

# Engle Junction Preschool

## Family Handbook



2200 E. Grass Lake Road

[www.lindenhurstparks.org](http://www.lindenhurstparks.org)

847.356.6011

# Engle Junction Preschool

## 2023-2024 Meet & Greet

Wednesday, August 30, 2023

9:15am-9:45am

Monday/Wednesday/Friday morning classes (Brean, Derrick & Greig)

Monday/Wednesday – 3-year-old class (Baker)

Wednesday, August 30, 2023

10:15am-10:45am

Monday-Thursday Pre-kindergarten Classes (Derrick)

Tuesday/Wednesday/Thursday – (Greig)

Monday/Wednesday/Friday – Enrichment (Brean)

Thursday, August 31, 2023

9:15am-9:45am

Tuesday/Thursday 3-year-old class (Greig)

Tuesday/Thursday – 2.5-year-old program (Baker & Derrick)





ENGLE JUNCTION PRESCHOOL

CALENDAR 2023-2024

SEPTEMBER	5	FIRST DAY OF T/TH, Tues/Wed/Thurs, & Pre-K CLASSES
	6	FIRST DAY OF M/W/F, M/W CLASSES
	19	PICTURE DAY (Tues/Thurs, Multi-Age & Pre-K)
	20	PICTURE DAY (M/W/F & M/W)
OCTOBER	6	NO SCHOOL-NON-ATTENDANCE DAY
	9	NO SCHOOL-COLUMBUS DAY
NOVEMBER	20-21-22-23-24	THANKSGIVING BREAK
DECEMBER	25	WINTER BREAK BEGINS
JANUARY	8	M/W/F, M/W, & Pre-K CLASSES RESUME
	9	T/Th & Multi-Age CLASSES RESUME
	15	NO SCHOOL – MARTIN LUTHER KING JR. DAY
FEBRUARY	16	NO SCHOOL-NON-ATTENDANCE DAY
	19	NO SCHOOL-PRESIDENT’S DAY
MARCH	8	NO SCHOOL—NON-ATTENDANCE DAY
	13	STUDENT ART SHOW/SCHOLASTIC BOOK FAIR (PM)
	25	SPRING BREAK BEGINS
APRIL	1	M/W/F, M/W, & Pre-K CLASSES RESUME
	2	T/Th & Multi-Age CLASSES RESUME
	3	Preschool Graduation Pictures (Graduating 4’s only)
MAY	13	LAST DAY M/W/F & M/W CLASSES
	14	LAST DAY T/Th, Multi-Age, & Pre-K CLASSES
	15	GRADUATION @ 10am! (Graduating 4’s ONLY)
	15	PRESCHOOL FAMILY PICNIC – MILLENNIUM PARK @ 11:30a-1:30p

ENGLE JUNCTION PRESCHOOL

SUPPLY LIST

Please bring the following items to the Meet & Greet. Please see page 1 for dates.

Children unable to attend the Meet & Greet should bring the items on the first day of school.

**Mrs. Greig & Mrs. Johnson**

All –

Glue Sticks (6)

**Monday/Wednesday/Friday-AM**

1 Small non-coated paper plates

1 8-pack crayons

Kleenex

**Tuesday/Thursday-AM**

4 Pack of Playdoh

Baby Wipes

Napkins

**Tuesday/Wednesday/Thursday-PM**

Washable Markers

Washable Watercolors

Clorox Wipes

**Mrs. Derrick & Mrs. Silvola**

ALL –

Napkins, Kleenex, Washable Markers, Crayons, Glue Sticks (6), Baby Wipes

**Monday/Wednesday/Friday-AM**

1 Gallon Zip Lock Bags

1 Snack Size Zip Lock Bags

Clorox Wipes

**Tuesday/Thursday-AM**

1 4-Pack of Playdoh

1 Quart Zip Lock Bags

1 Small non-coated paper plates

**Pre-Kindergarten-PM**

2 Gallon Zip Lock Bags

Washable Watercolors

Dry Erase Markers

**Mrs. Baker & Mrs. Anderson**

ALL –

Napkins, Kleenex, Baby Wipes, Washable Markers, Glue sticks (6), Crayons

**Monday/Wednesday-AM:**

1 Small non-coated paper plates

Clorox Wipes

**Tuesday/Thursday-AM**

1 Container Playdoh

1 Box of 2 Gallon (sized) zip lock bags

Dry Erase Markers

**Mrs. Brean**

ALL –

Napkins, Kleenex, Washable Markers, Crayons, Glue Sticks (6), Baby Wipes

**Monday/Wednesday/Friday-AM:**

1 Small non-coated paper plates

1 Box of Gallon (sized) zip lock Bags

1 4-Pack of Playdoh

**Monday/Wednesday/Friday PM – Enrichment:**

Dry Erase Markers

1 Box of 2 Gallon (sized) zip lock bags

Clorox Wipes

The staff of Engle Junction would like to welcome you and your child to our upcoming school year. The following information will be used throughout the year and should be saved as a reference.

### **Engle Junction Preschool Philosophy & Curriculum**

It is the goal of Engle Junction Preschool to provide a safe and nurturing learning environment where each child and family is recognized and appreciated. Our curriculum is founded on the belief that children learn best through creative play and exploration, thus our classrooms and curriculum have been carefully designed to promote varied learning experiences. Children participate in individual, small group and whole group activities on a daily basis.

Engle Junction Preschool strives to prepare our preschoolers for elementary school by incorporating activities into our program that promote development of social, emotional, physical, cognitive, and language skills. Our teachers recognize the unique learning styles, needs, and interest of each child and work diligently to offer learning experiences that are developmentally appropriate considering our students' ages, individual needs, and social and cultural contexts.

### **Payment Details**

A \$50 non-refundable registration fee will be charged at the time of registration. A one-month tuition deposit (used for May) must be paid at the time of registration to secure your space for the upcoming school year.

Eight equal payments will be automatically withdrawn from a credit or debit card on the first day of each month beginning in September (the last payment will be withdrawn on April 1). A \$40 late fee will be applied if a payment is returned for insufficient funds or an expired credit card on file.

Tuition payments are based on the total number of school days divided into nine equal monthly installments.

### **Refund Policy**

Refunds for a partial month's attendance or withdrawal mid-month will not be given. The last month's tuition payment (paid at the time of registration) is non-refundable after August 15. If you withdraw before August 15, a full refund (less a \$10 service charge) will be issued.

Refunds will NOT be given for days missed due to injury, illnesses or vacations.

## Schedules

### Preschool A

Mon/Wed/Fri	8:45am-11:15am	Mrs. Derrick/Mrs. Silvola
Tues/Thurs	9:00am-10:30am	Mrs. Derrick/Mrs. Silvola
Mon-Thurs	12:15pm-2:45pm	Mrs. Derrick/Mrs. Silvola

### Preschool B

Mon/Wed/Fri	8:45am-11:15am	Mrs. Brean
Mon/Wed/Fri	11:15am-2:30pm	Mrs. Brean

### Preschool C

Mon/Wed	9:00am-11:15am	Mrs. Baker/Mrs. Anderson
Tues/Thurs	9:00am-10:30am	Mrs. Baker/Mrs. Anderson

### Preschool D

Mon/Wed/Fri	8:30am-11:00am	Mrs. Greig/Mrs. Johnson
Tues/Thurs	8:45am-11:00am	Mrs. Greig/Mrs. Johnson
Tues/Wed/Thurs	12:00pm-2:30pm	Mrs. Greig/Mrs. Johnson

## Staff Contact Information

Katie Kozuch

Recreation Program Manager

847.356.6011

[kkozuch@lindenhurstparks.org](mailto:kkozuch@lindenhurstparks.org)

Licia Baker

Preschool Teacher

Preschool Room C x1012

[lbaker@lindenhurstparks.org](mailto:lbaker@lindenhurstparks.org)

Sarah Anderson

Preschool Aide

Preschool Room C x1012

Kristin Brean

Preschool Teacher

Preschool B xTBA

[kbrean@lindenhurstparks.org](mailto:kbrean@lindenhurstparks.org)

Susie Derrick

Preschool Teacher

Preschool A x1011

[sderrick@lindenhurstparks.org](mailto:sderrick@lindenhurstparks.org)

Michele Silvola

Preschool Aide

Preschool A x1011

Laura Greig

Preschool Teacher

Preschool D x1013

[lgreig@lindenhurstparks.org](mailto:lgreig@lindenhurstparks.org)

Carol Johnson

Preschool Aide

Preschool B x1013

# Meet the Staff of Engle Junction Preschool

Warm, caring teachers and teacher aides instruct Engle Junction Preschool classes.

Mrs. Baker



Mrs. Baker started bringing her children to the programs at the Park District in 2002. In 2005, Mrs. Baker decided to re-enter the classroom and use her degree in Early Childhood to help teach many of the Early Childhood classes offered at the Park District. Mrs. Baker is looking forward to continuing her work in Early Childhood along with the 2.5 and 3-year-old preschool class. The most rewarding part of teaching is watching how the kids learn and grow through play.

Mrs. Anderson



Mrs. Anderson moved back to this area in 2019 and started at Engle Junction Preschool during the 2020 school year as a teacher's aide in the Preschool classroom. During the summer, she has taught preschool summer day camp. Before moving here, she volunteered and worked in the public elementary schools that her children attended and enjoyed every moment of it. She loves teaching and inspiring children to love learning and to love coming to school. She cannot wait to meet you!

Mrs. Derrick



Mrs. Derrick has been working and volunteering at the Lindenhurst Park District since 1999. After all three of her daughters completed Engle Junction Preschool, she began teaching Early Childhood classes at the district. In 2003, Mrs. Derrick joined the Engle Junction Preschool staff. She also teaches the three-year old program for Little Crossings Summer Day Camp program 2.5 and 4-year-old preschool. As well as our Pre-Kindergarten class.

Mrs. Silvola



Mrs. Silvola has been working for Engle Junction Preschool since 1997, first as a substitute and then as a teacher's aide. Mrs. Silvola has lived in Lindenhurst since 1997 and enjoys meeting members of the community and seeing them at park district events. Mrs. Silvola enjoys seeing how quickly the preschoolers learn and watching them develop new friendships.

# Meet the Staff of Engle Junction Preschool

Warm, caring teachers and teacher aides instruct Engle Junction Preschool classes.

Mrs. Greig



Mrs. Greig has been teaching preschool at the Lindenhurst Park District since 1998. Throughout the year, Mrs. Greig volunteers at various park district special events. Her favorite part about teaching preschool is helping children realize their potential.

Mrs. Johnson



Mrs. Johnson started teaching Early Childhood programs at the Lindenhurst Park District in 2009. She also was a long time substitute teacher for the Engle Junction Preschool program. Both of her sons have attended preschool at the Park District and have participated in many of the wonderful programs offered here. In her spare time, Mrs. Johnson enjoys spending time with family, friends, sharing laughs, and smiles with the preschool students.

Mrs. Brean



Hello! My name is Kristin Brean. I have been teaching young children since 1999. I live in Lindenhurst. I am married and have a son named AJ who attends Millburn School District. In addition to teaching preschool, she also teaches our four-year old program for Little Crossings Summer Day Camp. One reason I love teaching preschool aged children, is watching how children learn through play. Early child development is very important. The mind of a young child absorbs everything that is taught to them.



## **Location**

Engle Junction Preschool meets at the Thomas J. Lippert Community Center (2200 East Grass Lake Road) in dedicated classrooms; Preschool A, Preschool B, Preschool C and Preschool D. In addition to the preschool classrooms, Engle Junction Preschool has access to a full-size gymnasium, dance studio, early childhood playground, athletic fields, and nature trails for gross motor development and exploratory learning.

## **Classroom Centers**

Engle Junction Preschool has four unique classrooms. Each classroom is equipped with various activity centers designed to create defined activity areas that limit distractions, foster more complex play, and promote collaboration & socialization. Within each classroom, you find the following:

- Dramatic Play Center - Equipped with fully stocked kitchen.
- Art Exploration Center - Equipped with double-sided easels and various art materials & tools.
- Science Discovery Center - Equipped with natural objects, nonfiction books, and scientific tools such as magnifying glasses, magnetic wands, and microscopes.
- Student Writing Center – Students will have access to dry erase boards, and writing material.
- Library - Colorful picture books, nonfiction materials, and comfortable cushions.
- Math and Manipulatives - Puzzles, pattern activities, geoboards, counting & sorting objects, and more.
- Sensory Table - includes a variety of sensory exploration activities.
- Music and Movement - Instruments, parachute, and ribbons galore!
- Toys and Games - Purposefully selected to help children develop cognitively, emotionally, and socially.

## **Class Arrival and Pick-Up**

Please arrive to class on time and pick-up your child promptly at the end of class. Being on time to pick-up your child is important as children are more secure knowing that a parent or caregiver will be there when school ends. Staff have a limited time to tidy their classroom before the next program. All children must be dropped off inside their classroom.

For pick-up, if the class is outside on the playground, please enter our facility, gather your child's items and meet us outside. If students are not outside, pick up will be done inside the Community Center building outside your child's classroom.

All parents/guardians and individuals with written pick-up authorization will be required to sign their child in at the beginning of class and out at the end of class. The late fee policy will be strictly enforced in the event of late pick-ups. A \$10 fee will be charged every 10 minutes (or portion thereof) of tardiness. You will receive a copy of the charges and will see any of these charges reflected on your household account. If you are running late please call.

If someone other than yourself will be picking up your child or they are not on the approved pick up list; written permission must be given prior to the pick-up and the individual must present a state identification card or driver's license. No child will be released without written permission from a parent/guardian and verification of identification.

*Note: Classroom doors will be locked five minutes after the start of class. Please arrive to preschool promptly to avoid disrupting class activities. If you arrive after the classroom door is locked, please check in at the front desk so a phone call can be made to the teacher.*

## **Parking**

Please remember that all vehicles MUST be parked in a legal parking space. At NO time is any vehicle permitted to stop, park, or drop-off in the fire lane directly in front of the Lippert Community Center (along the curb from the front doors to the area in front of the band shell). If there are no parking spaces available in the upper parking lot, please use the large parking lot near the gym. Parking regulations will be monitored and strictly enforced; your cooperation is appreciated as it helps maintain a safe environment for all of our patrons and preschoolers.

### **School Closings**

Engle Junction Preschool will observe school holidays and institute days in accordance with Lake Villa District 41. During winter, Engle Junction Preschool will close if Lake Villa District 41 closes because of inclement weather. The Park District will announce Engle Junction Preschool closings on the Park District website: [www.lindenhurstparks.org](http://www.lindenhurstparks.org), through email, Homeroom App, and on our Facebook page (Lindenhurst Park District). Please go to [www.lindenhurstparks.org](http://www.lindenhurstparks.org) to see if we are canceling class on days with questionable weather. Note: Three cancellation days are built into the preschool calendar and will not be made up.

The Lindenhurst Park District will be closed on the following days: Labor Day, Columbus Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and Memorial Day.

### **What to Bring**

Each child will need to bring a backpack or bag with a complete change of clothes (shirt, pants, socks, and undergarments) and a water bottle daily. Each child will have a cubby and hook on which to hang jackets and bags. All clothing, personal items, and backpacks should be labeled with your child's name. Staff are not responsible for lost/stolen belongings.

*Note: Please turn in any paperwork, homework, supply donations, etc., directly to the teacher.*

### **Classroom Supplies Needed**

A school supply list is listed in the front of this handbook. Please bring your school supplies to the Meet and Greet or with you on the first day of school. These supplies do not need to be labeled with your child's name as they will be used as community supplies in the classroom.

### **Personal Property**

Staff and volunteers are not responsible for money, valuables, or personal items. There will be no personal toys, games, or electronics allowed at preschool with the exception of show-and-tell. Please label your child's belongings with their full name.

### **Photo Policy**

Periodically, Park District staff will take photos of children in class. These photos are for Park District use only in the program guide, website, social media, pamphlets/flyers or promotional materials.

### **Newsletter/Calendar**

Newsletters will be sent home at the beginning of each month. Any special announcements or program needs will be noted in the monthly newsletter; read your newsletter regularly. Information regarding preschool is also available on our Homeroom App.

### **Communication**

From time-to-time your child will come home with a note and/or project. Please check your child's backpack On a daily basis in order to remain informed about classroom activities. If you have any questions/concerns, please feel free to contact preschool staff directly or call our office at 847.356.6011.

**Daily Schedule**

The Engle Junction Preschool daily schedule is designed to incorporate individual, small group, and large group interaction between children and their peers/teachers. The children are kept active and engaged throughout their day. All aspects of the curriculum, as well as classroom centers and toys, are carefully selected to encourage exploratory learning.

## Engle Junction Preschool Daily Schedule

### **Individualized Play and Centers (2.5 year olds)**

As children arrive, they are encouraged to engage in individualized play. The play centers are open; and manipulatives and sensory materials are available for exploration.

### **First Circle Time**

The first circle is short as the children are eager to play and begin their day. Teachers will introduce the theme, letter/number and project, etc. so the children will know what to expect for their day. A short story relating to the theme may also be read at first circle.

### **Individualized Play/Centers & Small Group Project**

Children will work in small groups under the supervision of a teacher at the project table (art, science, etc.). Teachers will ensure that all students have the opportunity to come to the table before clean up. While children work in small groups at the project table, the other children are actively engaged in individualized play.

### **Clean-up Time**

Children clean-up toys and manipulatives and prepare for second circle.

### **Second Circle Time**

The second circle is longer than the first as the children are ready to focus for longer periods of time after enjoying individualized play and a small group project. At the second circle, the children will review the letter/number. They will discuss the calendar and weather and sing songs before enjoying a story. Time for sharing is also incorporated into the second circle time.

### **Snack**

The child will wash their hands and enjoy a small snack. After snack, the children will wash their hands and read stories while waiting for their classmates to finish.

### **Table Time**

Three and Four-year-old preschool and pre-kindergarten classes will participate in table time activities. These activities include worksheets, science experiments, and other activities to promote kindergarten readiness.

### **Gross Motor Activities**

The day ends with gross motor activities to develop and strengthen muscles and coordination. The children will enjoy the playground, grassy field, sports gym, play equipment, and/or large group games.

### **Dismissal**

Parent/Guardians must sign out their child at dismissal. If your child's class is on the playground at dismissal time, please pick them up on the playground. During our Preschool program, our classes will be using Engle Junction Tot Lot. Once students have been signed out from our program, you are welcomed to use the other playground.

### **Outside Play**

Please be advised that we may play outside on cooler days. Please dress your child appropriately. The weather changes quickly, so send extra layers when necessary. On snowy days, preschoolers should change out of their snow boots and into shoes before entering the classroom.

## **Field Trips**

Engle Junction will take two field trips during the year. As these trips get closer, permission slips and information will be sent home. Parents are required to provide transportation for their child to and from field trip locations and are asked to join in on the fun. Parents/Guardians are required to attend all field trips. There will be no preschool or enrichment on field trip days for children who are unable or choose not to attend the field trip. Field trip fees are non-refundable unless stated otherwise.

## **Birthdays**

Preschoolers that would like to celebrate their birthdays may send non-edible birthday treats such as bubbles, pencils, party favors, stickers, or coloring books to be distributed to classmates. Teachers will recognize each birthday child in a special way.

## **Classroom Celebration Days**

Preschool will have three celebrations throughout the year: Halloween, Winter, and Valentine's Day. Classroom teachers will plan and implement activities for each celebration day. Celebrations are held during the last hour of class on assigned celebration days.

## **Food Allergies**

For everyone's safety, all of our classrooms have been designated as "nut-free"; although we cannot guarantee that nuts/nut products will not be brought into the classroom. This means we attempt to avoid peanut butter, foods containing peanut oils, or foods processed on machines that also process foods made with nuts from entering the classroom during preschool hours. If you have questions, please ask your child's teacher. Parents of children with food allergies will be required to fill out a "Food Allergy Action Plan", which must be signed by the child's physician.

## **Snacks**

Children will take turns bringing a snack to share with the class. We encourage parents to bring snacks that are healthy and nutritious. Each classroom will have a set student snack calendar to follow; which classroom teachers will send home each month. If you have to provide a snack for yourself due to other allergies besides nuts, you will not be asked to supply snack. Please check the ingredients in all snacks to make sure they are nut-free and made in a nut-free environment. Examples of daily snacks may include, but are not limited to the following:

Applesauce	Fruit Bar	Popcorn	Saltines
Cheese & Crackers	Pretzels	String Cheese	Teddy Grahams
Dry Cereal	Gelatin	Raisins	Ritz Crackers
Fish Crackers	Graham Crackers	Rice Cakes	

## **Sick Child Policy**

Because preschool children play so closely together, we ask that you keep your child home (or child will be sent home from school) if they have any of these symptoms: sore throat, rash, diarrhea, nausea, vomiting, fever, earache, discharge from ears, eyes, or nose, or any communicable disease.

All children must be fever free (without the assistance of fever reducing medication) and have not vomited or had diarrhea within 24 hours of attending class. A fever is classified as having a temperature of 100.4 degrees or higher. Please call the Park District at 847.356.6011 if your child will be absent from school.

Should a child become ill at preschool, parent/guardian will be notified immediately so the child can be picked up as soon as possible. If we cannot reach a parent, the emergency contact will be called.

Parents/guardians whose children develop communicable diseases; i.e. chicken pox, head lice, measles, etc. are asked to notify the Recreation Program Manager, Katie Kozuch, at 847.356.6011 as soon as the child is diagnosed. Parents will be notified of a contagious illness in their classroom, but the infected child's identity will not be shared. A doctor's note is required for your child to return to class.

### **Medication**

If your child needs medication dispensed during school hours staff may be authorized to do so as long as the proper forms have been fully completed. Do not send your child to preschool with any medication including over the counter medications. If medication must be dispensed, contact the office at 847.356.6011 to obtain the proper forms.

### **Special Recreation Services/Inclusion**

Assistance for residents with special needs who are participating in Engle Junction Preschool is provided by WSRA (Warren Special Recreation Association). When registering, parents should inform the Guest Service Manager of any accommodations necessary for their child to successfully participate in the program. You will be contacted the appropriate Recreation Program Manager and by a representative from WSRA to coordinate support.

### **Bathrooms**

Preschool Rooms C and D have bathrooms located within the classrooms. Children are able to use the bathroom as needed and if necessary will be prompted by a teacher to take a restroom break. Preschool rooms A and B have bathrooms located across the hall. Children are able to use the bathroom at any time and will be supervised in the hallway.

Children enrolled in Engle Junction Preschool must be able to use the bathroom independently. The routine use of diapers or pull-ups is not permitted (unless enrolled in our 2.5-year-old program). Occasionally preschoolers will have a toileting accident. If your child has a toileting accident while at school, they will place soiled clothing in a bag and it will be placed in their cubby. Classroom teachers will not change soiled clothing but they will assist the child and follow-up with a phone call home.

### **Behavior & Code of Conduct**

It is the responsibility of the parent/guardian to discuss the Code of Conduct with their child and to reinforce the importance of appropriate behavior at Lindenhurst Park District programs.

#### **Code of Conduct**

- Show respect to all participants, staff and volunteers.
- Use appropriate language when communicating with participants, staff, and volunteers. Foul and obscene language will not be tolerated.
- Do not purposely cause bodily harm to participants, staff and volunteers.
- Do not communicate threats, inappropriate comments or actions that may be considered as any type of harassment, direct threats or actions that pose a threat by gesture, words or actions.
- Exhibit tolerance and courtesies and commonly accepted behavior towards our diverse community.
- Exhibit good sportsmanship at athletic events, whether as an active participant or spectator.
- The use, suspected use or consumption of alcohol or illegal substances on District property is prohibited unless approved for selected events. If alcohol is approved for on or off property events, it is expected that all participants and spectators will exhibit good judgment and exercise moderation when alcohol is consumed.

## **Behavior Procedures**

If improper behavior occurs parents will be informed. If a second incident occurs, a meeting will be held with the child's teacher, the Recreation Program Manager, and/or a Park District administrator. If improper behavior continues, the child may be asked to leave the program.

## **Behavior Management Techniques**

Preschool staff will employ several methods of behavior management in their classrooms including redirection, positive reinforcement, warnings, and breaks. Usually, a simple redirection will correct most behaviors.

Behaviors requiring correction will be redirected to a more productive activity through a suggestion made by staff. Redirection may involve altering the way a child is playing with a toy or may require changing the child's activity to another area of the room or to an alternate toy. Redirection is suggested to a child in a gentle positive, and discreet manner.

If redirection fails, staff will notify the preschooler of unacceptable behavior in a more direct manner. A warning will be given for the child to alter their behavior. Staff will offer suggestions on how to change the behavior when necessary. A warning without a change in behavior will result in a break.

Children requiring a break will be handled in a gentle, discreet, and non-threatening manner. Break will never be communicated as a punishment or negative occurrence. Break will be considered and described as an opportunity for the child to reflect on their behavior, calm him/herself, and consider an alternate behavior. No child will sit in break for a duration of minutes exceeding their years of age (for example, a three-year-old will not sit in break for more than three minutes). No specified break chair will be identified in the classroom. Staff will ask the child requiring a break to sit in a chair at one of the classroom tables. Children who continue inappropriate behavior will be removed from the activity and required to play elsewhere.

Preschool staff will only notify parents of discipline incidents if the behavior is chronic or threatening to others. All children will require time to reflect at some point. Preschool is a place where children learn socialization skills and how to self-correct behaviors; both of which are vital learning experiences.

## **Conferences and Progress Reports**

Each child enrolled in preschool will participate in progress assessments throughout the school year. Teachers will send home a progress report in the fall (four-year-olds class) and in the spring (all classes). Parents will have an opportunity to make an appointment with their child's teacher to discuss assessments, if necessary in the spring.

## **Information Changes**

Please inform Guest Services Manager of any changes to personal information by calling 847.356.6011.

## **Firearms/Weapons**

In accordance with Section 8: Weapons of Ordinance 14-08-05, No person shall bring, carry or use knives, firearms, explosive substances or weapons.

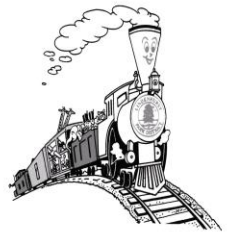
## **DCFS License Exempt**

Engle Junction Preschool is not licensed or regulated by the Department of Child and Family Services (DCFS).

## **Questions/Concerns**

Should you ever have any questions or concerns, call the Park District at any time at 847.356.6011.

**Engle Junction Preschool  
Emergency Contact Form  
2023-2024**



**Child** \_\_\_\_\_ **Teacher** \_\_\_\_\_ **Days** \_\_\_\_\_

Name \_\_\_\_\_

Birth Date \_\_\_\_\_ Sex \_\_\_\_\_

Allergies \_\_\_\_\_

Medical Conditions \_\_\_\_\_

Medications \_\_\_\_\_

If your child requires medication dispensed to them during program hours, please contact the Recreation Program Manager for a copy of the Park District's Medication Dispensing Policy and required paperwork.

Physician's Name \_\_\_\_\_ Physician's Phone \_\_\_\_\_

**Mother/Father/Guardian (Please Circle)**

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Employer \_\_\_\_\_ E-mail \_\_\_\_\_

**Mother/Father/Guardian (Please Circle)**

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Employer \_\_\_\_\_ E-mail \_\_\_\_\_

**First Aid/Medical Care Consent & Release**

If your child sustains a minor injury, park district staff will administer basic first aid. If the injury requires more than basic first aid, your child will be taken to the nearest hospital for emergency medical care. By signing this form, you are authorizing Lindenhurst Park District staff to provide basic first aid and/or obtain emergency medical care for your child and you agree to pay for all charges related to the medical care provided.

**Parent/Guardian's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



## Emergency Contacts & Authorized Pick-Ups

**Child's Name** \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

### Additional Information Regarding Your Child

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**Parent/Guardian's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Engle Junction Preschool  
Student Information Form  
2023-2024**



Child's Name: \_\_\_\_\_

Name Your Child Likes To Be Called: \_\_\_\_\_

Name You Would Like Your Child to Write: \_\_\_\_\_

List Child's Previous School/Camp/Group Experience:

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Please Describe Your Child's Personality and Temperament:

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How Does Your Child Deal With New Situations?

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Activities Your Child Enjoys:

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What are 3 goals you have for your child this year:

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Sleeping/Napping Habits: \_\_\_\_\_

Does Your Child Favor Right or Left Hand? \_\_\_\_\_



## Family Handbook Acknowledgement

I acknowledge that I have received the Engle Junction Preschool Family Handbook and understand that it is my responsibility to read the handbook and abide by the policies and procedures of the Engle Junction Preschool program.

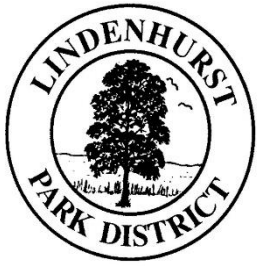
\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian's Signature

Date \_\_\_\_\_

**Please return this form by September 15, 2023.**



# LindenHurst Park District

2200 East Grass Lake Road, LindenHurst, Illinois 60046

847.356.6011

www.lindenhurstparks.org

## Credit Card Authorization Form

### Parent Acknowledgement

I am aware of the monthly charges for the school year implemented by the LindenHurst Park District. Payment is due seven days prior to attendance (Before and After School Program) and on the first of the month (preschool). I agree and understand that a \$40 late fee will be charged if payment is rejected due to insufficient funds or an expired card on file. Participation may be restricted if payment is not received in 7 days.

\_\_\_\_\_

Print Child's Name

\_\_\_\_\_

Parent/Guardian Signature & Date

### Payment Authorization

Family Last Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Circle One:            Visa                            MasterCard                            Discover Card

Cardholder # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date \_\_\_\_\_ / \_\_\_\_\_ CVV \_\_\_\_\_

Cardholder Name \_\_\_\_\_

*I hereby authorize the LindenHurst Park District to remit payments via credit card and I authorize the below named financial institution to credit payments to the class(es) enrolled in. I understand that a new authorization form must be completed if I close the referenced credit card, or if I wish to designate a different account. If my credit card information changes, I am aware that it is my responsibility to notify the Park District of my current card information.*

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_