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Teacher Aides

2019-2020

Parent Handbook

Welcome to Metamora Community Preschool! We are located in the Christian Union Church. Our preschool is licensed by the Illinois Department of Children and Family Services (DCFS).

The philosophy of MCP is to provide learning experiences in a loving atmosphere with the belief that each child will learn according to his/her own social, mental, emotional and physical development.

We hope the children at MCP will love, laugh and learn. We want them to love themselves, classmates, teachers, school and their learning environment. We want them to laugh and develop a positive and fun-filled relationship with teachers, other parents and their peers. We want to provide them with a wide variety of experiences and materials for individual and group activities. **When a child is loved and is**​  **able to laugh, the learning will shine through!**

**METAMORA COMMUNITY PRESCHOOL**

**2019-2020**

**August**

Thursday, 22nd-Registration 9 a.m.-11 a.m. & 5-7 p.m.

**September**

Monday, 2nd-Labor Day

Tuesday, 3rd-​TTh 3 year old classes begin

Wednesday, 4th MWF 4 year old classes begin​

Wednesday, 25th-MWF class/School Pictures

Thursday, 26th -TTh classes/School Pictures

Friday, 27th–No School MTHS Homecoming Teacher Work Day

**October**

​Monday, 14th-​ No school/Columbus Holiday

Wednesday, 30th-MWF classes/Halloween Party

Thursday, 31st-TTh class/Halloween Party

**November**

Friday, 22nd -Denim & Diamonds Fundraiser

Wednesday, 27th– MWF Thanksgiving program 9 a.m. NO AFTERNOON SESSION

 More information will be provided in school newsletter

Thursday & Friday, 28th -29th–No School/Thanksgiving

**December**

Monday, 16th -MWF Christmas program @ 7 p.m.---MWF classes only

 More information will be provided in school newsletter

Thursday, 19th – TTh Christmas parties Last Day before Christmas Break

Friday, 20th-MWF Christmas parties and MCP Last Day before Christmas Break

Monday, 23rd -Friday, January 3rd– Christmas Break

**January**

Monday, 6th -School resumes​ MWF classes

Tuesday, 7th-School resumes TTh class

Monday, 20th- No school/Martin Luther King’s birthday​

**February**

Friday, 7th-The Eighth Annual MCP Family Pajama Party 6:15 p.m.

 More information will be provided in newsletter

Thursday, 13th-TTh Valentine Party

Friday, 14th-MWF Valentine Party

Monday, 17th​-​No school/President’s Day

**March**

Friday, 20th-Last day before Spring Break​

Monday, 23rd-Friday, 27th - Spring Break

Monday, 30th-School resumes

**April**

Wednesday, 8th-Easter Egg Hunt MWF classes

Thursday, 9th-Easter Egg Hunt TTh class

Friday, 10th-No School/Good Friday

Monday,13th-No School/Easter Monday

Sunday, 26th-Masterpiece Monday---The Fourth Annual Art Show at the SV Center 2-4 p.m.

 More information will be provided in newsletter

Thursday, 30th-​Mommy, Daddy & Me program at 10 a.m. TTh 3 y/o class only

 More information will be provided in the school newsletter

**May**

Tuesday, 5th- Last day TTh 3 year old classes​

Wednesday, 6th– Last day MWF preK classes

Monday, 11th-​ MWF graduation ceremony at 7 p.m.

 More information will be provided in the school newsletter

Tuesday, 12th-MCP Field Trip to Metamora Library 10 a.m.-12 noon

 More information will be provided in the school newsletter

Friday, 15th-Potting Shed Field Trip MWF classes only.

Morning 9-11 a.m. Afternoon 12:30-2:30 p.m.

**REGISTRATION**

HOW TO:

**\***Call or email MCP anytime to pre-register your child. MCP will need the child’s name, date of birth, mailing address, phone contact and parent names.

**\***You will be notified when you pre-register if your child is on the CLASS LIST or the WAITING LIST.

\*A registration letter will be sent late January to all students on the CLASS LIST. A non-refundable registration fee will be due at that time. I​f not paid, you will lose your child’s spot in this class.

\*MCP will move to the WAITING LIST after the registration fee deadline has passed.

\*MCP will not be responsible or held accountable for USPS or email deliveries.

**\*Parents may pre-register their children at any time. PLEASE NOTE: Pre-registering a child DOES NOT guarantee acceptance into the program. Acceptance into the MCP program will be determined by MCP board and the MCP director.**

Tuesday-Thursday classes Children must be three by September 1st. All children must be fully potty trained at MCP.

Monday-Wednesday-Friday classes Children must be four by September 1st.​

\*Class size is limited to 15. Class size will be determined by the director and MCP board. \*Three year old students who are returning for the MWF program will have first choice for morning or afternoon session. This will include children already enrolled in the MWF program who are returning to the MWF program for a second year.

\*Back to school information will be sent during the summer and will include registration date and times. Registration and medical forms and a school calendar will be available on-line or at registration.

 \*Each child must have the following by the first day of school:

Registration forms

DCFS medical forms

Registration fee

September tuition

 **MWF AFTERNOON CLASS ONLY**​ -if the MWF afternoon class is not filled after the waiting list is exhausted, MCP will accept children who will be turning four by September 1st​ -December 31st​ . Parents who enroll these children in the MWF afternoon program will have the understanding that children may not enroll in kindergarten the following year unless they are five BEFORE SEPTEMBER 1st.

**CLASSES**

Metamora Community Preschool will begin classes after Labor Day. The T-Th class will begin the Tuesday after Labor Day and the M-W-F class will begin on Wednesday. Classes end the week before Mother’s Day in May.

Monday-Wednesday-Friday Tuesday-Thursday

a.m. 8:15-11:00 a.m. 8:30-11:00 a.m.

p.m. 12:00-2:45 p.m.

**MWF Children will not be permitted into the classroom before 8:10 a.m. or 11:55 a.m.**

**T-TH Children will not be permitted into the classroom before 8:25 a.m.**

**TUITION**

Metamora Community Preschool is a tuition based program. Tuition is based on a complete school year and averaged out to a monthly fee. Tuition is due on the 15th of each month.​ Any questions about tuition should be directed to Debbie Quinn, teacher/director or the MCP board president or treasurer.

Tuition for the MWF classes is $100.00 per month. Tuition for the TTh classes is $90.00 per month. Tuition received after the 20th will be assessed a $5.00 late fee. Tuition received after the 25th will be assess a $10.00 late fee. Late fees are to be paid with the tuition payment.

If tuition or late fees are not received by the 25th, MC​ P reserves the right to dismiss the student from the program pending ​MCP board approval.

All classes will pay a one-time $20.00 special projects fee in August at registration.

TTh 3 y/o Full/Partial Payments

Cash/Check-Full year $830 Partial 1st semester-$470 2nd semester-$360

August registration-$110 ($90 1st tuition & $20 supply fee)

MWF preK Full/Partial Payments

Cash/Check-Full year $920 Partial 1st semester-$520 2nd semester-$400

August registration-$120 ($100 1st tuition & $20 supply fee)

Checks should be made out to ‘Metamora Community Preschool’. Please place in an envelope with your child’s name and class assignment. Tuition should be placed in the tuition box inside our classroom or mailed to:

Metamora Community Preschool

P.O. Box 928

Metamora, IL 61548

If online bill pay is set up, please send tuition to---

Metamora Community Preschool

P.O. Box 928

Metamora IL 61548

 **There will be no refunds of any kind.**​ If your child will be withdrawing during the school, a two week written notice is required for DCFS and our records.

Tuition must be paid in full by April 15th. ​ If tuition or late fees are not paid in full by April 25​​th, children​ in the MWF class will not be allowed to participate in the graduation ceremony and children in the TTH class will be dropped from the class list for the following school year.

Students that start MCP any time after Labor Day will be required to pay the registration fee and all remaining tuition payments regardless of start date.

Please remember our school finances are handled by the volunteer board members of MCP. Your patience and understanding are always appreciated.

**PROGRAM**

The Metamora Community Preschool teaches concepts through units and themes. We incorporate a wide variety of small and large group activities, teacher directed activities plus free unstructured play. Activities are planned on a daily, weekly and monthly basis. We provide age appropriate experiences for all areas of growth-social, emotional, physical and academic. The MCP room is set up in centers: writing, discovery (math, science, puzzles and manipulatives) art, ‘messy’ table, dramatic play, library and building. These centers and activities provided opportunities in written language, counting, patterning, science experiments, oral language, small and large motor skills, creative thinking and freedom of expression

**PARENT/TEACHER COMMUNICATION**

The MCP uses a wide variety of communication tools to make sure you are informed about your child’s day.

Home visits-(​May) Teacher will visit the home of all three year old students and all new four and five year old students. This is optional.

Open House/Registration-(August) Meet the teachers, register for school and see the classroom

Newsletters-(monthly and weekly) A monthly newsletter will be sent with information outlining the activities, important dates, upcoming school events and much more. Weekly sheets will describe center activities, special projects and weekly reminders.

Bulletin Board-(located in the hall) Information is posted on daily activities in the room including special projects, local activities and more.

Notebooks-​Each child will receive a small assignment book. This is to be kept in their backpack as a communication tool from school to home. This is to be brought to and from school daily.

Conferences-(May) Optional end of the year conferences will be held for the M-W-F classes. Conferences can be scheduled at any time at parent request.

Classroom Visits-​Parents are welcome to visit our classroom. Please check with the director before you visit to schedule a visit. NO VISITORS ON PARTY DAYS-Halloween, Christmas, Pajama Party, Valentines, Seashore Party and Easter

**ARRIVAL/DISMISSAL**

Children and adults will arrive through the south CUC door (single door), initial the sign in sheet on the school bulletin board and enter the classroom.

When dismissing indoors, adults are to initial the sign out sheet and enter the ‘front’ door and walk with their child through the ‘back’ door. When dismissing outdoors, adults are to initial the sign out sheet and children will be dismissed to the adult at the fence gate.

PLEASE NOTE: Christian Union Church is a secure building. The MCP door will be opened by a staff member to let children and parents into the building and classroom. Doors are opened at:

MWF a.m. 8:10 a.m.

MWF p.m. 11:55 a.m.

TTh 8:25 a.m.

LATE ARRIVALS or EARLY PICK-UP: Please do not try to enter through the church office. The church office will not admit late arrivals.

If you arrive late or need to pick your child up early, please call us from the parking lot and let us know you have arrived. If MCP staff does not pick up the phone, please leave a message. We are often busy with the children but are able to hear the messages in our classroom.

Please make sure anyone who is picking your child up is listed on your registration papers under ‘Authorized Pick-up’.

**DISMISSAL POLICY & LATE FEES**

Dismissal at MCP is at 11 a.m. for the morning classes and 2:45 for the afternoon class.

The following is set forth by MCP and Illinois Department of Children and Family Services- \*Five minutes late-staff will begin to call parents as soon as possible after all other students are dismissed.

\*If parents cannot be reached, emergency contacts and ‘permission to pick up’ contacts will be called.

\*If staff is unable to contact anyone on the emergency or ‘permission to pick up’ to pick up the student, MCP is obligated by the standards set by Illinois DCFS licensing & standards to contact DCFS or the police

\*Staff will be responsible until a parent, emergency, ‘permission to pickup’ person or the authorities arrive. Staff will not discuss circumstances of late pick up with the student unless directed by the parent.

\*Late pick up from 11:06-11:15 and 2:51-3:00 will result in a fivedollar late fee.

\*After 11:15 and 3:00, each additional five minutes late will add an additional five dollars to the original late fee.

\*Late fees will be recorded by the director. Late fees may be paid that day or over the next two class periods. If not paid by the second class period or included with tuition payment, the student will not be allowed to return to MCP until the late fee is paid.

**SCHOOL CALENDAR**

 MCP is located in the front of the handbook. Any changes will be noted in the monthly newsletter. The school calendar is also available on the MCP website.

**CHILDREN’S PROGRAMS**

MCP has four programs during the school year.

\***Thanksgiving program-MWF classes only**

Wednesday morning before Thanksgiving

This program is for parents only or two special guests (siblings are welcome) and is held in the CUC Fellowship Hall.

The children will have short performance to introduce them to performing in front of an audience.  We intentionally keep this program short and small.

The two classes will be performing together.

THERE IS NO AFTERNOON SESSION.

**\*Christmas Program-MWF classes only**

Scheduled second or third week of December in the evening

Our Christmas program is held in the CUC sanctuary. Family and friends are invited. The two MWF classes perform together.

**\*Mommy, Daddy & Me Program-TTh class only**

Scheduled on a Thursday morning in late April or early May

A short program for parents only or two special guests (no siblings, please)

Our TTh 3 y/o will perform in the Fellowship Hall.

**\*Graduation-MWF classes only**

Scheduled the Monday after school closes (typically the Monday after Mother’s Day)

Graduation is held in the CUC sanctuary. Family and friends are invited. The two MWF classes perform together.

**SCHOOL CLOSINGS**

If Metamora Grade School has cancelled school because of weather or other emergency, MCP is also cancelled. Please check local news and radio channels or the MGS school website. In case of an emergency closing, MCP will email parents, post on our Facebook page and attempt to telephone parents to ensure message has been received.

If we feel preschool should be cancelled and MGS is in session, we will post on our Facebook page and send an email. Our Facebook page does not require you to have a Facebook account.

<https://www.facebook.com/MetamoraCommunityPreschool>

Please note that because May is used for home visits and classroom room cleaning (which is done by staff) we do not make up snow days.

DCFS requires a director on site. If the MCP director is absent and a director qualified substitute is unavailable, school will be cancelled. MCP families will be called by MCP staff.

**DAILY PROGRAM**

Arrival & Centers

Opening (helpers, calendar, weather)

Lesson & Activity

Centers

Bathroom break & Snack

Story, Songs & Show and Tell

Group Activity or Outdoor Play

Prep for Dismissal

Dismissal

**SCHOOL PICTURES**

School pictures will be taken at MCP in September. All children will have a class picture taken but there is no obligation to buy. Additional information will be provided in September after school starts.

**HEALTH/SAFETY**

The health and safety of the children is of extreme importance to us. We follow DCFS guidelines for the health and safety of our preschoolers.

A physical is required for all preschoolers by Illinois state law. All shots and immunizations must be up to date.

Illness-If your child is sick, please call the school at 367-2754. If your child has a fever,​ vomited or has had diarrhea within 24 hours of a school day, do not send them to school. If your child has any of the following symptoms that have not been professionally diagnose, DO NOT SEND THEM TO SCHOOL. These symptoms include but are not limited to –nausea, vomiting, diarrhea, rash, temperature, sore throat, itchy/watery eyes or unexplained aches.

For the health of the children and staff, please notify us as soon as possible if your child is diagnosed with chicken pox, scarlet fever, mumps, hepatitis, fifths disease, measles, pink eye, impetigo, ringworm or head lice.

If your child becomes ill during preschool, we will notify you to pick them up. If we are unable to contact you, the alternate numbers will be called. We will keep your child as comfortable as possible until your arrival. No medication of any kind will be given to preschoolers. Epipens and inhalers may be kept at MCP following DCFS guidelines.

Injuries-​Minor scrapes, bruises and ‘boo-boos’ will be taken care of by the staff. We will administer basic first aid to all preschoolers. A basic first aid kit is located in the preschool room. If a serious injury occurs, the emergency rescue squad would be called to provide medical attention. Parents will be called immediately. If we are unable to contact you, the emergency number will be contacted. PLEASE KEEP EMERGENCY CARDS UP TO DATE.

**Pesticide Policy**-​In compliance with the Illinois Department of Children and Family Services, parents may contact CUC secretary for information/schedule of rodent or pest control. MCP will follow rules set forth by DCFS in the Licensing Standards Section 407.370n CUC is responsible for all pest and rodent control of the building.

MCP classroom and CUC nursery do not receive treatment and treatment of the CUC building is not done when MCP students are present.

Occasionally you will see salt on the fence edge, in the rocks or along the chalk pad. This is plain table salt and used to keep the weeds down.

**Vision/Hearing Screening-​**Vision and hearing screening is recommended annually for children 3 years of age and older. MCP will be scheduling a vision/hearing check in the spring. Information will be sent home prior with times, dates and cost.

In cooperation with Illinois Department of Children & Family Services, MCP will be offering vision & hearing screening annually. The Illinois Department of Public Health Hearing & Vision Services and the Illinois Vision & Hearing Test Act requires schools and licensed child care to provide this service. For more information-

<http://www.dph.illinois.gov/topics-services/prevention-wellness/vision-hearing>

A letter will be sent with additional information including cost, date and times.

**From the Illinois Department of Public Health---**

*In lieu of the screening services required, a completed and signed report form, indicating the child had an ear examination by a physician and an audiological evaluation completed by an audiologist within the previous 12 months, is acceptable.*

*In lieu of the screening services required, a completed and signed report form, indicating that an eye examination by a doctor specializing in diseases of the eye or a licensed optometrist has been administered within the previous 12 months, is acceptable.

The parent or legal guardian of a student may object to hearing or vision screening tests for their children on religious grounds.  If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objections must be presented to the local school authority.*

**Child Product Safety**-Information on product recalls of bunk beds, clothing, furniture, child safety seats, gym sets and swings, infant carriers and strollers, pacifiers, play yard, play pens, toys and other infant and child products can be found at

<http://srs.dph.illinois.gov/webapp/SRSApp/pages/>

IN CASE OF AN EXTREME EMERGENCY---and MCP staff needs to remove students from the CUC property we will relocate children to **Goodfield Bank 800 W. Mt. Vernon Street**

**OUTDOOR PLAY**

Weather permitting (30\* or above with no wind chill and a dry play area) the children will go outside. We have age appropriate equipment and a wide variety of materials to enjoy outdoors. MCP students do not need to bring clothing for outdoor winter play.

**SUPPLIES**

All preschoolers will need a medium sized back pack or tote bag (large enough for papers and special projects). Please mark your child’s name on his/her bag.

At registration, each class will be given a list of items to be donated. Classroom supplies are shared and do not need to be labeled with your child’s name.

We will also list ‘recyclable’ items (milk jugs, lids, cereal boxes, cardboard tubes, etc.) in our monthly newsletter. At MCP, we use a wide variety of items including (but not limited to) cardboard tubes, plastic tubs, greeting cards, cereal boxes, plastic lids, plastic bottles and large cardboard boxes. We turn these items into classroom treasures. Your cooperation and generosity are greatly appreciated.

**CLOTHING**

Children should wear clothing which is appropriate for the weather, active play, messy activities and is easy to manage by the child. Outer wear and boots should be marked with the child’s name.

We have emergency clothes in the classroom. Please return any clothes. We purchase underwear and socks for emergencies. Underwear and socks do not need to be returned.

**SNACKS**

Each month, we will send home a snack calendar with snack dates and names listed. A date with ‘School snack or Special snack’ indicates that MCP will provide the snack for that date. The snack schedule will also be posted on the calendar on the school’s website by your child’s initials.

The snack bag will be sent home with your child in a special bag for our snacks. Please do not rely only on the bag. There are several reasons why the snack bag may not get sent-the previous child may have forgotten to return it or bring sack, was sick or we forgot to send it! Please check the calendar. P​lease advise us if your child has any allergies.

IMPORTANT!!! We do not permit homemade snacks. Snacks brought to school must be in​ a factory sealed package or store containers. We have bowls, spoons and forks at school. We need to serve a healthy class snack. Here are some suggestions-bananas, string cheese, American cheese, vanilla wafers, graham crackers, pretzels, small individual fruit cups or yogurt, muffins, crackers, dry cereal, cereal with milk, raisins. No cookies or Hostess/Little Debbie type snacks. If you are unsure about a snack, please do not hesitate to call.

Please check the box for number of servings. Often seemingly large boxes contain only nine or eleven servings of crackers, vanilla wafers, etc. Snack should feed 15 hungry preschoolers.

You are also asked to provide the drink. Drinks may be juice or milk. Juice must be 100%

fruit juice (no Hi-C, Hawaiian Punch, Kool-aid, etc.). Please bring one bottle or ½ gallon of milk or juice. **DO NOT BRING INDIVIDUAL JUICE BOXES.**​

Allergies---we often have children with food allergies. Classes will be notified about allergies at the beginning of the year. Please check labels when purchasing snacks.

If your child is going to miss school, please do not worry about sending snack and juice.

**BIRTHDAYS/SPECIAL EVENTS**

Your child will be assigned to bring treats on or near the date of his/her birthday. Please bring store-bought treats to celebrate your child’s birthday. Please do not bring a cake.​ If your child wants to bring cupcakes, please bring the mini cakes (regular size cupcakes are too big for little hands). CAKES AND FULL SIZE CUPCAKES WILL BE SENT HOME.​

Summer birthdays will be celebrated at the end of the school year in April and May.

 You may also bring in treats to celebrate the birth of a new sibling.

We will be happy to pass out birthday invitations if all classmates are invited.

Classroom parties---MCP classes will have a Halloween, Christmas and Valentine’s party. We also have a small Easter egg hunt. MCP does not have room parents. Parties and activities are overseen by MCP staff. Children may bring treat bags to share with the class but all food must be in original packaging or factory sealed.

**PUBLICITY**

Occasionally we will submit photos for publicity (including but not limited to-newspapers, magazines, school blog and website).The children’s names will not be published. We also take many photos of the children in class and love sharing with parents. We use Shutterfly.com. The Shutterfly permission form is included in the registration forms.

**We will also be sending home a class list with your child’s name, address, primary phone and parent’s names. Please let us know before September 15th if you do NOT want your information included.**

**SOCIAL MEDIA**

MCP Blog--- <http://metamoracommunityprek.blogspot.com>

The MCP blog provide parents with additional information on what is happening in our classroom. In addition, the MCP posts articles on parenting, local events and ideas for home.

MCP Facebook--- <https://www.facebook.com/MetamoraCommunityPreschool>

Our Facebook page will keep you up to date with MCP events, fundraising and more. We would love it if you liked our page.

MCP Pinterest--- <https://www.pinterest.com/mcpreschool>

Our Pinterest site gives you the ‘how to’ of many classroom crafts, projects and experiments.

**FUNDRAISING**

MCP is a 501c3 not for profit preschool. Our mission is to keep MCP affordable for all.

Gold Canyon Candles---candles sales are held in the fall.

Denim & Diamonds---evening event held in November.

Butter Braids---butter braid sales are held in the spring.

Student Artwork---MCP reserves the right to use artwork created by students at MCP for fundraising, blog posts, and marketing.

**EMAIL**

MCP group/class emails will be blind copied (bcc’d). This includes newsletters, general announcements or school updates. MCP will send newsletters and class updates to parents or legal guardians’ emails only. MCP will send newsletters to work, home or both.

**SHOW & TELL**

The *show and tell* in our room is designed for your child to think creatively and verbally express ideas in front of others. Children will not have *show and tell* every week.

When it is your child’s turn for *show and tell*, s/he will bring home a *show and tell* bag. They will ‘show and tell’ next class session. Attached to the bag (on a piece of masking tape or sticker) will be description of what your child must find. ​Please….only one item and absolutely NO TOYS. The item should fit inside the bag. Toys include stuffed animals and play food. If your child brings a toy or​something too large, it will be returned and will be asked to bring an item the next class period.

When your child finds something help them think of three clues. Please write these clues down on a piece of paper and put in the bag or write them down in your child’s notebook. Your child will give the clues to the class and the class will try to guess what is in the bag. For example: Something red (an apple) 1-it is a fruit 2-it grows on trees 3-you can make pies with it. Something with numbers (a phone) 1-you talk in it 2-you listen to it 3-you call people with it

**BOOK ORDERS**

Reading is an essential part of your child’s growth and development. Each month we will send Scholastic Book Clubs home. The clubs offer assorted paperback and hardback books, software and other materials at very affordable prices. If you would like to order, fill in the order form(s) and one check payable to “Scholastic Book Clubs”. Orders will arrive in about two weeks.

You may also order online. More information and the school access code will be sent in the September newsletter.

Book orders are given directly to the children in their book bags. If you are placing in order for a birthday or holiday, let us know and we will get your order to you before or after school. Book clubs offer us an opportunity to receive many free books and materials for our classroom.

**CAR POOL**

Please make a list of all​ possible drivers before the school year begins. In accordance to​ state law, we cannot release your child to anyone other than a parent with the parent’s written consent.

Please provide us a list of children in your car pool. As your child makes new friends and begins to go on play dates, you may send a written note of permission (in their notebook). Metamora Community Preschool does not provide transportation to or from school.

**DISCIPLINE POLICY**

Our goal is help preschoolers learn to be self-disciplined. This is an ongoing and life long process. We teach children to use kind and caring words to resolve conflicts, help them learn to cooperate, improve self-control, become aware that they must share ‘toys’, their friends, their school environment and their teachers. We redirect, help the children by modeling for them and intervene as needed to assure order, health and safety.

In case of a serious problem, the parents will be called and a conference arranged (by phone or at school whichever is preferred by the parents). Continual behavioral problems will not be tolerated by MCP for the health and safety of the other children. Serious problems include but are not limited to-continuous hitting, pushing or shoving, biting and verbal abuse to children or staff.

**TERMINATION POLICY**

After a phone conference, parents will be informed if a probationary period is in effect. The child will be given a probationary period to improve behavior. If the problem during and after the probationary period does not improve, MCP reserves the right to dismiss the child from the program. The decision will be made by the MCP staff and MCP board of directors combined. The decision will only be made if a child is continually causing harm to other children (such as hitting or biting) or the child’s behavior is consuming vast amounts of staff attention and causing disruption to the daily program. The MCP decision will be final.

**COMMENTS/CONCERNS/QUESTIONS**

Please direct to the director, teaching assistant, MCP Board President or Vice President or any member of the MCP board.