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2021-2022

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
2021 - 2022**

August

Sign Up Genius Registration - TBD

September

Monday, 6th-Labor Day

Wednesday, 8th MWF 4 year old class begins

Friday, 24th-No School MTHS Homecoming Teacher Work Day

Wednesday, 29th-MWF class/School Pictures

October

Monday, 11th- No school/Columbus Holiday

Friday, 29th-MWF classes/Halloween Party

November

MWF Thanksgiving program - TBD

Wednesday, Thursday & Friday, 24th-26th-No School/Thanksgiving

December

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

Monday, 20th -Friday, 31st- Christmas Break

January

Monday, 3rd -School resumes MWF classes

Monday, 17th- No school/Martin Luther King's birthday

February

Monday, 14th-MWF Valentine Party

Monday, 21st-No school/President's Day

March

Friday, 20th-Last day before Spring Break

Monday, 28th-Friday, April 1st - Spring Break

April

Monday, 4th-School resumes

Wednesday, 13th-Easter Egg Hunt MWF class

Friday, 15th-No School/Good Friday

Monday, 18th-No School/Easter Monday

May

Wednesday, 4th- Last day MWF preK classes

Monday, 9th- MWF graduation ceremony at 7 p.m.

More information will be provided in the school newsletter

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. If 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.**
- * MCP non-discrimination policy ensures that each child shall be recognized as an individual whose gender, ability differences, personal privacy, choice of activities, cultural, ethnic and religious background shall be respected.

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.
- *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

CLASSES

Metamora Community Preschool will begin classes after Labor Day. The M-W-F class will begin the Wednesday after Labor Day. Classes end the week before Mother's Day in May.

Monday-Wednesday-Friday
a.m. 8:30-11:15 a.m.

MWF 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 the director, assistant director or the MCP board president or treasurer.

Tuition for the MWF classes is \$100.00 per month. Tuition received after the 20th will be assessed a \$15.00 late fee. Late fees are to be paid with the tuition payment.

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

If a check is returned to MCP because of insufficient funds a \$10 fee will be added to tuition to cover the bank costs.

Cash payments will be accepted at registration (partial payments or full year payments). If it is necessary to pay with cash, please pay exact amount. Any overages will be donated to the MCP scholarship fund. Monthly payments must be paid by checks (cash will not be accepted).

All classes will pay a one-time \$50.00 supply fee in August at registration.

MWF preK Full/Partial Payments

Cash/Check-Full year	\$950	Partial	1 st semester-\$550	2 nd semester-\$400
August registration-\$150 (\$100 1 st tuition & \$50 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 25th, 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.

MCP has developed an age-appropriate early childhood program. We use SEAM-Science, Engineering, Art and Math is woven into almost all aspects of our curriculum. MCP does not have computers, tablets or tech games or toys for student use. Teaching staff will use age-appropriate videos and songs to supplement themes and units.

MCP is not a religious organization. Short poems of gratitude or moments of thanksgiving are shared before snack time. MCP celebrates many cultures and has units on different countries, holidays and traditions. It is an opportunity for our students to learn about children all over the world. At Christmas time and for the Christmas program, traditional Christmas songs, such as Silent Night, may be sung as a class. For additional information, questions or concerns, please contact the director or lead teacher.

PARENT/TEACHER COMMUNICATION

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

Virtual Home visits-(July) 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.

ARRIVAL/DISMISSAL

Children will arrive through the south CUC door (single door) and adults are to initial the sign in sheet prior to drop off and pick up.

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. 8:25 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 11:15 a.m.

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 pick up' 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 11:21-11:30 will result in a five dollar late fee.

*After 11:30, 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.

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, fifth 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.

Fire & Storm-MCP practices fire and storm drills monthly. In case of fire, MCP students and staff will exit the building and move children across the parking lot near Walnut Street.

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

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. If we do not receive a permission slip for screening, the child will not be tested.

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 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/>

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

Per DCFS, MCP will be providing a healthy, pre-packaged snack with 100% juice or water.

Snack options include the following: vanilla wafers, graham crackers, pretzels, *small individual* fruit cups, applesauce cups, muffins, crackers, dry cereal, or raisins.

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.** 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. [REDACTED]

Summer birthdays will be celebrated at the child's 'half birthday' during the school year.

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://metamoracomunityprek.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.

Dairy Queen---fall and spring

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

Reclaimed Resale---dates change annually

Village Florist---TBD

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 - Details TBD

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 classroom rules are displayed throughout our classroom. 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. All incidents in the classroom will be documented.

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. At that time, MCP will also seek out additional community resources for assistance and guidance. If the problem during and after the probationary period does not improve, MCP reserves the right to dismiss the child from the program. However, MCP will provide assistance in finding other care. 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.

COVID-19 SUPPLEMENT

Metamora Community Preschool will follow the Health and Safety Standards and Guidance provided by DCFS, IDPH and the CDC. This information is updated as the State continues progressing through the Restore Illinois stages. As revisions of the standards and guidance evolve, MCP will continue to change and evolve.

During a global pandemic, all students and teachers are required to wear a face covering unless a doctor's note stating the student cannot due to a specific medical condition. Face coverings may be removed for eating, drinking or outdoors when not in close contact with others. MCP will clean, sanitize and disinfect toys per CDC's guidance. In addition, handwashing will be required throughout the school day for the health and safety of the children. Lastly, MCP will implement changes to the classroom to decrease the chance of illness spreading throughout the class.

Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.

Symptoms of COVID-19:

- Fever of 100.4 or higher
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list may change as the CDC learns more about COVID-19. These individuals should be referred to a medical provider for evaluation, treatment, and information about when they can return to MCP. If a child becomes ill during the school day, they will be separated from the other children and sent home.

Close Contacts

The local health department will assess exposures and determine which individual(s) will be placed in quarantine and for how long due to close contact with a COVID-19 positive case. A close contact is anyone (with or without a face mask) who was within 3 feet of a confirmed case of COVID-19 (with or without a face mask) for a cumulative total of 15 minutes or more over a 24-hour period during the infectious period. Repeated exposures result in an increased amount of time of exposure; the

longer a person is exposed to an infected person, the higher the risk of exposure/transmission. An infected person's period of infectiousness begins two calendar days before the onset of symptoms (for a

symptomatic person) or two calendar days before the positive sample was obtained (for an asymptomatic person). If the case was symptomatic (e.g., coughing, sneezing), persons with briefer periods of exposure may also be considered contacts. Persons who have had lab-confirmed COVID-19 within the past 90 days or those fully vaccinated, according to CDC guidelines, are not required to quarantine if identified as a close contact to a confirmed case.

Please do not hesitate to contact the director, assistant director teaching assistant if you have any concerns regarding your child's education, health or safety.