Dear Family,

Thank you for choosing Bright Horizons at Evanston for your child’s care! I would like to take this opportunity to introduce you to the administrative team. My name is Gina Mosqueda and I am the Center Director. My office is on the 2nd floor. We have an office on the 1st floor and you will see other managers utilizing it during the day. Our Business Manager, Pam Hammons, and our Education Coordinators Joanna Spilioti (Infants), Pam Dagen (Toddlers), Julie Kreiter-Shulman (Young Preschool) and Alyssa Mergler (Preschool/Kindergarten Prep) have offices on the second floor. Aretina Smith, our Quality Assurance Auditor will greet you as you enter the center. All of us can be reached by phone at 847-491-9032 or by email at evanston@brighthorizons.com

There are forms that are required before care can begin and you can access them at the link below. You do NOT need the dental, eye or hearing forms:

One of the documents necessary for enrollment is the State of Illinois Certificate of Child Health Examination. Please check that all necessary information has been completed. We are including a chart of the immunization schedule as required by DCFS. Any variations should be noted by your child’s doctor. Each time your child visits the doctor to receive immunizations, we will ask for documentation. A nurse will be helping us with our files and may send you a request for updated information.

Do not hesitate to contact us if you have any questions about your paperwork. If you do not already have your child’s birth certificate, information for acquiring is available at [www.idph.state.il.us/vitalrecords/birth.htm](http://www.idph.state.il.us/vitalrecords/birth.htm).

Gina Mosqueda
Center Director