



# Introduction to Preschool Registration Packet 2021/2022 School Year

Circle One: Returning Student / New Student

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

Parent's Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Circle selected class

Code	Day	Date	Time	Fee	Payment Options
M42801.01	M/W	9/8-5/11	1:45 pm - 3:15 pm	\$648 R/\$693 NR	Payment Plan Available
M42801.02	TU/TH	9/7-5/12	1:45 pm - 3:15 pm	\$648 R/\$693 NR	Payment Plan Available

**If you are not paying in full for the entire 2021/2022 preschool year, the following rules apply:**

- A parent or guardian must sign the Payment Schedule Contract and hand in at the time of registration.
- Payments are due on the first of each month (October through May). Last payment will be due on May 1<sup>st</sup>.
- Payments will be automatically charged to your credit/debit card on the 1<sup>st</sup> of each month.
- If credit/debit is declined, a \$25.00 fee will be charged to your account.
- Your credit card number and signature must remain on file with the Village of Glendale Heights Sports Hub.
- If your child is no longer going to attend preschool, the preschool program cancellation form must be received by the 20th of the month before. If we are not notified, your credit/debit card will be charged the installment bill payment amount and will not be refunded.

**The Village of Glendale Heights will automatically charge your credit/debit card on the 1<sup>st</sup> of each month.**

I, \_\_\_\_\_ authorize the Village of Glendale Heights to automatically charge my credit card on the 1<sup>st</sup> of each month (October through May) for payment of my preschool account. The amount that will be charged each month is the amount agreed on the payment schedule.

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



# Glendale Heights Preschool Payment Plan Agreement

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

A payment plan is offered to assist parents with the financial responsibilities of the Glendale Heights Preschool Program. The total registration fee is divided into 9 equal payments (installment bills). Installment bill payments are due on the following dates: First payment due at the time of registration: October 1, 2021: November 1, 2021: December 1, 2021: January 1, 2022: February 1, 2022: March 1, 2022: April 1, 2022 and May 2022.  
**A \$25.00 fee will be charged to your account if credit/debit card is declined.**

<b>Circle selected class</b>	Total Program Fee (32 week session)	Registration Fee	Supply Fee	Due at Registration (before 9/1)	Due at Registration (9/1 or later)	Installment Bill
Monday/Wednesday	\$648/\$693	\$30	\$30	\$132/\$137	\$204/\$334	\$72/\$77
Tuesday/Thursday	\$648/\$693	\$30	\$30	\$132/\$137	\$204/\$334	\$67/\$72

The first payment is due at the time of registration along with the \$30 registration fee and \$30 supply fee. The registration fee and supply fee is non-refundable.

I, the undersigned parent or guardian of the aforementioned child, now register said child to the Glendale Heights Parks & Recreation Department's Preschool program for the upcoming 32 week session. In doing so, I fully understand that I am committed to pay the entire fee regardless of child's attendance.

**REQUIRED: (The information below must be complete at time of registration)**

I, \_\_\_\_\_ parent or guardian of (please list all children enrolled)

\_\_\_\_\_ agree to the terms listed above.

Visa      Mastercard      Discover      (please circle one)

Credit Card # (last 4 digits only) \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

I, \_\_\_\_\_ authorize the Village of Glendale Heights to automatically charge my credit card on the above dates for the Glendale Heights Preschool Program.

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

**Cancellation Policy**

If your child is no longer going to attend preschool, the preschool program cancellation form must be received by the 20<sup>th</sup> of the month before. If we are not notified, your credit/debit card will be charged the installment bill payment amount and will not be refunded.



# COVID-19 Guidelines

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

**The following guidelines are based on the Restore Illinois Phase 4 School Day Plan. The Glendale Heights Preschool Program will follow the current guidelines and they may change throughout the school year.**

## Face coverings

- Every person in our facility must wear a mask at all times. Students and teachers are required to have a facemask the whole time indoors but may remove them outside while maintaining 6 feet apart distance. \_\_\_\_\_(initials)

## Drop off and Pick up Procedures

- To reduce the amount of patrons entering the facility, student drop off and pick up will take place at the preschool doors adjacent to the playground. Drop will be no earlier than 5 minutes before the start of class and pick-up shall be promptly at the end of class. \_\_\_\_\_(initials)

## Symptom Screenings/Temperature Checks

- Children will be screened upon arrival daily for any obvious sign of illness and will have their temperature taken. If symptoms of COVID-19 are present, the child may not be allowed in the program. Anyone with a temperature of 100.4 degrees F or above will not be permitted to remain on site and will be encouraged to see a health provider. \_\_\_\_\_(initials)
- Teachers will take their temperature at the beginning of their reported work period and will maintain records for monitoring.

## Health and Safety Standards around COVID-19

- If child or staff is diagnosed with COVID-19 he or she is not to return to the facility until the individual is free from fever without the use of fever-reducing medications for at least 72 hours, symptoms have improved, and has been at least 10 days since the onset of the individual's illness. \_\_\_\_\_(initials)
- If a child shows any symptoms of illness, protocol must be followed according to the Illinois DCEO guidelines. \_\_\_\_\_(initials)
- If a child develops symptoms during program hours, the student will have to self-isolate in a separate room from other students. Student will be required to get picked up within one hour of notification from a Supervisor. \_\_\_\_\_(initials)
- Teachers will incorporate "outside time" for learning with physical distancing, to give children a break from wearing their face coverings while at school, weather permitting. Our goal is to provide 20-30 minutes of outdoor instruction when permissible. We ask that parents please dress students for the weather, as we may be outdoors when it is warm, just after rain or if it is a little chilly. \_\_\_\_\_(initials)
- Drop-off and pick-up will be scheduled in increments of 15 minutes to reduce the number of patrons during a specific time.
- Each student will have a designated bag of basic supplies specifically for their own use, any shared supplies will be cleaned between uses.
- A maximum of 10 students allowed per classroom (based on current guidelines).
- Students' desks will be marked six feet apart from each other to allow for social distancing.
- Handwashing will be increased throughout the class time and between centers as children move through the room during instruction and play; when necessary, hand sanitizer will also be used. Our intent is to help the children understand the importance of handwashing and encourage them to do so independently.
- Teachers will disinfect all tables, and chairs before and after each class session.
- Custodians will also clean and disinfect bathrooms and door knobs every hour.
- Classrooms will be stocked with hand sanitizer, disinfectant spray, and disinfectant wipes at all times.
- Classrooms will be sanitized using a mister after each class.
- If school District 15 or 16 moves to full remote learning, the Glendale Heights Preschool Program will be suspended until students are back in school. \_\_\_\_\_(initials)



# Introduction to Preschool Registration Form 2021/2022 School Year

### Office Use Only

Enrollment Date: \_\_\_\_\_  
Discharge Date: \_\_\_\_\_  
M/W Class: \_\_\_\_\_  
TU/TH Class: \_\_\_\_\_  
Returning Student    New Student

## Child Information

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

Date of Birth: \_\_\_\_\_ Sex: Male or Female

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

Home Phone: \_\_\_\_\_

## Parent Information

Mother Name: \_\_\_\_\_ Father Name: \_\_\_\_\_

Place of Work: \_\_\_\_\_ Place of Work: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Emergency Information

Please list all name and phone numbers of those who can be contacted during class time in the event your child should need care (ex. changing) or in an emergency. Calls will be made in the order listed.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Allergies: \_\_\_\_\_

Medication: \_\_\_\_\_

Any other information you feel we should know about your child:

\_\_\_\_\_  
\_\_\_\_\_

## EMERGENCY CARE / FIRST AID CONSENT FORM

IN CASE OF SICKNESS OR ACCIDENT OF MY CHILD, WHILE UNDER THE CARE AND SUPERVISION OF THE GLENDALE HEIGHTS PARKS & RECREATION DEPARTMENT, I THE UNDERSIGNED, GIVE MY PERMISSION/CONSENT TO THE GLENDALE HEIGHTS PARKS & RECREATION DEPARTMENT EMPLOYEES, TO PROVIDE EMERGENCY FIRST AID AND/OR TREATMENT THROUGH A CLINIC, A HOSPITAL, OR PROVIDE A DOCTOR. I GIVE MY EXPRESS CONSENT FOR X-RAYS IF THE DOCTOR OR HOSPITAL FEELS IT IS ADVISABLE OR NECESSARY. I ALSO AGREE TO PAY ALL COSTS AND FEES CONTINGENT UPON ANY EMERGENCY MEDICAL CARE AND/OR TREATMENT FOR MY CHILD AS SECURED OR AUTHORIZED UNDER THIS CONSENT. THIS AGREEMENT SHALL CONTINUE AS LONG AS THE ABOVE MENTIONED CHILD IS ENROLLED IN THE GLENDALE HEIGHTS PARKS & RECREATION DEPARTMENT SUMMER PRESCHOOL PROGRAM.

CHILD'S NAME: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

## LIABILITY WAIVER

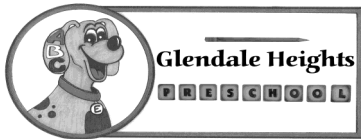
IN CONSIDERATION OF YOUR ACCEPTING MY CHILD'S ENTRY INTO THE GLENDALE HEIGHTS SUMMER PRESCHOOL PROGRAM, I HEREBY, FOR MYSELF, MY CHILD, MY HEIRS, EXECUTORS AND ADMINISTRATORS, WAIVE AND RELEASE ANY AND ALL RIGHT AND CLAIM FOR DAMAGES I OR MY CHILD HAVE AGAINST THE VILLAGE OF GLENDALE HEIGHTS AND ITS REPRESENTATIVES, SUCCESSORS AND ASSIGNS FOR ANY AND ALL INJURIES SUFFERED BY MYSELF OR MY CHILD WHILE PARTICIPATING IN ANY ACTIVITY SPONSORED BY THIS GROUP.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

THIS FORM MUST BE COMPLETED AND TURNED IN TO THE SPORTS HUB AT LEAST ONE WEEK PRIOR TO YOUR CHILD'S CLASS.

# Please Keep this Copy For Your Records



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