



Bartlett Park District Preschool Welcome Letter

Dear Preschool Parent,

Welcome to the Bartlett Park District Preschool. My name is Karen Maxwell and I am the Preschool Coordinator. Please feel free to call, email, or stop by my office if you have any questions or concerns during the school year.

The first day of preschool will be Tuesday September 3, 2019 or Wednesday September 4, 2019. The first week of classes for the 3 year old program will meet for 1 hour instead of their regular 2 hour session. The 4 year old classes will be meeting at their regular scheduled time.

We have two special events the week of August 26th. Information night for parents only. Come and Peek Day for the students to meet the teacher and visit the classroom. The schedule for these events can be found on the park district web site under program menu-preschool page-parent information.

All information sheets and health forms must be up to date, completed, and turned in BEFORE August 23rd. Children will not be able to start preschool without proper paperwork signed and turned into the preschool office.

(Please Note: The Health History section of the Medical Form is to be completed and signed by a parent or guardian. If you are a returning student, medical forms are good for 2 years.)

Birth Certificate (if not already done from previous year)

Physical (*signed by physician good for 2 years, Health History section signed by Parent*)

Lead Form (*signed by physician good for 2 years*)

Emergency Form

Student Information

Form Late Pick Up Form

DCFS Book (signed)

Parent Handbook (signed) *Handbook can be found on our website under Preschool/Parent Information*

Copies of the forms can be found at the Community Center Front Registration Desk. You may turn your child's information packets to the front desk registration office. (*Community Center Front Registration*

Desk Hours: MWF 8:30am-6pm; TTh 8:30am-6pm; Sa 9:30am-1pm)

We are looking forward to meeting you and your child and if your child was with us last year, welcome back. Thank you for choosing Bartlett Park District preschool for your child's early education experience.

Karen Maxwell, Preschool Coordinator
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