



Preschool Policy Form

Child's Name _____

PRESCHOOL WITHDRAWAL AGREEMENT

The Palatine Park District requires a two-week notice, or two weeks payment in lieu of notice, if you take your child out of Preschool. If there is an emergency involved in your withdrawal, you may call and discuss it with the Preschool Coordinator. There will be a five-dollar processing fee charged for all refunds.

To give the notice of withdrawing your child, please fill out a withdrawal form indicating your child's last day of attendance. These forms are available at the school at any park district office, or on our web site palatineparks.org.

PHOTO POLICY

Palatine Park District may take photographs of participants enrolled in Park District programs. These photographs may be used in print, online, or for other promotional purposes. If you have concern with this policy, please contact your child's teacher.

BATHROOM POLICY

Children attending Preschool must be completely toilet trained, including managing clothing, getting on and off the toilet, and wiping. *They may not wear diapers or pull-ups to school, and we do not allow "potty seats"*. Please bring your child to the bathroom upon arrival at school. If a child has a wetting accident, the staff will supervise the child in changing themselves. If the child has a bowel movement accident, the parent or other contact will be called to come and change the child. Children who have repeated toileting accidents are not completely toilet trained. They will have to withdraw from Preschool until they are trained.

HEALTH POLICY

The safety and health of our patrons, employees, their families, and the community are the number one priority of the Park District. To ensure everyone's safety and wellbeing we have set the following health guidelines for participants.

- Children who are ill in any way should be kept at home. Do not send a child to school with an active cold, cough, vomiting, diarrhea, rash, or fever.
- A child should be fever free (without fever-reducing medicine) for 48 hours before returning to camp.
- If a child is prescribed an antibiotic, they need to be on the medicine for 24 hours to ensure they are no longer contagious.
- If your child becomes sick at school or, in the staff's opinion, is not well enough to be at school, we will call the parent or the person you have designated as an alternate. That person will need to pick up the child within 30 minutes.

I hereby acknowledge and represent that I have read these guidelines; that I understand its content, terms, and conditions; that I agree to abide by these guidelines; and that I sign this document voluntarily and on behalf of myself and as parent or legal guardian, if applicable.

Date

Parent Signature