



# Welcome to Quentin Road Preschool!

We are excited to have your child join us!  
Here are some helpful tips to make things easier:

## Hours of Operation

Monday - Friday: 7am-6pm

## What to Bring

- **Backpack:** Pack a complete change of clothes every day (spills happen!). Write your child's name on the backpack.
- **Pull-Ups:** If your child isn't potty trained, send enough pull-ups for the day. There is a \$5 daily charge for non-potty-trained kids.

## Sunscreen

Apply sunscreen before drop-off. We will reapply in the afternoon if needed. No need to send sunscreen; we'll provide it.

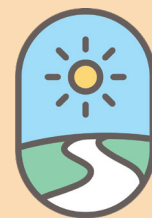
## Meals and Snacks

- **Breakfast:** Make sure your child eats before school. We provide breakfast before 8am.
- **Lunch & Snacks:** Full-day kids get lunch and two snacks; half-day kids get lunch and one snack.
- **Nut-Free Policy:** No nut products, please!
- **Lunch from Home:** You are welcome to pack a lunch. Due to time constraints, we would appreciate it if it didn't need refrigeration or a microwave.
- **Menus:** Check out our lunch menus online: Lunch/Snack Menu & Vegetarian Menu.

## Tuition

Tuition is billed monthly and due on the 25<sup>th</sup> of the prior month (e.g., June tuition is due May 25<sup>th</sup>).

Pay with cash, check, or credit/debit (2-3% fee for card payments).  
Use the tuition box in the lobby or pay online.



## Health & Safety

Feeling Sick? Keep your child home if they have a fever, vomiting, or diarrhea. They must be symptom-free 24 hours before returning. Notify us using the Absence Form.

- **Medication:** We can only give medicine with a doctor's authorization form. Find the form here.
- **Health Exam:** Submit an Illinois Certificate of Child Health Examination form before your child starts school.

## Birthdays

You are welcome to bring treats! Avoid nut products to keep everyone safe.

## Communication

Check your email and ProCare app notifications for updates. This is how we will communicate any pertinent information.

## Schedule Changes

Submit a four-week notice for schedule changes here.

## Drop-Off Tips

Keep goodbyes short and positive! Let your child know you will be back soon. You can watch them on monitors in the preschool office.

## Parking Lot Safety

Do not leave cars running unattended. Drive slowly – there are children everywhere!

## Electronics

Leave portable game systems, electronic devices, and cell phones at home.

**We are here to make your child's preschool experience safe, fun, and memorable! Please let us know if you have any questions.**