



METAMORA COMMUNITY PRESCHOOL

925 W. Walnut P.O. Box 928

Metamora, IL 61548

Ph-309-367-2754

WEBSITE-

www.metamoracommunityprek.org

metamoracommunityprek.blogspot.com

EDUCATORS-

Amy Schroeder - Director/Lead Teacher

mcpprekamy@gmail.com

Renee Udell - Lead Teacher

mcpprekrenee@gmail.com

2022-2023 PARENT HANDBOOK 4

2022-2023 SCHOOL CALENDAR 5

REGISTRATION..... 7

CLASSES 8

TUITION..... 8

MONTHLY PAYMENT COUPONS..... 11

PROGRAM 12

PARENT/TEACHER COMMUNICATION 13

ARRIVAL/DISMISSAL 14

DISMISSAL POLICY & LATE FEES 15

SCHOOL CLOSINGS..... 16

DAILY PROGRAM 17

SCHOOL PICTURES 18

HEALTH/SAFETY 18

OUTDOOR PLAY 22

SUPPLIES..... 22

CLOTHING 22

SNACKS 23

BIRTHDAYS/SPECIAL EVENTS 23

PUBLICITY..... 24

SOCIAL MEDIA..... 24

FUNDRAISING..... 25

EMAIL 25

SHOW & TELL..... 25

BOOK ORDERS..... 26

COMMUNITY HELPERS 26

CAR POOL 26

GUIDANCE POLICY 27

TERMINATION OF ENROLLMENT 27

COMMENTS/CONCERNS/QUESTIONS 28

COVID-19 SUPPLEMENT..... 28

2022-2023 PARENT HANDBOOK

Welcome to Metamora Community Preschool. The preschool has a central location in the Metamora Community, housed inside Christian Union Church. We are a not-for-profit preschool established by community members forty years ago. A volunteer board of directors governs the school's policies and procedures. Metamora Preschool is licensed by the Illinois Department of Children and Family Services (DCFS).

Metamora Preschool educators execute developmentally appropriate practice by recognizing the numerous assets all young children bring to the early learning program as unique individuals and as members of families and communities.

Building on children's strengths facilitates all aspects of each child's physical, cognitive, social, or emotional well-being. The indoor and outdoor classroom learning environments are thoughtfully designed and implemented to help all children achieve their full potential across all domains of development and all content areas. Developmentally appropriate practice recognizes and supports each child as a valued learning community member.

Our preschool educators create and foster a community of learners through developmentally appropriate practice. The role of the community is to provide a physical, emotional, and cognitive environment conducive to the development and learning of each child. The foundation for the community is consistent, positive, caring relationships between educators, other adults, children, and families. Everyone is valued for what they bring to the community; all members are supported to consider and contribute to one another's well-being and learning.

2022-2023 SCHOOL CALENDAR

August

Thursday, August 25 – Back to School Night – 9 am to 11 am OR 6 pm to 8 pm

September

Monday, 5th-Labor Day

Tuesday, 6th Tuesday/Thursday class begins

Wednesday, 7th MWF 4-year-old class begins

Friday, 23rd–No School-MTHS Homecoming-Teacher Work Day

Tuesday, 27th-TTh class/School Pictures

Wednesday, 28th-MWF class/School Pictures

October

Monday, 10th- No school

Thursday, 27th-Tuesday/Thursday Fall celebration in class

Monday, 31st -MWF classes/ Fall celebration in class

November

Tuesday, 8th- No school/Election Day

MWF Thanksgiving program – Monday, November 21

Wednesday, Thursday & Friday, 23th-25th–No School/Thanksgiving

December

Thursday, 15th Tuesday/Thursday Winter celebration

Friday, 16th-MWF Winter celebration and MCP Last Day before Break

Monday, 19th –Wednesday, January 4– Holiday Break

January

Thursday, 5th –School resumes Tuesday/Thursday classes

Friday, 6th-School resumes MWF class

Monday, 16th- No school/Martin Luther King's birthday

February

Monday, 13th-MWF Valentine celebration

Tuesday, 14th-Tuesday/Thursday Valentine celebration

Monday, 20th-No school/President's Day

March

Friday, 24th-Last day before Spring Break

Monday, 27th-31st - Spring Break

April

Monday, 3rd-School resumes

Wednesday, 5th-Egg Hunt MWF class

Thursday, 6th-Egg Hunt Tuesday/Thursday Class

Friday, 7th- Monday, 10th-No School/Holiday Break

May

Tuesday, 9th-Last day TTH PreK classes ***Tentative Date**

Wednesday, 10th– Last day MWF PreK classes ***Tentative Date**

Thursday, 11th- MWF Graduation and Art Show – Look for more information to be sent home.

Friday, 12th- MWF PreK Field Trip

REGISTRATION

HOW TO:

- MCP will move to the WAITING LIST after the registration fee deadline.
- 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. The MCP board and the MCP director will determine approval for the MCP program.

MCP's non-discrimination policy ensures that each child is an individual and welcome in the classroom. Metamora Community Preschool shall respect gender, ability differences, personal privacy, choice of activities, and cultural, ethnic, and religious background.

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

Class size is limited to 15.

The director and MCP board will determine the class size.

Back-to-school information will be sent during the summer, including registration dates and times. Registration, medical forms, and a school calendar will be available online or at registration.

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

Registration forms

DCFS medical forms

Birth certificate copy

September tuition and supply fee

CLASSES

Metamora Community Preschool will begin classes after Labor Day. The Tuesday/Thursday class will begin after 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 Mornings 8:30-11:15 a.m.

Tuesday/Thursday Mornings 8:30-11:00 a.m.

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. Tuition received after the 20th will be assessed a \$5.00 late fee. Tuition received after the 25th will be assessed a \$10.00 later fee. Late fees are to be paid by 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.

MWF PreK Full/Partial Payments

Cash/Check payment for a Full year \$1,040

Partial payment for 1st semester \$600 and partial payment for the 2nd semester \$440

August registration-\$160 (\$110 1st tuition & \$50 supply fee)

TTH PreK Full/Partial Payments

Cash/Check payment for a Full year \$950

Partial payment for 1st semester \$550 and partial payment for the 2nd semester \$400

August registration - \$150 (\$100 1st 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 set 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 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 MCP will drop children in the TTH class 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 the start date.
- Please remember the volunteer board members of MCP handle our school finances. Your patience and understanding are always appreciated.

MONTHLY PAYMENT COUPONS

<p style="text-align: center;">AUGUST 15</p> <p>STUDENT NAME _____</p> <p style="text-align: center;">AMOUNT PAID \$ _____</p>	<p style="text-align: center;">SEPTEMBER 15</p> <p>STUDENT NAME _____</p> <p style="text-align: center;">AMOUNT PAID \$ _____</p>
<p style="text-align: center;">OCTOBER 15</p> <p>STUDENT NAME _____</p> <p style="text-align: center;">AMOUNT PAID \$ _____</p>	<p style="text-align: center;">NOVEMBER 15</p> <p>STUDENT NAME _____</p> <p style="text-align: center;">AMOUNT PAID \$ _____</p>
<p style="text-align: center;">DECEMBER 15</p> <p>STUDENT NAME _____</p> <p style="text-align: center;">AMOUNT PAID \$ _____</p>	<p style="text-align: center;">JANUARY 15</p> <p>STUDENT NAME _____</p> <p style="text-align: center;">AMOUNT PAID \$ _____</p>
<p style="text-align: center;">FEBRUARY 15</p> <p>STUDENT NAME _____</p> <p style="text-align: center;">AMOUNT PAID \$ _____</p>	<p style="text-align: center;">MARCH 15</p> <p>STUDENT NAME _____</p> <p style="text-align: center;">AMOUNT PAID \$ _____</p>
<p style="text-align: center;">APRIL 15</p> <p>STUDENT NAME _____</p> <p style="text-align: center;">AMOUNT PAID \$ _____</p>	

PROGRAM

The Metamora Community Preschool teachers create positive, caring relationships with the children through carefully planned and intentional guided activities. The children learn while safely exploring their environment through developmentally appropriate play supports children's learning in many ways and promotes cognitive, language, literacy, physical, social and emotional development. Metamora Preschool focuses on play and developmentally appropriate practice, ensuring the children have fun learning.

Metamora Community Preschool utilizes the indoor and outdoor spaces as classrooms for children to experience writing, math, science, art, dramatic play, library, building, and social and emotional. 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, also allowing children to practice developing self-regulation and problem-solving skills.

MCP students explore SEAM-Science, Engineering, Art, and Math, providing opportunities for equitable learning for all students. Research shows that giving children exposure to quality, hands-on STEM learning opportunities is essential and familiarity with STEM concepts early on predicts children's school success.

MCP teachers and students use digital tools to enhance learning. The school believes that when technology and interactive media are important tools to support learning and development. MCP teachers have the knowledge and skills to integrate the intentional supportive use of appropriate technology in the classroom.

MCP is not a religious-affiliated organization. Metamora Community Preschool is a member of The National Association for the Education of Young Children (NAEYC). This professional membership organization works to promote high-quality early learning for all young children, birth through age 8, by connecting early childhood practice, policy, and research.

Metamora Community Preschool celebrates and welcomes all families. Don't hesitate to contact the director or lead teacher for additional information, questions, or concerns.

PARENT/TEACHER COMMUNICATION

Metamora Community Preschool uses a variety of communication tools to ensure you are informed about your child's day.

Home visits-This is optional. The home visits allow MCP educators spend time getting to know a child's family outside of the classroom, showing how much we care for your child and your family. We visit with families and play or make art and, through casual conversation, describe the school experience. The home visits help children feel comfortable during that first back-to-school experience.

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

Newsletters- (monthly) A monthly newsletter will be sent with Information outlining the activities, important dates, upcoming school events, and much more. Weekly sheets will describe 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 will be kept in their backpack as an early writing practice tool from school to home. Your child should use the notebook to make a mark, scribble and play with writing. Notebooks will be received a monthly check for notes, writing ideas, or stickers from the MCP educators.

Conferences-Optional conferences will be held for all classes.

ARRIVAL/DISMISSAL

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

PLEASE NOTE: Christian Union Church is a secure building. A staff member will open the MCP door to let children and parents into the building and classroom.

Doors are opened at:

MWF a.m.	8:25 a.m.
Tuesday/Thursday 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. Please leave a message if the MCP staff does not pick up the phone. We are often busy with the children but can hear the messages in our classroom.

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

The MCP educator will open the front door for the indoor dismissal, and the parents may enter and walk through the classroom. The children will be seated until their adult enters, and then they will leave with the adult through the back classroom door into the hallway.

For outdoor dismissal, the children will line up at the gate, and the MCP educators will dismiss once the parent is present and has signed the sign-out sheet.

DISMISSAL POLICY & LATE FEES

Dismissal at MCP is at 11:00 a.m. (T/Th) and 11:15 a.m. (MWF).

The following is set forth by MCP and the 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 MCP cannot reach parents, MCP will call emergency contacts and permission to pick up contacts.
- If staff is unable to contact anyone on the emergency or permission to pick up the student, MCP is obligated if unable to reach emergency contacts within two hours 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 MWF will result in a five-dollar late fee.
- Late pick up from 11:06-11:15 T/TH will result in a five-dollar late fee.
- After 11:30, each additional five minutes late will add five dollars to the original late fee.
- The director will record late fees. Late fees may be paid that day or over the following 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 CLOSINGS

MCP is also canceled if Metamora Grade School has canceled school because of weather or other emergencies. 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 the message has been received.

If we feel preschool should be canceled 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. The school will be canceled if the MCP director is absent and a director-qualified substitute is unavailable. MCP families will be called by MCP staff. If the preschool has to close due to illness of a teacher, we will make up the classes at the end of the school year.

DAILY PROGRAM

Arrival/Handwashing

Open Play

Welcome/Morning Meeting

Purposeful Play

Bathroom break & Snack

Purposeful Play

Story, Songs & Show and Tell

Circle Back Meeting

Prep for Dismissal

Dismissal

- MCP utilizes indoor and outdoor classrooms.
- The daily schedule times may be fluid to allow for the children's optimal engagement. With this developmentally appropriate schedule, MCP educators create an inclusive environment for all children to thrive.

SCHOOL PICTURES

Jen Micheletti Photography will take school pictures at MCP in September.
www.jenmicheletti.com

All children will have a class picture taken, but buying images is not obligated. Metamora Community Preschool will provide additional information in September after school starts.

HEALTH/SAFETY

The health and safety of the children are 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, vomits, or has 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 diagnosed, **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 cannot contact you, MCP will call alternate numbers. Our educators will keep your child as comfortable as possible until your arrival. MCP will give no medication of any kind to preschoolers. Families may keep EpiPens and inhalers at MCP following DCFS guidelines.

Injuries-

Minor scrapes, bruises, and 'boo-boos' will be taken care of by the staff and a written report detailing the injury and treatment will be sent home for families. We will administer basic first aid to all preschoolers. A basic first aid kit is located in the preschool room. The emergency rescue squad would be called to provide medical attention if a severe injury occurred. MCP educators will call parents immediately. MCP educators will reach the emergency number if we cannot contact you. 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 the CUC secretary for information/schedule of rodent or pest control. MCP will follow the 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 is used to keep the weeds down.

Vision/Hearing Screening-

Vision and hearing screening is recommended annually for children three years and older. MCP will be scheduling a vision/hearing check in the spring. MCP educators will send information home prior with times, dates, and costs. The child will not be tested if we do not receive a permission slip for screening.

In cooperation with the Illinois Department of Children & Family Services, MCP will be offering vision & hearing screenings 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>

MCP educators will send a letter with additional information, including the date and times.

From the Illinois Department of Public Health---

Instead 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 conducted by an audiologist within the previous 12 months is acceptable.

A student's parent or legal guardian may object to hearing or vision screening tests for their children on religious grounds. If a religious objection is made, MCP educators must present a written and signed statement from the parent or legal guardian detailing such objections 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, playpens, toys, and other infant and child products can be found at

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

OUTDOOR PLAY

MCP loves spending time outdoors exploring and actively playing. Children will go outside. We ask families to send appropriate clothing depending on the weather. We have age-appropriate equipment and various materials to spark creativity and interest outdoors.

SUPPLIES

All preschoolers will need a large backpack or tote bag for papers and special projects. Families should label the backpack with their child's name. At registration, families will give each class a list of items to be donated. Classroom supplies are shared and do not need to be labeled with your child's name.

Our monthly newsletter will also list 'recyclable' items (milk jugs, lids, cereal boxes, cardboard tubes, etc.). At MCP, we use a wide variety of things, 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 that is appropriate for the weather, active play, and messy activities and is easy to manage by the child. Outerwear and boots should be marked with the child's name.

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

SNACKS

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

Examples of 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 their 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 get the mini cakes (regular cupcakes are too big for little hands). MCP WILL SEND CAKES AND FULL-SIZE CUPCAKES HOME.

Allergies---we often have children with food allergies. MCP educators will notify classes about allergies at the beginning of the year. Please check labels when purchasing snacks.

Summer birthdays will be celebrated at the child's 'half birthday' during the school year. We will happily pass out birthday invitations if all our classmates are invited.

Classroom parties---MCP classes will have Fall Celebration, Winter Celebration, and Valentine's parties. We also have an egg hunt. MCP does not have room for 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 blogs, and websites). The children's names will not be published. We also take many photos of the children in class and love sharing them with parents. We use shutterfly.com to share images. The Shutterfly permission form is included in the registration forms.

We will also send home a class list with your child's name, address, primary phone, and parents' 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 provides 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 updated 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 for a high-quality preschool that is affordable for all families.

Dairy Queen---is a fall and spring fundraiser.

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

Reclaimed Resale---dates change annually.

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). Including newsletters, general announcements, or school updates. MCP will only send newsletters and class updates to parents' or legal guardians' emails. MCP will send newsletters to work, home, or both.

SHOW & TELL

Watch the monthly newsletter for show and tell opportunities for your child. Show and tell items must fit inside the backpack.

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 affordable prices. If you want 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. The September newsletter will send more information and the school access code.

Book orders are given directly to the children in their book bags. If you are placing an 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.

COMMUNITY HELPERS

MCP is a community preschool. We talk about the helpers in the community and receive visits from community members about their essential jobs or hobbies. Contact MCP educators if you would like to share your job or talents with the class.

CAR POOL

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

Please provide us with a list of children in your carpool. 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.

GUIDANCE POLICY

MCP preschoolers are only learning tricky skills like getting along with others. Metamora Community Preschool educators use guidance talks helping the community of learners practice problem-solving skills. Using guidance also provides a lesson in social studies and language arts by providing opportunities for children to put strong emotions into non-hurtful words and learn lifelong communication skills. Metamora Community Preschool values everyone as an individual belonging to the group collaborating thoughts and ideas, communicating participating in solving problems.

A primary guidance principle is that the teacher builds relationships with children outside conflict situations and supports the relationship during conflicts. For children who demonstrate challenging behavior, this is especially true. MCP educators treat children with respect during conflicts to protect their self-image and allow them to view the classroom environment as safe and trustworthy.

TERMINATION OF ENROLLMENT

Termination from the preschool results from failure to comply with the policies outlined in the handbook, non-payment of preschool tuition or late fees, and recurring late payment of fees.

Metamora Preschool's goal is to help families use guidance to help children and families learn positive social and emotional skills. We use conferences and documentation. MCP will work with and inform families working towards intervention and guidance. If a probationary period is in effect, MCP will seek additional community resources for assistance and guidance at that time. If the problem during and after probation does not improve, MCP reserves the right to dismiss the child from the program and assist in finding other care. This decision is the MCP staff and MCP board of directors combined. MCP will only decide if a child is continually causing harm to other children (such as hitting or biting) or finality to meet the child's needs without additional staff. 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 progresses through the Restore Illinois stages. As the standards and guidance revisions evolve, MCP will continue to change and evolve.

Parents should not send their children to school if they exhibit symptoms within 24 hours 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

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. If you child has lingering cough, they may wear a mask to school if they choose.

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