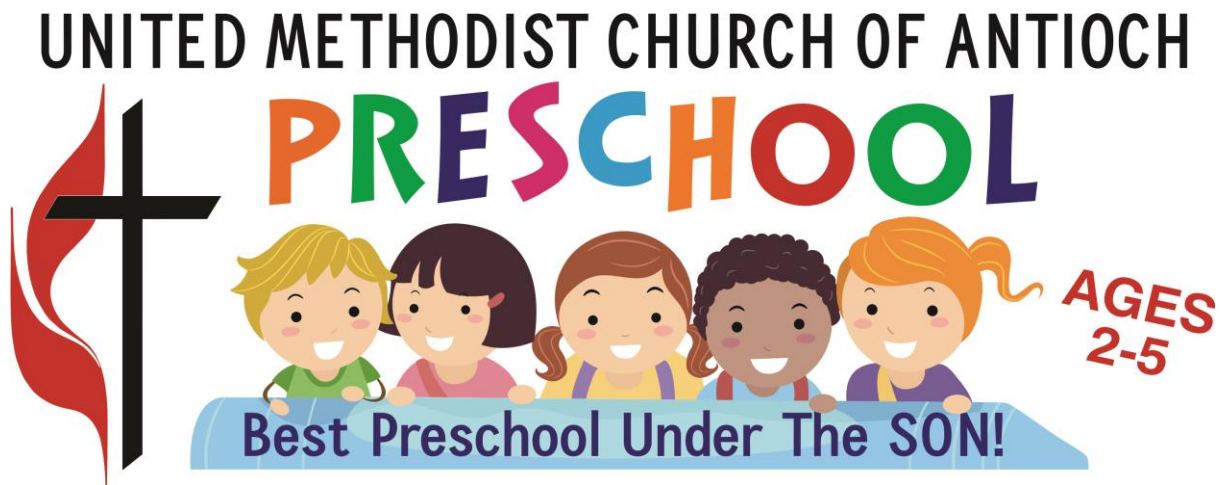


Parent Handbook



The United Methodist Church of Antioch

848 Main St., Antioch, IL 60002

Phone Number: 847-395-1362

Email: UMCAPreschool316@gmail.com

MISSION STATEMENT:

U.M.C.A. preschool is an outreach ministry of the United Methodist Church of Antioch to families in our congregation and community. Our goal is to provide preschool aged children with a safe, nurturing environment in which to grow, learn and develop spiritually, intellectually and socially. By offering an atmosphere filled with love and Christian values, we are providing families with additional support in order to maintain happy and healthy relationships.

OBJECTIVES:

Our goal is to provide an atmosphere where your child can know and appreciate God. Activities are planned encouraging your children to:

- See themselves as God's children
- See their world as God's creation and learn to care for it
- Feel God's love and learn to share love with others
- Grow socially and emotionally
- Learn appropriate physical and academic skills

HOURS OF OPERATION:

Our preschool is in session on Monday and Wednesday and Tuesday and Thursday of each week, from 9AM until 2PM.

SCHOOL CALENDAR:

Preschool begins on the First Monday (Enrichment Program) or Tuesday after District 34 begins, and typically ends on Thursday of the Districts final week. We observe most of the Antioch Community Consolidated School District 34 calendar year. When the Antioch schools are in session, U.M.C.A. Preschool is also in session. Holidays and other non-attendance days are provided at the time of registration. District 34 will mandate snow days. These days are not discounted from the tuition, nor do we add days at the end of our year. The morning of a closure, you will receive an email and/ or a message on class DoJo notifying you of the closure. If you do not have internet access please notify your teacher so that you can be phoned instead.

CLASSROOMS:

We currently provide three classrooms for children who are the correct age for that classroom by September 1st. We start at age two and accept children up to five years of age that did not make the kindergarten cut off. We work with the children in our two year old classroom on potty training, so therefore they are not required to be potty trained. Children in our three and four year old classrooms are required to be potty trained. Each classroom's lesson plan includes age appropriate curriculum, including kindergarten readiness skills for the four year old classroom.

ROUTINE:

Our daily routine includes music, indoor and outdoor playtime, preschool activities, snack, lunch and Christian activities including prayer and Bible stories. Classrooms are designed to promote social interaction, cognitive skills, language acquisition, independent functioning, and motor coordination. A monthly lesson plan along with suggested home activities for each classroom is distributed to every child, letting you know what he or she will be working on during the month.

ATTENDANCE:

If your child is going to be absent or late, please call us at (847-395-1362) or email us at umcapreschool316@gmail.com before arrival time. If your child is absent your tuition will not be reduced. Our classrooms are staffed according to our enrollment and fee reductions are not a possibility.

REGISTRATION:

There is a \$50.00 non-refundable registration fee per program to ensure your child's spot in the program . U. M. C. A. Preschool is a highly desirable program with a waiting list. Registration for the following fall begins during the previous January with priority being given to families of the United Methodist Church of Antioch and to currently enrolled families.

TUITION:

Tuition is due by the date listed on the tuition chart or in advance of the first session of each month. Reduction of fees for illness or absence is not offered. Late fees are assessed in the amount of \$25.00 for tuition not paid by the due date. If payment has not been paid by the 2nd week of the month, without an explanation, the child may no longer attend classes until fees have been paid. If your child's tuition has not been paid, his or her place may be given away, as we may have a waiting list. **Please make your checks payable to United Methodist Church of Antioch or (UMCA).**

Do not send payments to the classroom with your child.. Payments must be given to the Director. If you would like to make payments electronically please see the attached letter for more information, and please let the director know if this is how you will be making payments.

ARRIVAL AND DEPARTURE: Children should not arrive before 9AM. Staff will not be in the classroom prior to this time and your children may not be left unattended. We do not provide breakfast, so please make certain that your child has eaten before arriving. Upon arrival for the day, SIGN YOUR CHILD IN on the attendance roster in the classroom. Please list any special instructions (early departure, emergency telephone number for the day, and any other adult who will be picking up your child on that day). You must also SIGN YOUR CHILD OUT at the end of each day. In the event that you designate someone else to claim your child, we must be notified in writing, and we will request a Photo ID from that person before releasing your child. We must also be notified of any issues you may have (custodial, etc.) concerning the release of your child. If we have concerns for any reason pertaining to the person that is picking up your child, your child will not be released until we have contacted a parent , legal guardian or other pre-approved adult i.e. emergency contact.

School Operations During a Pandemic or Other Health Emergency

This section is being added in response to the Covid 19 pandemic and (other potential communicable diseases) as per the Centers for Diseases Control and Prevention guidelines on how to return to preschool/school safely. These guidelines are subject to change at anytime.

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads substantially. Your child's preschool and local school district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency. All decisions regarding changes to the preschool environment and schedule, including a possible interruption of in-person learning, will be made by the preschool board in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education. Please contact the preschool if you have any other concerns regarding your child's health or safety.

Communicable Diseases

The preschool will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents/guardians are required to notify the preschool if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from preschool or sent home from preschool following notification of the parent or guardian.
3. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's licensed health care provider (MD, DO, APN, PA) stating that the student is no longer contagious or at risk of spreading the communicable disease.

When to Keep Your Child at Home Due to Illness

In an effort to prevent the spread of germs at the preschool, we are asking that you keep your child home from if he/she is ill. The director, may contact you to take your child home should he/she become ill while at school. Your child should be at home if they have any of the following symptoms:

- Fever of 100.4 degrees F or higher. Student must remain at home until the fever is below 100.4 degrees F without medications for 24 hours
- Nausea, vomiting, abdominal pain or diarrhea (not related to an already established medical issue)
- Sore throat with fever (see below)
- Has a persistent cough (dry or productive)
- Has diarrhea (three or more episodes in 24 hours)
- Red, inflamed eyes with a discharge
- Any rash that has not been diagnosed or open and draining sores
- Has symptoms that prevent him or her from participating in school, such as: Headaches,

body aches, earaches ○ Severe sore throat (could be strep-throat even without fever. Other symptoms of strep throat in children are headache and stomach upset. Contact your pediatrician to assess or diagnose strep throat). If your child has recently been ill, please be aware of the following guidelines before having your child return to school,

- They should feel fit for at least 24 hours.
- Be free of fever for at least 24 hours (without medications for 24 hours).
- Be free of vomiting and/or diarrhea for at least 24 hours.
- If strep throat, they must be on the appropriate antibiotic for at least 24 hours.
- If conjunctivitis, they must be on the appropriate eye drops for at least 24 hours or cleared by a physician.
- Rash illnesses should be assessed by a doctor. If chickenpox is suspected, keep home for at least 5 days after the appearance of the rash or until all blisters have scabbed over. Please notify the school if your child has been diagnosed with an infectious condition such as Covid 19, strep throat, chickenpox, scarlet fever, pertussis, influenza, etc.

It is very important to stress that when it comes to keeping the children and staff healthy that we are all in this together. To keep the preschool staff and children safe again we ask that you **keep your child home if they are not feeling well**. Sending a child with a deep cough, thick green or yellow discharge from the nose, or a fever does a disservice to your child and the classroom in general. We realize that it may be inconvenient to keep your child home but we do not have the facilities or extra staff to care for a sick child.

Reasons the preschool could possibly be closed or canceled. The preschool may need to be canceled/closed for a health related emergency. During this time the preschool will undergo a heavy cleaning and disinfecting. We realize that closing the preschool for any amount of time can create a difficult situation. In order to help ease this period the teachers will prepare several days' worth of projects and activities to help keep the children engaged and on task with the skills that they have been working on in their classrooms. The teachers may also reach out to them on Class Dojo to read to them or join in on the activities.

It is our hope that we do not need to close the preschool but it is always a possibility, so **I strongly encourage you to have a backup plan for childcare if this should happen.**

During this extremely unusual time it is anticipated that there may be a shortage of substitute teachers. The United Methodist Church of Antioch Preschool currently has four people on their substitute list, but if for any reason we are not able to obtain a substitute when we need one we may have to cancel your child's class until one can be obtained or until the teacher can return. If we should have to cancel your child's class due to the inability of the preschool to secure a substitute teacher, we will reimburse your tuition for the canceled days. If, however we need to close for the purpose of a health related emergency, we will provide the services listed above and therefore will not reimburse tuition.

BITING OR AGGRESSIVE BEHAVIOR (HITTING, SCRATCHING ETC.)

Biting and aggressive behaviors are unfortunately not unexpected behaviors for toddlers. Some children and many toddlers communicate through this behavior; however, these behaviors can be harmful to other children and to staff. This policy has been developed with these concerns in mind. Our goal is to help identify what is causing the behavior and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children/staff that are being affected. If an incident occurs the parents of both children will be notified via an accident/ incident report and/or a phone call by the director.

When biting/ aggressive behavior does occur:

Our staff strongly disapproves of biting and aggressive behaviors. The staff's job is to keep the children safe and help a child that is exhibiting an aggressive behavior to learn different more appropriate behaviors.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. An accident report will be filled out documenting the incident.

For the child that bit or was being aggressive:

The teacher will firmly tell the child "No, we don't..."

1. The child will be removed from the situation and talked to. The teacher will talk about what is expected and appropriate.
2. Parents are notified
3. An incident report will be filled out documenting what happened.

When the behavior continues:

1. The child will be shadowed to help prevent any further incidents.
2. The child will be observed by the classroom staff to determine what is causing the behavior (teething, communication, frustration etc.) The director may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

When the behavior becomes excessive:

1. If a child inflicts two bites/aggressive behaviors in a one month period in which the skin of another child or staff member is broken or bruised or the behavior leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts two bites/aggressive behaviors in a one month period in which the skin of another child or staff member is broken or bruised or the behavior leaves a significant mark, the parent will be asked to pick up their child and keep them home for x amount of days in hopes that they will work with their

child on their inappropriate behavior. Tuition will not be reimbursed during this time. It will be held to secure the child's spot in the program.

3. If a child once again inflicts two bites/aggressive behaviors in a one month period in which the skin of another child or staff member is broken or bruised or the behavior leaves a significant mark the preschool board will meet in order to determine if the parents will be asked to make other preschool arrangements.

If a child, who has been through steps 1 and/ or 2, goes 4 weeks without biting or showing aggressive behaviors we will go back to step one if the child bites or has aggressive behaviors again.

DISMISSAL:

Dismissal is at 2PM. In the event that you arrive after 2:10 PM, a late fee will be assessed in the amount of \$10.00 for every ten minutes after 2PM.

United Methodist Church of Antioch Preschool entrance:

The Preschool entrance is clearly designated at the south end of our parking lot and is the only entrance /exit in use for this program. The door will be locked daily for the protection of the children. Ring the doorbell and be patient, as someone will arrive as soon as possible to let you in.

CLOTHING AND POSSESSIONS:

Creative art and outdoor play are a part of our curriculum. Please dress your child in clothing that is durable and comfortable. Additional clothing (including socks) is necessary for all children not just those that are being potty trained, as it is not only toileting accidents but spilling or wet clothes from playing outside that may require your child's clothes to be changed. All clothing should be labeled with your child's name.

All personal toys should be left at home unless otherwise specified by the teacher. If your child does bring toys from home on days not specified by the teacher they will be asked to put them back in their cubbies or backpacks.

Allergies and birthday treats:

PLEASE DO NOT SEND ANY FOODS CONTAINING NUT PRODUCTS for snacks or in lunches. Some of our children may have severe allergic reactions to these products. We sincerely thank you for your cooperation with this difficult issue.

Birthdays are special and are celebrated at snack time. You may bring a nut free treat to share with the class. Summer birthdays can be celebrated at the child's half-birthday by informing the teacher in advance.

SNACKS, LUNCHES:

Please provide your child with a nourishing snack and lunch each day (we are not able to heat lunches). Please include a drink and make certain that every lunch is clearly labeled with your child's name. Please send a sippy cup if your child is in the 2 year old room.

SAFE SANCTUARY POLICY:

The church is periodically open to the public for meetings, funerals and other occasions during preschool hours. Please know that the safety of the church/preschool staff and children is of the up most importance and procedures are put into place to keep everyone as safe as possible.

All staff are required to submit a background check. This is keeping with the Safe Sanctuary Policy of the United Methodist Church of Antioch. In addition, all staff are required to sign the safe Sanctuary Policy.

All staff members are CPR and First Aide certified and participate in ongoing teacher training sessions.

CHURCHES STATEMENT ON BUILDING MAINTENANCE

The congregation of the Antioch United Methodist Church is concerned about the health and safety of all who use our facility. While the building does contain trace amounts of asbestos in items such as floor tiles, acoustical ceiling panels, and wrapping around the pipes in the boiler room, we believe, to the best of our knowledge, that as long as these items remain undisturbed and in good repair, the asbestos content poses no health problems. Areas where these items are located are monitored on a regular basis and access to the boiler room is restricted.

All broken tiles or other disturbances to the integrity of the materials which may contain asbestos should be reported immediately to the staff or the the church office. The area will be cleared of occupants until the asbestos can be properly removed and the item safely replaced.

Please note: asbestos is an extremely strong element which was used in most buildings constructed prior to 1970 because of its fire-resistant and insulating ability.

To further insure the health of all that use the building, a new air purification system was installed 2021

United Methodist Church of Antioch Preschool Handbook Agreement

I have read and fully understand all of the information given to me in the U.M.C.A. Preschool Handbook. In signing this agreement, I agree to follow all of the information and rules in the Preschool Handbook. This page must be handed into the Director on your first day of attendance.

Name: _____

Signature: _____

Date: _____