

2022-2023
Young 3's VIP Preschool Registration Form

Registration Begins: Saturday, January 22, 2022

Young 3's Preschool is for children that turn 3 years of age between October 11, 2022 and January 3, 2023 and are toilet independent.

Please complete both sides of this form and return with the child's birth certificate, deposit (\$175) and proof of residency for Bartlett residents.

Parent/Guardian Full Name _____ Relationship to Child: _____

Child's Name (Last and First): _____

Age: _____ Birthdate: _____ Gender: M F

Address/City/Zip: _____

Day Phone: _____ Work/Cell Phone: _____

Email Address: _____ Current Student/Sibling of Current Student: Yes/No

I would like my child to attend the same time as (name and phone) _____

We will try our best, but cannot always accommodate friend requests. No more than two children may be linked.

Class minimum 15, maximum 20

Location: All classes are held at Bartlett Community Center Preschool. 700 S Bartlett Road

Class Term: October 11, 2022 through May 18, 2023

ID#	Day	Time	Deposit	Fee Res/Reg
82215-01	Tu/Th	9:30-11am	\$175	\$731/\$881*

*Children can begin class when they turn 3 and are toilet independent. Please see proration chart for fees.

Special Modifications/ A.D.A

Please list any medications that need to be dispensed at programs, allergies, or describe special modifications needed for successful inclusion into the program. A two week notice is recommended. _____

The Bartlett Park District reserves the right to photograph or videotape participants in Park District programs, facilities or parks for the District's promotional materials.

Young 3's Proration Chart

Children must turn 3 between October 12, 2021 and January 4, 2022. Children can begin class when they turn 3 and are toilet independent.

Resident Rates

Start Date	Resident Fee	Deposit	Balance
October 11, 2022	\$731	\$175	\$556
October 18, 2022	\$705.79	\$175	\$530.79
October 24, 2022	\$680.58	\$175	\$505.58
November 1, 2022	\$655.37	\$175	\$480.37
November 8, 2022	\$630.16	\$175	\$455.16
November 15, 2022	\$604.95	\$175	\$429.95
November 22, 2022	\$579.74	\$175	\$404.74
December 6, 2022	\$554.53	\$175	\$379.53
December 13, 2022	\$529.32	\$175	\$354.32
January 3, 2023*	\$504.11	\$175	\$329.11

*Last week to begin class

Non-resident Rates

Start Date	Non-resident Fee	Deposit	Balance
October 11, 2022	\$881	\$175	\$706
October 18, 2022	\$850.62	\$175	\$675.62
October 24, 2022	\$820.24	\$175	\$645.24
November 1, 2022	\$789.86	\$175	\$614.86
November 8, 2022	\$759.48	\$175	\$584.48
November 15, 2022	\$729.10	\$175	\$554.10
November 22, 2022	\$698.72	\$175	\$523.72
December 6, 2022	\$668.34	\$175	\$493.34
December 13, 2022	\$637.96	\$175	\$462.96
January 3, 2023*	\$607.58	\$175	\$432.58

*Last week to begin class



Registration Waiver & Release

The Bartlett Park District is committed to conducting its recreation programs and activities in a safe manner and holds the safety of participants in high regard. The Bartlett Park District continually strives to reduce such risks and insists that all participants follow safety rules and instructions that are designed to protect the participants' safety. However, participants and parents/guardians of minors registering for the below listed programs/activities must recognize that there is an inherent risk of injury when choosing to participate in recreational activities/programs.

You are solely responsible for determining if you or your minor child/ward are physically fit and/or skilled for the activities contemplated by this agreement. It is always advisable, especially if the participant is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

WARNING OF RISK

Recreational activities are intended to challenge and engage the physical, mental and emotional resources of each participant. Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when participating in any recreational activity. Understandably, not all hazards and dangers can be foreseen. Depending on the particular activity, participants must understand that certain risks, dangers and injuries due to inclement weather, slip and falls, poor skill level or conditioning, carelessness, horseplay, unsportsmanlike conduct, premises defects, inadequate or defective equipment, inadequate supervision, instruction or officiating, and all other circumstances inherent to indoor and outdoor recreational activities exist. In this regard, it must be recognized that it is impossible for the Bartlett Park District to guarantee absolute safety.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

Please read this form carefully and be aware that in signing up and participating in this program/activity, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with these programs (including transportation services and vehicle operations, when provided).

I recognize and acknowledge that there are certain risks of physical injury to participants in these programs, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in these programs against the Bartlett Park District, including its officials, agents, volunteers and employees.

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.

Participant's Name _____ **Date** _____

Participant's Signature (18 years or older or Parent/Guardian)

Signature is required for participation.

Payment Options

**Please complete this registration form and return to the Registration Counter.
The following documents are required to complete the registration process:**

_____ Copy of current utility bill attached as proof of residency. Driver's license cannot be accepted.

_____ Child's certified birth certificate or passport must be brought in as proof of age.
Non-certified birth certificates, Hospital or Baptismal certificates cannot be accepted.

_____ Voided check. (For Option #1 or #2 only)

Submit the deposit as listed on the Registration Form. Deposits are deducted from the listed class fees.

Please initial to select your preferred payment option:

_____ **Payment Option #1.** I wish and agree to pay the balance in full, plus a \$3 processing fee, in one EFT (Electronic Funds Transfer) payment to be processed on the 16th of the month prior to start date. Payment may be set up with a voided check, which needs to be submitted with this application, or charged to your credit card number listed below.

_____ **Payment Option #2.** I wish and agree to pay the balance in equal payments, plus the \$3 per month processing fee, by EFT (Electronic Funds Transfer) processed on the 16th of the months of August 2022 thru March 2023. A voided check must be submitted with this application form.

_____ **Payment Option #3.** I wish and agree to pay the balance in equal payments, plus the \$3 per month processing fee. I agree to allow my credit card account to be automatically charged each month for the Bartlett Park District Preschool Program. My credit card will be charged on or about the 16th day, starting the month of August 2022 through March 2023.

Only fill out credit card information if choosing Payment Option 1 or 3

Account Holder's Name: _____ **Date:** _____

Credit Card Number: _____ **Exp. Date:** _____ **CID:** _____

Initial _____ A \$25 fee is charged for each bank refused payment or credit card decline

Initial _____ I understand that I am responsible for updating payment information if I change banks, or credit card is lost/stolen/expired. A \$25 service fee will be charged if payment information isn't updated by the 15^h of the month.

I have read, and fully understand the terms and agreement to all in full.

Signature: _____ **Date:** _____

Please see next page for deposit payment options & Preschool Cancellation Policy

Preschool at Bartlett Community Center, 700 S. Bartlett Road, Bartlett, IL 60103
www.bartlettparks.org phone: 630-540-4853 fax: 630-540-4869

Deposit Options and Cancellation Policy

Deposit:

I am submitting my deposit by: _____ CASH _____ CHECK _____ CREDIT CARD

Account Holder's Name: _____ Date: _____

Credit Card Number: _____ Exp. Date: _____ CID: _____

Preschool Cancellation Policy

- **Once placed into class, all deposits are non-refundable and non-transferable for any reason including enrollment elsewhere.**
- Refund requests must be submitted in writing to the Registration Office and are calculated as of the first working day received. The program cancellation form is available in person or online.
- Cancellation requests received **up to one month prior to start date, the total deposit, plus \$100, plus a \$5 processing fee is withheld.**
- **There is no refund, credit or transferable funds available once beginning the program.**
- The Bartlett Park District reserves the right to review and make final decisions on all refund requests.
- Once the program begins, if a replacement is found and registered, a portion of the total cost is withheld and an administration fee is also withheld. If no replacement is found, no refund will be issued.

I have read in full, understand and agree to the above Preschool Cancellation Request Policy.

Signature _____

Date _____

Office Use:

_____ Date Received

_____ Proof of Residency submitted

_____ Certified Birth Certificate or Passport submitted

Payment:

_____ Deposit submitted

_____ Voided check attached for payment option #1 or #2

_____ All fields completed for payment option #1 or #3

Staff Initials _____

Dear Preschool Families,

Thank you, and welcome to the Bartlett Park District Young 3's Preschool program! Enclosed is important paperwork that is required by the Department of Children and Family Services (DCFS). Every child enrolled in the upcoming preschool year must have a physical and lead questionnaire on file. A physical is valid for 2 years.

Necessary preschool entrance forms can be found in this welcome packet. Please complete and return to the Bartlett Park District two weeks prior to beginning class.

- ✓ **Certificate of Child Health Examination:** Please look it over carefully before sending it in. Requirements can be found on the registration form and web site. TB test and Lead Screening area cannot be left blank, it must be filled out by your health care provider regardless if your child received the tests or not. Your doctors' signature should be noted and printed in 2 separate places. **In addition please complete the *health history* section along with your signature on the top of the back page.**
- ✓ **Lead Risk Questionnaire:** (white) Filled out by parent and signed by doctor if lead test was not administered.
- ✓ **Emergency Information Form.** (Pink) Please provide us with all possible emergency numbers that are available and applicable.
- ✓ **Student Health/Helpful Information Form.** (Ivory) Teachers use this information to get to know your child better.
- ✓ **Parent handbook is available to review online. After review please sign the enclosed policy form** (gold)
- ✓ **DCFS summery form:** (white) This form can be found on the last page of the DCFS summary pamphlet.
- ✓ **Late Pick up Policy** (yellow)
- ✓ **Dietary Restrictions/Allergies:** If your child has a food allergy or other medication required while at school we require additional forms to be filled out. Please call the preschool office for additional information before school begins to obtain these forms.

The first day of preschool will be Tuesday, October 11, 2022.

We are looking forward to meeting you and your child. Thank you for choosing Bartlett Park District preschool for your child's early education provider.

Karen Maxwell
Preschool Coordinator
(630)540-4853
kmaxwell@bartlettparks.org



Preschool at Bartlett Community Center, 700 S. Bartlett Road, Bartlett, IL 60103
www.bartlettparks.org phone: 630-540-4853 fax: 630-540-4869

Guidelines for the Young 3's Preschool Registration Process

Preschool Program/ Eligibility:

This preschool program begins October 2022 and ends in May 2023. It meets on Tuesdays and Thursdays from 9:30am-11am. The program focuses on activities to enhance social and emotional development in an easy going and fun environment. It is an excellent introduction to school. Through play, children will learn the importance of sharing, listening and cooperating with others. Young 3's preschool is for children who turn 3 between October 11, 2022 and January 3, 2023.

Registration opens for Young 3's preschool starting January 22, 2022. All registrations require the child's birth certificate and deposit payment. Residents of Bartlett are required to show proof of residency.

When registered you will receive an email packet of required preschool documents. All forms are due back completed, two weeks prior to starting class.

Birth Certificates:

A certified copy of your child's birth certificate will need to be presented at the time of registration. Staff will make a duplicate of the certified copy and keep it on file. Hospital or Baptismal or other certificates are NOT accepted.

If you are unable to produce a certified copy of the child's birth certificate you may provide one of the following documents to show proof of the child's age and identity: passport, visa or other governmental documentation. An affidavit or notarized letter must accompany any of the above listed documents.

The Bartlett Park District Preschool Program is required by law to notify the Illinois State Police or the Bartlett Police Department if a certified copy of the child's birth certificate or other acceptable documents are not submitted within 30 days of registration. You will be notified in writing that we have reported the missing documents to the police. Once the police have been notified you will have 10 additional days to supply the required documents.

Registration Procedures and Results

A **nonrefundable deposit is required** to secure your child's space as listed on each form. In addition, you will be asked to **select the payment plan that best suits you**. Failure to maintain the payment schedule you have chosen can result in forfeiture of your child's class space and fees paid.

Staff double-checks forms for residency, age eligibility, completeness, and appropriate deposit. If a form is found not to meet the required criteria that applicant will be removed from the registration process. At any time should the information be found to be falsified in any way, the registrant will be removed from the program with all fees forfeited. ***Registration is processed as received.***

Wait List:

A waitlist is created once the enrollment reaches the maximum of 20 participants. If placed on the paid waitlist, your deposit will be processed. If a spot becomes available in class, students will be contacted and enrolled in the order they are waitlisted.

Cancellation/Payment Plan Policies:

The Preschool specific Cancellation Policy is included on the registration paperwork. Preschool families have the option of multiple payment plans. Parents/guardians choose their desired payment option upon registration.

Both the Cancellation Request and the Payment Plan are agreed to through registration.

Confirmation of Results:

You will receive a confirmation by email once they have been enrolled into the program. If your child is placed on the waitlist, you will receive a statement to this effect. If you do not receive any form of confirmation two weeks after turning in your paperwork, please contact the registration office at 630-540-4800.

Physicals and Additional Requirements:

A physical is required for each child enrolled in the preschool program. Please submit the physical and additional registration requirements two weeks prior to beginning class.

Physicals

Please look over your child’s physical carefully before sending or dropping it off to make sure that all is completed. Your doctors’ signature should be noted and printed in 2 separate places. The back page includes a health history section (to be completed by the parent/guardian) and requires your signature. Please make sure you complete the top section of the physical with your child’s name, address, etc. **If there is any information missing, we will have to return it to you for completion.**

Children who are not fully immunized for medical reasons or religious beliefs must submit a written letter signed by your doctor. If a child is diagnosed with a vaccine-preventable disease, the non-immunized child will be excluded from the program until the school is disease-free.

The TB test section of the physical cannot be left blank. If a TB test was given, the test date and results should be documented in this section. If your doctor feels it is unnecessary for your child to be given a TB test, your doctor will need to state in the TB test section that the test was not required or attach a doctor’s note.

Required Immunizations

Poliomyelitis	3 doses
Measles	1 dose
Rubella	1 dose
Mumps	1 dose
Diphtheria/Pertussis/Tetanus (DPT)	4 doses (or 3 doses if combined with the Hep B shot)
Haemophilus Influenzae B	3 doses
Hepatitis B	3 doses
Varicella (Chicken Pox)	1 dose

Lead Test:

If your child DID NOT have a lead test done, a lead assessment needs to be filled out by the doctor or you may fill out the attached lead questionnaire. In addition, this form MUST be signed and dated by the doctor.

The Emergency and Health History Form is due two weeks prior to beginning class.