

Dear Preschool Parent/Guardian,

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 8 or Wednesday, September 9. 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 31st. Information night (Virtual Meeting this year) for parents only. Come and Peek Day for the students to meet the teacher and visit the classroom (TBA). The schedule for these events will be emailed to you a week before.

All information sheets and health forms must be up to date, completed, and turned in BEFORE August 21st. 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 on page 2 half way down*) *Lead Screening and TB Skin Test section must be completed by physician
- Emergency Contact Form
- Helpful Information & History
- Late Pick Up Form
- DCFS Book (signed) & Parent Handbook (signed)
**Handbooks 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 Registration Desk Hours: Monday through Friday 9am-4pm.

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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