



PALATINE PARK DISTRICT  
**PRESCHOOL POLICY FORM**

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

### **PRESCHOOL WITHDRAWAL AGREEMENT**

The Palatine Park District requires a two-week notice, or two weeks payment in lieu of notice, if you take your child out of Preschool. If there is an emergency situation involved in your withdrawal, you may call and discuss it with the Preschool Coordinator. There will be a five dollar processing fee charged for all refunds.

To give the notice of withdrawing your child, please fill out a withdrawal form indicating your child's last day of attendance. These forms are available at the school at any park district office, or on our web site at [palatineparks.org](http://palatineparks.org).

### **PHOTO POLICY**

Palatine Park District may take photographs of participants enrolled in Park District programs. These photographs may be used in print, online, or for other promotional purposes. If you have concern with this policy, please contact your child's teacher.

### **BATHROOM POLICY**

Children attending Preschool must be completely toilet trained, including managing clothing, getting on and off the toilet, and wiping. *They may not wear diapers or pull-ups to school and we do not allow "potty seats"*. Please bring your child to the bathroom upon arrival at school. If a child has a wetting accident, the staff will supervise the child in changing themselves. If the child has a bowel movement accident, the parent or other contact will be called to come and change the child. Children who have repeated toileting accidents are not completely toilet trained. They will have to withdraw from Preschool until they are trained.

**I have read the policies stated above and agree to comply with them.**

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_