



August 25, 2023

Dear Preschool Parents:

We are gearing up for another terrific year of Preschool at the Glen Ellyn Park District! Hopefully you have had a great summer and each of you has been able to enjoy the sun, pool or a family vacation. As with each school year, we are working hard to plan a year that is filled with lots of **LEARN**ing, fun **PLAY**, and plenty of room to **GROW**! Teachers are preparing classrooms and getting ready for your child to head to preschool, we cannot wait to have them back in the classroom!

This year, school starts the week of September 5-8 for the 3s/4s, and 11-15 for the 2s. Orientation times are scheduled for families in the coming week, August 29-31. More information on scheduling your orientation time is included in the email you received with this packet. This is a great opportunity for our preschool children to familiarize themselves in their new setting for the coming school year. Any questions or concerns you might have can also be addressed at this time with the classroom teachers. This means our first full day of school will be September 5 for Tu/Th-3s and 4/5 day 4s, and September 6 for MWF 3s. The 2s will start the following week: September 11 for the MW 2s; September 12 for the Tu/Th 2s; and September 15 for the Friday 2s.

Please note: If you have registered for the Preschool Playtime Program in the afternoon at MSRC114, we will be sending additional information regarding that program soon. If you have not yet registered for the Preschool Playtime Program (extended day at MSRC) and would like to, there are still a few spaces available in M & Tu, and registration is available online at gepark.org.

ePACT: families will be asked to complete the emergency information sheet ONLINE through a separate link that will be emailed to you from **ePACT**. Using the online form allows us the opportunity to eliminate paper forms and provides more consistent information in the way it is collected and stored. It is *imperative* that you complete this form prior to the start of the school year. If we do not receive your child's completed form online, you will receive regular email reminders with the link to complete the information. If you completed an ePACT form last year, please log in to your account and update any information that may have changed and reconfirm your child's information. During this process, you will also be asked to submit a copy of your child's ***"Medical Examination or Immunization Form"** (which can be obtained from your physician). The purpose of the examination form is for us to see that your child's immunizations are up to date and inform us of any childhood illnesses. You can upload the form to this site, or bring a copy to orientation or the first day of school, and to give it to your child's teacher.

**This may not require a separate doctor visit if your preschooler has been seen by his/her physician in the last year. Contact your doctor and they can supply a copy of the form they have on record.*

Please read through the enclosed Family Handbook, it contains important information regarding the coming school year as it relates to updates and changes to the program. Also included is the school year schedule of days off and your classroom contact information (phone # and email address).

If you have additional questions or concerns, please do not hesitate to call me at the Glen Ellyn Park District at 630-942-7267 or email me at jrobinson@gepark.org. We are excitedly preparing for this fall and are happy to help with any questions you might have before school starts.

Sincerely,

Jeannie Robinson
Superintendent of Recreation Services



FAMILY HANDBOOK



GLEN ELLYN PARK DISTRICT
PRESCHOOL
LEARN • PLAY • GROW

Spring Avenue Recreation Center
185 Spring Ave.

Main Street Recreation Center
501 Hill Ave.



School Calendar 2023-2024

Please note that we **WILL** have school on D41 SIP days in ALL classes. (SIP dates are NOT listed below.)

FALL 2023:

August 29-31	<i>Meet & Greet Orientations:</i> Schedule your time to come on Sign-Up Genius.
Tues., September 5	<i>1st Day of School:</i> Tu/Th 3s & 4/5 day 4s
Wed., September 6	<i>1st Day of School:</i> MWF 3s
Mon., September 11	<i>1st Day of School:</i> M/W 2s
Tues., September 12	<i>1st Day of School:</i> Tu/Th 2s
Fri., September 15	<i>1st Day of School:</i> F 2s classes
Fri., September 22	<i>NO SCHOOL</i> - Holiday/Teacher Institute Day
Mon., October 9	<i>NO SCHOOL</i> - Holiday/Teacher Institute Day
October 5-6	<i>Preschool Photos at MSRC</i> - schedule to come
October 18-20	<i>Preschool Photos at SARC</i> - schedule to come
November 20-24	<i>NO SCHOOL</i> - Thanksgiving/Fall Break
December 25-29	<i>NO SCHOOL</i> - Winter Break

SPRING 2024:

January 1-5	<i>NO SCHOOL</i> - Winter Break
Mon., January 8	<i>Classes Resume</i>
Mon., January 15	<i>NO SCHOOL</i> - Holiday/Teacher Institute Day
Mon., February 19	<i>NO SCHOOL</i> - President's Day
Fri., March 1	<i>NO SCHOOL</i> - Teacher Institute Day
March 25-29	<i>NO SCHOOL</i> - Spring Break
Fri., April 26	<i>NO SCHOOL</i> - Teacher Institute Day
May 15/16/17	<i>LAST DAY of PRESCHOOL/KE</i>

The Glen Ellyn Park District follows the District 41 school year calendar.

Snow/Cold Weather Days

If District 41 is closed for weather, the GEPD Preschool Program will also be closed. Please check the D41 website, or listen to AM stations WGN (720), WMAQ (670), WBBM (780), WLS (890), or check local TV stations for D41 closures. If we expect inclement weather and choose to close prior to the next school day, we will send an email to the household account holder. Please make sure your email is current.

welcome!

The Glen Ellyn Park District Preschool Staff would like to welcome you and your child to the 2023-2024 school year. The following information is presented for use throughout the year and should be saved as a reference for your family. Should you have any questions or concerns, please contact the program supervisor listed below for assistance.

Jeannie Robinson Superintendent of Recreation Services
630-942-7267 jrobinson@gepark.org

PROGRAM FORMAT / PHILOSOPHY

We hope that this will be an enriching experience for you and your child. Our program is one that encourages children 2.5 - 5 years old to learn as they play, share experiences with other children and grow in a stimulating environment.

The Preschool Staff engages daily, as well as at regular staff meetings, to plan activities which meet the needs and interests of children on an individual and group basis. The planning and methods used in the classrooms are based on the thesis that children learn academic concepts through doing; that is, children need concrete experience to which they can relate new ideas and abstractions.

We want to build vocabulary, concepts of number, shape, form, and other cognitive abilities through learning, not memorization. One way of accomplishing this is to involve children with these concepts in several diverse, interrelated, concrete experiences throughout the day rather than by having specific time assigned to counting, singing, the alphabet and the like.

Social, emotional, and physical skills are best promoted through activities which allow for the child's direct and active participation. Field trips and classroom visitors add to the meaningful first-hand experiences on a day-to-day basis in the classroom. One of the best ways young children actively explore and discover new things about others and the world around them is through play.

Play serves many developmental purposes. As an activity of intense concentration and involvement, play is a time for problem-solving, sorting out and organizing new ideas, developing an understanding of others and one's own ability to relate to them, and investigating and experimenting with new possibilities. The Glen Ellyn Park District Preschool program believes in learning through play: teachers strive to provide an atmosphere of freedom within limits, which helps foster personal expression and discovery.

To create such an atmosphere, the teachers offer many activities and materials at any given time, and the child is free to choose among the options. Children can become involved with block building, art materials, music, books, dramatic playing, cooking and more. There are also activities planned by the staff which children are encouraged to try and participate in daily.

A typical schedule involves periods of mostly indoor activities with some outdoor activities if weather permits. No two classes are the same.

PROGRAM STRUCTURE

DAILY ACTIVITIES

Teachers plan daily activities that include educational projects and accompanying learning materials. These elements encourage children to think creatively, explore the world around them and learn problem-solving skills. The daily schedule includes:

- **Circle Time:** Circle time at the beginning of class includes Days-of-the-Week, Weather, Letter of the Week and discussion of the day's activities.
- **Free Play and Project Time:** During free play, children are encouraged to engage in a variety of centers. Some centers are always open, such as the library, blocks, and dramatic play. The teachers will change the table toys and water/sensory table contents daily. During this time, the teachers will ask 2-3 students at a time to see them at the project tables. These projects focus on fine motor skills, such as cutting, writing, coloring and provide individualized attention with the teacher. The students will also work with assistant teachers on journaling, name writing practice, and letter of the week exercises.
- **Clean-up Time:** Every child participates in cleaning activities in the room. This helps with sorting skills, self-help, and encourages the children to take ownership of their classroom.
- **Large Group:** Large group activities will center around a weekly theme. These instructor-directed activities include math, art, science and music elements. They may be supplemented with coordinated take-home projects, stories, worksheets, art projects, etc.

Special activities throughout the school year include:

Monthly visits from B#Sharp Music for Children – Music classes will be held outdoors or in a large room where students can be spaced appropriately for physical distancing.

Monthly visits from GEPD Naturalist (4s/Pre-K) – Ms. Laurie will visit classes with a nature/science element each month; students will participate in an outdoor activity whenever possible, weather permitting. Please dress your student appropriately on Nature days.

Field trips – will be scheduled by your teacher if available and appropriate to do so.

Dad's Night – will be scheduled by each class either in the late fall or early winter months.

Mother's Day event – will be scheduled in the spring for individual classes by teachers prior to the conclusion of the school year.

Halloween, Winter Holiday and Valentine's Day classroom celebrations – may be limited to a specific number of guests per student for participation, dependent on space available; families will be notified if/when participation is available for additional outside guests.

PROGRAM GOALS AND OBJECTIVES

Our goal in the Glen Ellyn Park District Preschool program is to provide an environment which allows your child to develop social, emotional, and intellectual skills necessary for a positive transition to kindergarten. The curriculum is centered around general themes that incorporate academics. Some themes have included: colors, seasons, holidays, family, farm animals, size and food.

All activities of the Glen Ellyn Park District Preschool program are based on reaching one or more of the following goals: Socialization, Exploration, Verbalization/Language Development and Visual Discrimination.

Socialization

- The ability to work and play in groups.
- To learn different ways of play.
- Experience sharing with others; learn positive interaction with fellow classmates and teachers.
- The development of social manners.
- To gain experience participating in group games.

Exploration

- Experience in exploring the use of materials.
- Finding out for one-self how things work.
- Developing an interest in exploration.

Verbalization/Language Development:

- The ability to express oneself.
- Interpretation.
- Develop large and small motor skills through use of puzzles, scissors and physical activity.

Visual Discrimination:

- Developing an ability to see likenesses and differences in shapes and forms.
- Developing skills in matching simple forms and shapes.
- Extensive exposures to stories, poems and finger plays.

THE STAFF

All of our staff has course-work or experience in the field of Child Development, Early Childhood Education or Special Education. Lead Teachers have either earned a degree in these areas or have experience working in a preschool setting. All staff members are encouraged to continue their education through workshops and classes and all are certified in Infant/Child CPR, AED, and basic First Aid. All of our educators have also had extensive background checks. To meet our teachers and learn a little more about each, please visit the Preschool Education page on the Glen Ellyn Park District's Website at: www.gepark.org.

POLICIES AND PROCEDURES

PRIOR to the FIRST DAY

Emergency information and medical forms must be completed online through the ePACT Network. Please check your inbox for an invitation to complete these forms prior to the start of the school year. Families are also asked to submit a copy of their child's immunization record from their family physician. This form can be uploaded to the ePACT Emergency Information Form, or brought to class on orientation day or the first day of school. Please check with your physician, you may not require a special visit to complete the immunization form.

Parents will also be required to complete a daily "wellness check". This will be noted on the emergency information form indicating that parents/guardians will take responsibility for verifying that they have conducted the student "wellness check" prior to bringing the child to school EACH DAY their child attends school.

HANDLING SEPARATION ANXIETY

The first day of preschool is a big event for both you and your child. It may be your child's first experience outside the home. Some uneasiness is common. The new environment may seem confusing and strange to a child. While separation anxiety is normal for you and your child, how you handle the separation is important. Your attitude will influence your child's perception of the situation. If you are cheerful and relaxed, your child will feel more secure. If you are tense, your child will sense your apprehension.

There are ways you can prepare for preschool to make a smooth and positive transition. Before preschool begins, talk to your child about the plans for the first day and what to expect. Read books that reinforce positive feelings about school, such as "First Day of School" by Kim Jackson or "I Don't Want To!" by Sally Grindley and Carol Thompson. The first day of class, allow plenty of time for your personal routine. Be sure your child is well rested, has had a complete nutritional breakfast or lunch and wears comfortable clothing. You may want to visit the building prior to the first day and show your child where they will be going to school, to familiarize them with the location.

Not all children cheerfully kiss their parents goodbye and skip off to explore. Your child may cling, whine or refuse to participate. These are normal symptoms of stress to a new situation. Be sympathetic and supportive. Talk about what is going to happen during the day and when you will return. Your child will learn to be more independent as he or she makes new friends, learns through play, and develops diverse interests. Be patient. Remember, the more relaxed you are, the more relaxed your child will be.

SIGN IN / SIGN OUT SHEET

All parents (or an authorized guardian) must sign their child in and out of preschool each day. Only authorized persons may pick up a child. Authorization must be obtained in writing from the parent or guardian. When arriving at preschool, locate the Sign-In/Sign-Out clipboard and apply your signature beside your child's name, noting the time. Before leaving, help your child become settled for the day's activities. At the end of the day, sign your child out, again with your signature and noting the time. In case of car pools, the driver to the car pool will sign all children in and out. The Sign-In/Sign-out Sheet is a procedure the Park District uses to help guard your child's safety. ***As of 2022-2023: Parents/students are no longer required to wear a face covering at drop-off/pick-up unless they have been exposed to COVID-19. Face coverings are not required for vaccinated individuals, but are encouraged for the safety of the children and others in the building for those parents/students who are NOT currently vaccinated or those who have been recently exposed to individuals who are positive and/or are ill.**

CLASS ARRIVAL and DISMISSAL

Teachers will open the door for drop-off at the start of class time. Arrival activities are an important component of the daily schedule. Arriving promptly to preschool ensures that your child can fully participate in the arrival sequence and reduces class disruptions. Detailed instructions for drop-off/pick-up will be provided for each class prior to the start of the school year at orientation.

Students and one parent/caregiver should approach the assigned classroom door of their child's preschool building for check-in. Teachers will welcome the students at the scheduled class time.

While waiting to check your child in, we ask that parents/caregivers please continue to allow for comfortable social distancing.

Staff will ask parents/guardians to say their goodbyes at the door. Please understand that when one parent/guardian lingers, it is a distraction and can be upsetting for other children in the classroom. We ask that parents drop-off and exit the facility after check-in to limit traffic in and around the building. Classroom doors will be locked after the start of class. If you need to pick your child up from class early, please notify the teachers at drop-off, or contact the teacher by phone before returning to the facility.

Children may experience separation anxiety at the beginning of the session or throughout the year. If your child has difficulty at drop off, please wait in your car for fifteen minutes. Teachers can typically comfort an upset child and engage him/her in an activity within ten minutes. If the child has not been comforted or engaged in activities within ten minutes, we will seek assistance from the parent/guardian.

Children must be checked-out promptly at the end of class by a parent/guardian or an authorized individual. Unvaccinated adults are encouraged to wear a face covering at pick-up.

Authorized individuals must be listed on the child's Emergency Information Form and be able to present a valid state identification card or driver's license. To update this form throughout the year, contact your child's preschool teacher, or log into your ePACT account and update the information as needed; when doing so, please let your child's teacher know so that they can obtain an updated record. A written notification will serve as a temporary update to the Emergency Information Form; however, staff are unable to alter pick-up arrangements on verbal requests alone.

OOPS! I'M LATE!

Classes will begin and end promptly at their respective times. Parents are asked to respect our class times and drop off and pick up their children at these times, unless otherwise instructed. It is our policy that the teacher remains with the children until each child is released to the parent or authorized party. A parent who is continuously late imposes upon the staff and the program. Parents with more than one late pick-up will be assessed a \$10 late fee for the first ten minutes and \$1.00 per minute thereafter.

BATHROOM USE

Children entering the Three-year-old and Four-year-old program need to be **fully toilet-trained** before the first day of preschool. **Please, no diapers or pull-ups: only regular underwear.** Before coming to class each day, have children use the bathroom, although children will be permitted to go to the bathroom whenever it is requested. Dress children in clothes that are easy to maneuver since staff is restricted in assisting children with personal hygiene. Teachers will not enter the bathroom with children. Please review proper bathroom habits with your child before sending them to class. In the event of an accident, the teacher will call you to change your child's clothes. The children in the 2s classes do not need to be fully toilet-trained, but we encourage you to have them work on it while at school. Should any 2s children have an accident while at school, we will call a parent/guardian to come change them. Teachers will check in with children often, asking if anyone needs to use the restroom.

CLOTHING and FACE COVERINGS

Children should dress in comfortable, loose-fitting clothes and sturdy shoes that do not restrict their range of movement. Gym shoes are recommended to permit full participation in preschool activities. Each child will have a hook on which to hang jackets/backpacks. Children should have a backpack with a change of clothes (seasonably appropriate).

Before the cold of winter arrives, think carefully about snowsuits and boots. Children are encouraged to put on their own coats and boots. Tight fitting and hard to manage fastenings are frustrating to children; it is harder to become independent when they must have help dressing. Please label all of your child's clothes, including boots and book-bags. Staff are not responsible for lost/stolen money, valuables, or personal items. All personal toys, games, and electronics should remain at home.

Children in the Preschool Program are no longer required to wear a face covering at school. However, those that are not currently vaccinated are encouraged to do so if you have concerns with the potential spread of COVID-19 in the classroom. If you choose to have your child wear a face covering, it should be appropriately sized, well fitted, and child-sized (preferably cloth). A clean secondary face covering should also be kept in their backpack should their first become soiled during class.

PARENT HOBBIES, INTERESTS & PROFESSION

We would love to have you share your special hobby, talent or profession with the class. If the children are unable to actually participate with you, they would enjoy watching you work. Come share yourself and expertise with us!

SCHOLASTIC BOOK CLUBS

In an effort to promote reading, each classroom teacher will offer the opportunity to purchase age appropriate books on a monthly basis through the various book clubs. This is an optional service offered to you and your child by the preschool program. Each order form will come with an order deadline noted. If you choose to order, complete the form and return it to your classroom teacher with a check payable to the specific book club.

COMMUNICATIONS TO HOME

The Glen Ellyn Park District Preschool communicates as much as possible through email. Please make sure you have an email address on file, and that you check it at least once a week for preschool updates! Each classroom has an email address assigned to it so you can communicate with your classroom teachers. They will check email daily, so feel free to contact them through these addresses. Please check the enclosed list for your child's classroom email address and add it to your safe sender list.

Calendars and Monthly Letters

Teachers prepare calendars and letters each month that may feature information such as weekly themes, parent-teacher meetings, birthdays and "no school" dates. Calendars will be posted online at: <https://gepark.org/recreation/preschool-education/preschool-newsletters/>

Parents Bulletin Board

Notices of special events, meetings, field trips, ideas, carpool requests and more are displayed on a bulletin board outside each classroom. Check it for information when you arrive or depart with your child.

Classroom Observation

We encourage you to visit your child's classroom to see firsthand what transpires. Our teachers work with your children on a regular basis. This combined with their education and background can provide insight into your child's development. If you desire some insight, please tell us so we can make appropriate arrangements for your visit.

Canceled Classes

In cases of inclement weather, we follow School District #41 and #89 closings. For information on whether there will be class, please listen to the radio for announcements on these school districts. There will be no call from our program – you may also check the GEPD weather hotline at 630-984-5075. If we are canceling classes due to impending weather-related issues, we will contact you by email/post to the weather hotline.

CONTAGIOUS ILLNESSES and COVID

Teachers have detailed guidelines for any parent who may have questions about whether their child is able to attend class. We all work to keep illness out of our homes. Therefore, in respect to you, our policy concerning under-the-weather children is clear.

To maintain a healthy preschool environment, keep your child home if they have experienced any of these symptoms within the past 24 hours: sore throat, cough, runny nose, rash, diarrhea, nausea, vomiting, fever, earache, or any communicable disease. All children must be symptom-free within 24 hours of attending class. Students should be kept home until they are free of symptoms for a full 24 hours, without medication, or have been on antibiotics for at least 24 hours.

We feel this is the best way to keep your child from catching something at preschool or passing illness to others. If your child should contract a contagious condition of **any kind**, please notify your child's teacher immediately. Exceptions will NOT be made to this policy. When in doubt, we ask that you err on the side of caution and keep your child home until they are symptom free.

Please review the IDPH (Illinois Department of Public Health) Decision Tree at: https://dph.illinois.gov/content/dam/soi/en/web/idph/covid19/guidance/school/school-decision-tree_8.23.2022.pdf regarding the current COVID-19 school guidance for recommendations for evaluating symptomatic individuals for Pre-K and K-12 programs. The Park District consults with the DuPage County Health Department's COVID-19 Team regarding policies and protocols for the Preschool Program. If you have any questions, please feel free to reach out to jrobinson@gepark.org.

If you or your child has come in close contact with anyone who tested positive for COVID-19, please contact the Superintendent of Recreation as soon as possible. Per current guidelines we will notify families if there are any confirmed cases of COVID-19 within the classroom. The individual's personal information will remain confidential.

ACCIDENTS / INJURIES

All staff is certified in Infant/Child CPR/AED. The appropriate first aid treatment will be administered to children who are injured at preschool. Teachers will inform the child's parent of such action when the child is picked up or call when necessary.

MEDICATION

Under the guidance of a physician, parents/guardians should make every effort to adjust medication schedules so that medication may be administered under parent/guardian supervision. If your child needs medication dispensed to him/her during preschool hours, staff *may* be authorized to do so if the proper forms have been fully completed. In some instances, the administration of medication cannot be performed by Park District staff due to specific and/or complex physician and/or manufacturer instructions or invasive procedures. If medication needs to be dispensed, please request a "medication dispensing form" from your teacher or the Preschool Program Supervisor.

All medications sent to preschool, including over-the-counter medications, must be brought to the preschool staff in the original container properly labeled by the pharmacist and/or with a physician order. Parents/guardians are responsible for ensuring all medications are within their expiration date and for collecting medications once discontinued and/or on the last day of school.

EMERGENCY PROCEDURES

In the event of serious injury or illness, it is the policy of the Glen Ellyn Park District to seek immediate medical attention by calling 9-1-1, before contacting a parent/guardian. All costs associated with medical attention are the responsibility of the parent/guardian as stated in the registration waiver. The Park District does not assume any costs associated with medical attention. Preschoolers may also participate in scheduled and/or impromptu fire, severe weather, and security drills.

BEHAVIOR MANAGEMENT and DISCHARGE GUIDELINES

Classrooms are intended to be spaces where children feel safe, help one another, and feel a part of the group. An important component of our curriculum involves nurturing social capability where children gain an understanding of how to treat others and how they want to be treated by others. They will begin to understand friendships while acquiring the skills needed to cooperate, negotiate, and problem solve. Preschool staff set limits and explain consequences in order to help the children understand why rules are needed.

Staff will promote self-regulation skills and help children experience the benefits of managing their feelings and behavior. The children will learn how to control impulses by not acting (behavioral self-regulation), plan and problem solve (cognitive self-regulation), and manage feelings (emotional self-regulation).

The ability to understand one's own feelings and the feelings of others, to regulate and express emotions appropriately, to control impulses, tolerate frustration, follow limits and expectations, and delay gratification are critical to a child's success in school and in life. Teachers utilize a variety of strategies including speaking with children and/or modeling skills. They implement positive guidance strategies including offering choices, engaging redirection, altering the environment, and reflection. All behavior management strategies are suggested to the children in a gentle, positive, and discreet manner.

Staff will maintain open communication with families to work through behavior concerns. The supervisor of the Preschool Program is also available to assist in meetings as needed. The Park District reserves the right to suspend or dismiss any participant whose behavior disrupts the program or endangers him/herself or other participants. A parent/guardian or authorized individual must be available to pick up the child within fifteen minutes of incidents that warrant removal from a classroom. After three such incidents, the child will be discharged from the program.

CONFERENCES and PROGRESS REPORTS

Preschool Staff will routinely assess each child's development throughout the school year. Teachers will complete progress reports in the fall to have a base-line for evaluation, and again in the spring before setting up parent conferences. In addition to progress reports, conferences will be held in the spring to discuss your child's development, learning, and kindergarten readiness. Should there be any question of your child's development or progress through the course of the school year, feel free to reach out to your child's teacher.

PHOTO POLICY

Periodically, photos are taken of children in class by Park District staff. Such photos are for Park District use only, for use in the program playbook, pamphlets, and flyers or other promotional materials.

CLASS SIZE

Each class is staffed with two early childhood educators. Classes for 2s are limited to 14 children (Friday 2s is 12); 3-year-olds are limited to 16 children (except Rm204); and 4-year-olds/Pre-K are limited to 16 children (except Rm204).

SCHOOL PHOTOS (for purchase)

Pictures will be taken of each student during the school year. The purchase of these pictures is optional. Photo information will be sent home the week before picture day.

PROGRAM WITHDRAWAL POLICY

Should you need to withdraw your child from the Preschool Education Program at any time, please contact the program supervisor. Fees paid will be refunded based on the number of days attended during the school year. If you need to cancel prior to the start of the school year, you will be refunded the full amount paid, minus your commitment fee. The \$75 commitment fee paid is nonrefundable.

***Thank you for choosing the Glen Ellyn Park District Preschool Program
for your preschool experience. We look forward to a year of learning and fun!***





2023 – 2024 CLASSROOM

EMAIL ADDRESSES & PHONE NUMBERS

The Glen Ellyn Park District Preschool communicates as much as possible through email. Please make sure you have an email address on file, and that you check it at least once a week for preschool updates! Each classroom has a designated “@gepark.org” email address assigned to them, so you can communicate with your classroom teachers. They will check email daily, so feel free to contact them through the addresses below.

If you prefer to leave a voicemail message, you may also call your child’s classroom at the number and extension listed.

SARC 2s Multi-B:

preschool.sarc2plus@gepark.org

630-858-2462 x1228

SARC Preschool RM:

preschool.sarcps@gepark.org

630-858-2462 x1220

MSRC RM106:

preschool.msrm106@gepark.org

630-858-2463 x2106

MSRC RM114:

preschool.msrm114@gepark.org

630-858-2463 x2114

MSRC RM204:

preschool.msrm204@gepark.org

630-858-2463 x2204