



Early Learning Centers

WELCOME TO POKO LOKO GLENVIEW!

We're so excited to welcome you and your child to our Poko Loko family! At our center, we believe in building strong partnerships with families to help every child thrive.

Open Communication is Key

We truly value your input and believe that honest, ongoing communication between parents, teachers, and administrators is essential. Whether you have a quick question or a concern, we're here to listen and support you.

Respect Builds Community

Respect is the foundation of everything we do. We work hard to create a space where caregivers and parents support one another with kindness and understanding. A strong, respectful relationship helps your child feel safe, happy, and ready to grow.

Together, We Grow!

We're thrilled to be part of your child's journey. If you ever need anything, please don't hesitate to reach out — we're always here for you and your family.

Helpful Reminders for a Great Start

To keep our days running smoothly and safely, please keep these friendly reminders in mind:

Drop-Off & Pick-Up

- Always park legally and lock your car.
- Never leave a child unattended in your vehicle.
- Walk your child to the school entrance, holding hands or carrying them.
- Please don't let your child run ahead alone.
- Once in the classroom, keep drop-offs quick and positive — lingering can make separation harder.

Timeliness Matters

- Arrive to school on time so your child can fully participate in our structured curriculum (for ages 15 months and up).
- If your child will be eating breakfast (cereal & fruit) with us, they need to arrive before 8:30 AM.
 - Please do not bring food from home. Food brought into the classroom can be a choking or allergy hazard to others.
- Circle Time starts promptly at 9:00 AM.
- If your child arrives late, missing classroom time for an art project, worksheet, or snack, they will not be able to make that time up.

Shoe Policies

- Shoes must be removed in the infant and toddler areas.
- Snowy shoes are not allowed in preschool classrooms. Bring an extra pair and leave them in your child's locker.

What to Bring (and Not Bring)

- Leave toys at home — we have plenty, and this helps avoid choking hazards and lost items.
- If your child wants to bring a small stuffed animal or security blanket from home, please label it with your child's name.
- Bring a seasonally appropriate change of clothes for your child.
- Keep us stocked with diapers, wipes, and any needed creams.

Daily Hygiene

- Help your child wash their hands each morning when you arrive.

Using the Parent App

- Use the app to check your child in and out each day.
- Let us know if someone else will be picking up your child.

Closing Time

- We close at 6:00 PM — thank you for picking up on time!

Health & Safety

- Let us know if your child is sick so we can inform the classroom of any diagnosed ailments.
- Keep medical records and immunizations current.
- Treats for special occasions must be peanut free, store bought, and include an ingredient list.

By following these simple steps, we can ensure a successful and joyful experience for your child — and peace of mind for you!

Thank you for choosing Poko Loko!

We can't wait to watch your child grow, learn, and shine with us.