Park Center  
2400 Chestnut Avenue, Glenview, Illinois 60026 847-724-5670 (Fax) 847-657-6231

Dear Parents:

We would like to begin the school year with a clear overview on how the sign in and sign out procedures will work this year. This procedure has been implemented for the safety of the children. And will be strictly adhered to. Our Safety Motto is “Sign and Check!”

The procedure is as follows:

- A pre-typed sign in/out form listing your child’s name in one column and the names of all authorized persons who may drop off and/or pick up your child are listed in another column. These authorized names are taken off of the emergency form that you filled out in your parent packet and then typed on the sign in/out form by the teacher. Should you need to add more names (many times parents forget to put down their own names), simply ask the teacher for the original form in order to add the names in your own handwriting.  
  Nanny or Babysitter’s full name and cell phone number must be included on this form! The sign in/out form is kept on a clipboard and monitored by the teaching team of your child’s class for both arrival and departure.
- Sign in will be in blue/black ink
- Sign out will be in an alternative colored pen.

SIGN AND CHECK!!!

Drop Off: The parent/guardian will sign in his/her name for drop off and then place a check mark (/) at the end of his/her typed name. This will insure that we are able to identify the signature (if illegible) with the authorized name.

Pick up: The parent/guardian will sign out his/her name for pick up in a special colored pen and then place a check mark (/) at the end of his/her typed name also in the same colored pen. The signature with the colored pen and check mark verifies which authorized person has picked up the child.

We are attempting to make this procedure quick for the parent/guardian and yet keep safety as our number one priority. If you should have any questions, please do not hesitate to contact the Preschool Director at (224) 521-2550.

Thank you for your cooperation!