers, and over the counter or prescription drugs.

Parents/Guardians are required to complete a Medication Dispensing Form via ePACT for all medications to be administered to participants by park district staff or the participant themselves.

Prescription Drugs / EpiPen-Controlled by Instructor
- Parent/Guardian will provide the park district staff with the child’s medication in the original container with prescription label that includes patient’s name, physician’s name, pharmacy name, name of medication and complete dosage information. The proper dosage for the day should be sent in the original container each day.
- Medication will be stored in a secure area and at a temperature consistent with the package instructions. If the program is held outside, staff will carry the medication with their emergency kit.

Inhaler-Controlled by child for self-administration
- Medication must be in the original container with prescription label that includes patient’s name, physician’s name, pharmacy name, name of medication and complete dosage information.

School Closing/Program Cancellation
Emergency Closing Information will be distributed in these locations:

- Emergencyclosingcenter.com
- Stcparks.org
- D303.org
- Television & radio news programs

In case of inclement weather, preschool will follow St. Charles School District 303 closing guidelines. If D303 cancels classes, preschool will also be canceled. Inclement weather days will be prorated and not be rescheduled.

D303 Late Start days that are declared due to inclement weather will result in morning preschool classes being canceled but afternoon preschool classes in attendance. Please check the above sites and your email for information in these cases.

If Pottawatomie Community Center or Hickory Knolls Discovery Center closes for any reason, including weather or an emergency due to unforeseen circumstances, preschool will be canceled and missed days will be prorated.

Accidents and Injuries
Preschool teachers are trained to treat minor cuts, bruises, and other simple playground injuries. In the event of a serious injury, preschool teachers will call 911 to request emergency assistance. While a teacher attends to your child, another staff member will notify a parent or guardian, and if neither can be reached, an emergency contact person.
School Attire and Personal Belongings
Have your child dressed for independence, comfort, and active play. Know that sometimes a successful day in preschool includes a little mess.
- Casual play clothes and close-toed shoes are appropriate preschool attire.
- Apply sunblock prior to arrival for activities that may be planned on-site outdoors.
- Backpacks (and extra clothing) are kept in assigned locations during school hours.
- Clearly label ALL personal belongings with your child’s first and last name.
- Leave toys at home, where they will not be lost or broken.

Independence
An important aspect of attending preschool is the development of a child’s independence. Please be sure your child practices carrying their backpack, putting on (and taking off) their own coat, and can independently open and close the water bottle and snack/lunch they bring each day.

Bathroom Procedures - Twos Plus Preschool
We understand children at this age are learning toilet training. Although we do allow children in Pull-Ups, parents must be within 5 minutes of Pottawatomie Community Center to tend to the needs of your child should an instructor call. Children may use the bathroom at any time during the school day.
- Instructors will stand outside the bathroom stall door.
- Instructors will not wipe bottoms.
- Instructors may assist with buttons, snaps, zippers, and belts.
- Parent/Guardian will be called to come in and tend to bathroom accidents.

Bathroom Procedures - Threes/Pre-K Preschool
All participants must be fully toilet-trained and are responsible for all of their own toileting needs. Children may use the bathroom at any time during the school day. Encourage your child to tell the instructor if they need to use the bathroom to avoid accidents.
- Instructors will stand outside the bathroom door.
- Instructors will not wipe bottoms.
- Instructors may assist with buttons, snaps, zippers, and belts; however, please have your child dressed for independent success.
- Parent/Guardian will be called to come in and tend to bathroom accidents.

Safety Drills
Safety drills will be scheduled throughout the school year to prepare participants for what to do in an emergency situation. Safety Drills include fire drills, tornado drills, and lockdown drills.

Parent Communication
Communication is key to your child having a positive preschool experience. Each preschool classroom distributes a monthly calendar and newsletter via email containing important information regarding curriculum, special events, reminders, and general classroom news. Please be sure to check your email account frequently, and let your child’s teachers know if you are not receiving information.

Parents are welcome and encouraged to email classroom teachers at the addresses below, or to leave messages on our Teacher Hotlines at 630-513-4325 (PCC) or 630-513-4398 (HK), to receive a phone call back.
Additionally, teachers will communicate with parents via **Seesaw Class**. The Seesaw Class App is available from the Apple **App Store** or **Google Play**, and can also be accessed on your computer. Each classroom will send individual QR codes and connection instructions.

**Contact Information**
It’s important the park district has accurate contact information should a parent/guardian need to be called. Notify the Preschool Supervisor and your classroom teachers of any changes in phone numbers, emergency contact people, or medications so our records can be updated. Be sure to update this information in your child’s ePACT account as well.

**Parent Survey**
Twice during the preschool year, parents are given the opportunity to participate in a survey about your child’s experience in our preschool program. Your feedback is important to us and we appreciate you taking the time to share your thoughts. If you have questions or concerns anytime throughout the year, feel free to contact the Preschool Supervisor or your child’s preschool teachers.

**Developmental Assessments**
Your child will receive a developmental assessment completed by their preschool teachers in January (Pre-K) or February (Threes) and again in May. These assessments will highlight areas we are seeing developmental growth in your child as well as identify areas we feel your child needs additional practice. Teachers use the information in the assessment to modify and develop curriculum plans to better meet the needs of each individual child. Parent/teacher conferences will be offered in January (Pre-K classes) or February (Twos and Threes classes) once assessments have been completed.

**Discipline Policy**
Discipline is the ongoing process of helping children to develop inner controls and assume responsibility for their own actions. We accomplish this by setting and enforcing consistent and clear rules, limits, and consequences prior to and as part of any disciplinary action. Preschool teachers will use positive statements to redirect behavior. Children will have a reasonable opportunity to resolve their own conflicts, with adult intervention as needed.
Preschool classes begin the week after Labor Day and follow the D303 calendar. If D303 has scheduled a “1/2 Day” for School Improvement, Pottawatomie and Hickory Knolls Preschools will have a regular attendance day, in both the morning and afternoon.

Classes are in session September 8, 2020 – May 21, 2021, with the following exceptions:

**No School Days**
- Thursday, October 8 (Teacher Work Day)
- Friday, October 9 (Teacher Work Day)
- Monday, October 12 (Columbus Day)
- Tuesday, November 3 (Election Day)
- Monday, November 23—Friday, November 27 (Thanksgiving Break)
- Monday December 21—Monday, January 4 (Winter Break)
- Monday, January 18 (Martin Luther King Day)
- Monday, February 15 (Presidents’ Day)
- Friday, February 26 (Teacher Work Day)
- Friday, March 26 (D303 School Improvement Day)
- Monday, March 29—Friday, April 2 (Spring Break)
FAQ’s for Pottawatomie and Hickory Knolls Preschools

“How can I meet my child’s teachers and find out what my child will be doing in preschool?”
A Parent Orientation with the Preschool Supervisor will take place via Zoom Meetings on Monday, August 31 (Pottawatomie) and Tuesday, September 1 (Hickory Knolls) from 6 – 7pm. This event is for parents/guardians only. Teachers will schedule Zoom meetings that pertain to individual classrooms, in conjunction with these times. Links will be sent in advance.

“When will my child be able to meet his/her teacher?”
Meet the Teacher will be recorded, with a link to the video emailed the week of August 31. We hope you will be able to view the video with your child as many times as it takes to feel comfortable with our first day of school.

“When does preschool begin?”
The first full days of school will be on Tuesday, September 8 (T/Th & M-Th classes), Wednesday, September 9 (M/W/F classes) or Friday, September 11 (Friday-only classes). You will be asked to hug your child at the door and let them begin this new adventure in their classrooms. We promise to take good care of them!

“What paperwork must I complete before the first day of preschool?”
✓ You will need to create (or update) an ePACT account for each child that will share important medical, allergy, and emergency contact information with us, identify authorized persons for pickup, and upload a picture of your child. This information is stored on a secure, web-based system that our staff will have access to in case of an emergency. You will be emailed a link to the ePACT Network upon registration and must create/complete the account online.
✓ Copies of your child’s vaccination records and birth certificates will also need to be kept in the preschool office. These should be emailed to the Preschool Supervisor (kguizzetti@stcparksli.org) or dropped off at Pottawatomie Community Center.

“When is the paperwork due and where can I turn it in?”
Your ePACT account must be established online before your child participates in our preschool program. Copies of your child’s vaccine records and birth certificate can be emailed to the Preschool Supervisor or dropped off at the Pottawatomie Community Center front desk by August 31, 2020.

“What if my child is sick or will be absent?”
Please call the Teacher Hotline to report absences: 630-513-4325 (PCC) or 630-513-4398 (HK)

“What should my child bring to school each day?”
Each day, your child will need:
- 2 face coverings/masks
- Backpack
- 2-pocket folder
- Beach towel – to define your child’s space when sitting, eating, etc.
- Snack (or lunch—Pre-K classes only),
- Pre-filled water bottle
- A change of clothes
- Weather-appropriate outerwear
- A readiness to participate in new experiences!

*Please be sure ALL items are labeled with your child’s first & last name.
COVID-19 Daily Wellness Screening Checklist

The Illinois Department of Commerce in conjunction with the CDC, IDPH, and OSHA, recommends a daily wellness screening for camp participants. Please answer the questions below each day prior to arriving to camp.

Are you experiencing any of the below symptoms?
☐ Fever or feeling feverish
☐ Coughing
☐ Sore throat
☐ Difficulty breathing or a general shortness of breath
☐ Muscle aches
☐ New or unusual headache (e.g. not related to caffeine, diet, or hunger, not related to a history of migraines, clusters, or tensions, not typical to the individual)
☐ New loss of taste or loss of smell
☐ Chills or Rigors
☐ Gastrointestinal concerns (e.g. abdominal, pain, vomiting, diarrhea)

Is anyone in your household displaying or exhibiting any of the above symptoms?
☐ Yes
☐ No

To the best of your knowledge, have you or anyone in your household come into close contact with anyone who has tested positive for COVID-19?
☐ Yes
☐ No

If you are experiencing any of the symptoms above, or answered yes to any of the above questions, please refrain from coming to preschool and contact the Preschool Supervisor and Human Resources right away.