

## Enrollment Forms

The following forms and fees are due by August 15<sup>th</sup>. Please make all checks payable to **WPC Preschool**.

- \$50 nonrefundable registration fee
- Registration/Emergency form
- Medical Form filled out and signed by your child's doctor (with the lead/TB areas completed)
- May's tuition is due August 15<sup>th</sup>
- September's tuition is due the first week of preschool
- Material's fee is due October 1<sup>st</sup>

## Arrival and Dismissal Procedures

- All classes begin at 9:00am and pick-up time is Noon.
- The preschool entrance (located just to the east of the main church doors) will be open from 8:50-9:15am and from 11:45-12:10pm. For security reasons, doors will be locked from 9:15-11:45 am. If you need to come to the preschool during this time, please enter through the main church entrance.
- When arriving, please sign your child in and **wait with your child** until the classroom doors open at 9:00am.
- At dismissal, please sign your child out and you child will be released to you at the classroom door. You child will **ONLY** be released into your custody or the designated person(s) listed on the registration form.
- Beginning at 12:10pm, a \$20 fee will be charged for every 15 minutes past Noon. In the event of extenuating circumstances, please notify the Director as soon as possible.
- If you wish to speak to a teacher after class, please wait until all of the children have been dismissed.

## Tuition

**Tuition is due the first class day of the month.** Because tuition is based on the annual cost of the program, no adjustments can be made for legal holidays, vacations, illnesses, or other absences.

Checks need to be made out to WPC Preschool. A \$25 fee will be charged on all returned checks.

Payments received after the tenth of the month are charged a \$10 late fee. Any tuition payment not received by the 15<sup>th</sup> of the month will result in suspension of enrollment.

## Calendar

The preschool will be closed for all major holidays. Our calendar closely follows that of District 50 (Woodland) and is available on the parent table at the preschool. Monthly calendars of themes and activities will also be available on the parent table outside the classroom.

## Admission Policy

Tiny Treasures Preschool admits children of all races, colors, and creeds. The Preschool Board of Directors will determine if the school can meet the needs of a child with special needs.

A one-time non-refundable registration of \$50 will be charged per student per class. The last month's tuition (May) is due August 15<sup>th</sup>.

If it becomes necessary to withdraw your child from preschool, we require two weeks notice before the child's last day of attendance.

# WELCOME to



# A Parent's Guide to Our Preschool

847.223.0186

[tinytreasureswpc@gmail.com](mailto:tinytreasureswpc@gmail.com)

[wpcpreschool.org](http://wpcpreschool.org)

18630 W. Old Gages Lake Rd  
Grayslake, IL 60030

## Parent Communication and Involvement

We encourage regular communication between parents and staff. Please feel free to contact your child's teacher before or after school. Teachers may also send home written observations. A progress report and formal conference will be set aside to discuss your child's growth and development.

We encourage you to volunteer in the classroom. Every August, positions on the Preschool Board of Director's will be open to parents. Serving on the Board is an excellent way to get involved in your child's education.

## Fundraising

Fundraising events provide money for additional equipment and supplies for your child. While you are not required to help with the fundraisers, your assistance is appreciated and directly contributes to the success of our program.

## Confidentiality of Information

The staff will respect the confidential nature of the children's personal records. All information pertaining to admission, progress, health, or discharge of a child will be confidential unless a parent has granted permission for the disclosure of this information. Tiny Treasures Preschool follows the guidelines of the Department of Children and Family Services (DCFS), and the Lake County Health Department. The Lake County Health Dept. and DCFS may review the preschool records.



## Medical Forms

The Lake County Health Department requires that each child has a complete physical, dated no earlier than six months prior to entry into our preschool. All immunizations must be current. All medical forms must be on file with the school before the child is admitted into the program. Medical forms are valid for two years. Medical reports may be reviewed by the Lake County Health Department.

**TB Tests & Lead Tests:** Please have your physician provide the date and results of the lead and TB tests (or have your physician note on the medical form if these tests are not required.)

**Varicella (Chicken Pox) Vaccine:** All children entering preschool or kindergarten as of July 1, 2002 must have this vaccine in order to attend school.

**Medical Exemption:** If your child is exempt from medical treatment, you must submit a signed waiver from their practitioner or minister and sign the form entitled "Plan for Children Exempt from Medical Care." In the event of a medical emergency, the parent and/or certified practitioner will be contacted immediately. If you or your certified practitioner cannot be reached, the Director will determine how serious the injury is and take action that is deemed necessary. This may include calling 911.

## Insurance

Tiny Treasures Preschool is fully insured. However, parents are responsible for any emergency medical treatments.

## Illness

Please call the preschool office if your child will be absent from school. It is important that your child stay home if s/he is ill. Not only is it difficult for your child to enjoy the planned activities, but our school has a responsibility to limit exposure to other children.

Please do not send your child to school if s/he has any of the following: a fever of 100° Fahrenheit or above; recent diarrhea; vomiting, rash, or discharge from the eye, ear, or nose. Your child must be fever-free, without the use of fever-reducing medications for 24 hours before returning to school.

If your child becomes ill during the morning at preschool, you will be contacted immediately. It is expected that your child will be picked up as soon as possible. If you are not available, the adults listed on your child's emergency list will be contacted to pick up your child.

## Medication

Medication will be kept in a locked cupboard out of reach of the children. Non-prescription medication must be in a labeled container with directions included. Prescription medicine must be in the original container and have a pharmacy label. You must have a written permission form on file with the prescription and non-prescription medicine. You will be informed if medication is given to your child. Medical Emergencies

All of our personnel are trained in first aid procedures. There will always be one staff member on duty that is trained in CPR. In a serious emergency, 911 will be first called, and then you will be notified. If you're unavailable, the person listed on your emergency medical form will be notified.

847.223.0186

[tinytreasureswpc@gmail.com](mailto:tinytreasureswpc@gmail.com)

[wpcpreschool.org](http://wpcpreschool.org)

18630 W. Old Gages Lake Rd  
Grayslake, IL 60030