

Small Wonders Preschool Parent Handbook



Welcome to Small Wonders Preschool at Mahomet Christian Church!

We are honored that you have chosen us for your child's preschool. We are pleased and privileged to have the opportunity to help your child grow and learn. This is such a wonderful time in your child's life and we are blessed to be sharing it with you.

Philosophy

Each child is a unique gift from God, deserving of an opportunity to learn and grow intellectually, physically, emotionally, and spiritually in a safe, age appropriate setting.

Mission Statement

It is the mission of Small Wonders Preschool to nurture the child in a Christian setting by

1. Providing the child with a safe and respectful environment
2. Providing the child with developmentally appropriate challenges
3. Meeting the needs of the whole child
4. Providing consistent and clear discipline and guidance

Hours of Operation

Mon/Wed/Fri ~ 8:30 – 11:30 am ~ ages 4/5

Tue/Thurs ~ 8:30 – 11:00 am ~ ages 3/4

The school year runs from September to May. The preschool will follow the Mahomet-Seymour school calendar for holidays, and school closings. Each family will receive a calendar noting attendance days, birthdays, and snack days.

Class Size

Each class will have a maximum of 16 children.

Conditions for Admission

1. Children entering the three year-old class must be three prior to the first day of class. Children entering the Pre-K class must be four before the first day of school.
2. A current and up to date copy of a physical with immunizations must be on file with the school by September 8th in order for your child to attend school.
3. All children must be independent in the restroom.

Drop Off and Pick Up

Students will be dropped off at the south end of the building (preschool entrance) at 8:30. A teacher will walk out to meet each child, she will walk the child inside. After 8:40, parents will need to park on the east side of the building and walk their child down to the classroom. You may need to buzz the bell for the office to open the outside doors. Text the preschool if no one is in the office. Please make sure that a teacher is aware of your child's arrival. If you are picking up your child before 11:00 (Tu/Th) or 11:30 (M/W/F), it will also be necessary to park and enter on the east side. The south doors will be open from 8:30 – 8:40 and 11:00 – 11:45 only. At 11:00 on Tues/Thurs and at 11:30 on M/W/F a teacher will walk your student out to your vehicle. Please drive up to the sidewalk for drop-off and pick-up. The cars need to be in a single-file line. Do not bring your child across traffic from another direction.

Late Pick Up

If a parent or guardian has not picked up a child or called/texted by 10 minutes after dismissal, the teachers will try to contact the family and then a person from the authorized pick-up list. If that person is unavailable and the parent has not contacted the school after 30 minutes, the child will be taken to the church office. A late fee of \$5.00 will need to be paid each time a child is not picked up at the close of our school day.

Unauthorized Pick Up

If someone other than the guardian will be picking up the child, the guardian is required to notify the teachers in writing or by text to (217) 402 5433. If the teacher does not know the pick-up person, the person will be asked to show photo identification. If an unauthorized person arrives to pick up a child, the child will remain under the supervision of the teacher. The teacher will explain the policy that no child will be released without authorization from the parent/guardian and the teacher will phone the parent/guardian.

Custody and Related Court Orders

If a custody or court order exists, a copy of the order needs to be placed in the child's file. The guardian is responsible for providing accurate and up to date information concerning the legal guardianship of the child.

Discipline and Guidance

Small Wonders Pre-School recognizes and respects each child's individuality and uniqueness. Therefore, the teacher will provide the child with the freedom to explore, experience, problem-solve and learn through play. The teacher will address unacceptable behavior. Re-direction and a short private discussion with the children involved will be used as the primary method of discipline and guidance.

Tuition

Monthly tuition for the Tues/Thurs class is \$110.00 and for the Mon/Wed/Fri class the tuition is \$145.00. **Tuition is due by the 1st of each month.** Members of the Mahomet Christian Church will receive a \$10.00 monthly discount. Parents with more than one child enrolled in the preschool will receive a \$10.00 discount on the second child's tuition. We allow one discount per family. **A \$15.00 late fee will be added if payment is not received by the 10th of each month.** After 30 days of non-payment, removal of the child from class will be discussed with the Small Wonders Ministry Team. The registration deposit will be used as May's tuition payment. You may always pay in advance at any time. Checks are made out to Mahomet Christian SWP.

Health and Safety

Small Wonders is committed to providing a safe and healthy environment. Parents need to make alternative care arrangements if your child:

1. Has a fever over 100 degrees.
2. Has symptoms such as unexplainable rash, vomiting, diarrhea, sore throat, lice, chronic cough, runny nose or pink eye.
3. Is too ill to enjoy activities.

The school must be contacted within 24 hours when your child contracts a communicable disease (i.e. chicken pox) or parasite (i.e. lice). Other parents will be made aware of the presence of such diseases or parasites. **Please notify the school before 8 AM if your child will be absent from school (217.402.5433).** Please text or leave a voicemail.

Medications

First Aid will be provided without any form of medication. An attempt will be made to contact the child's parent/guardian or the alternative person (emergency contact) prior to any medical treatment by a medical professional. Parents/guardians are required to administer medication at home. Children who are taking medication orally may return 24 hours after the start of the medication and when the child has not displayed any adverse reaction to the medication. Do not send cough drops to school. The staff is CPR and First Aid certified.

Clothing

Preschoolers learn through play, and they will be doing a lot of playing! Please dress your children in comfortable and appropriate clothes for play. Children have a greater feeling of self-confidence if they are able to button, zip and dress themselves. Pants or jeans with elastic waist bands are great! Buttons and snaps on pants are difficult for young children. **Do not send your child in flip-flops or sandals.** The wood chips on our playground cause too many problems. Please send them in tennis shoes or regular school shoes. We run, skip, jump, and hop daily. We will be careful and use paint smocks when appropriate. Please send a complete change of seasonally appropriate clothes, including socks and underwear. All items must be clearly marked and in a bag with your child's name on it. These items will be placed in a tub in our school closet.

Snacks

Once a month parents will provide a snack for the entire class. We encourage healthy snacks such as pretzels, crackers, cheese, fruit, muffins, popcorn, pudding, and vegetables (cut and ready to eat). Be creative! There are a lot of great snacks that are fun-to-eat. Beginning in November you may join us for snack on your child's snack day if you are available. You may also read your child's favorite book prior to snack time. Please let Miss Ann know a week prior to the date so she is able to put your name in her lesson plans.

The school will provide milk and water for the children to drink. Please do not send juice.

If your child has allergies, please make sure that we have a completed form on file. Please provide us with alternative snack choices in a zip-lock bag (with your child's name on it) if your child has multiple food allergies or sensitivities.

Birthdays

We love to celebrate your child's birthday with them. If your child has a summer birthday we will celebrate their half-year birthday. When it is your child's birthday we will try to schedule their snack day as close to their actual birthday as possible. On this particular day you are welcome to send in special birthday treats. Our goal is to have snack time at 9:45 each morning.

Other Learning Experiences

If you or someone you know would like to share a talent, occupation or hobby, we would love to schedule it during class time. We encourage you to be part of our learning experience.

Parent Helpers

We enjoy our parents helping in during holiday parties. Please make other arrangements for younger siblings so the day is enjoyable for you and your preschooler.

Our parties during the school year include games, activities, and goody bags. Party times are from 10:30 to 11 for the Tu/Th class and 11:00 – 11:30 for our M/W/F students.

We don't have a Halloween party at school. Do not send your child in costume on the 31st.

Tu/Th Class: 12-17-20 Christmas Party,
2-11-21 Valentine's Party,
5-20-21 End of the Year Celebration

M/W/F Class: 12-18-20 Christmas Party,
2-12-21 Valentine's Party,
5-21-21 Promotion Program (10:30 A.M.)

We invite all parents to the special activities and programs. Last year we had one parent or special adult (grandparent, aunt, uncle) in the child's life attend each special day. They love to do craft projects with an adult helping them. We had 100% participation last year!

Religious Education

Each day we will read a story from the *Read and Share Bible*. We will read from the New Testament. The stories in this Bible are short and easy for the children to understand. To aid your child's comprehension, we may repeat stories, do crafts or dramatize the stories. There will be prayer before snack and throughout the morning.

Conferences

Conferences will be held during the spring semester. This allows time for parents and teachers to discuss their child's progress. On conference days there will be no class. Parents are not required to schedule a conference if they are comfortable with their child's progress. Conferences will be held Monday, January 18, 2021 in the afternoon and Monday, February 15, 2021 in the morning. A sign-up form will be sent out in early January. You may at any time contact the school to set up an informal conference.



PARENT HANDBOOK ACKNOWLEDGEMENT & PERMISSION FORM



I, _____, the legal parent/guardian of _____, declare that I have read, understand and agree with the Small Wonders Pre-School policies and procedures.

Name (please print): _____

Signature: _____ Date: _____

I give permission to have pictures and/or video taken of my child in the classroom setting.
_____ Yes _____ No

I give permission for my child's photo to be used on the Mahomet Christian Church's website and the Small Wonders Facebook page.
_____ Yes _____ No

Allergy Information



_____ My child has no known allergies.
_____ My child is allergic to the following: (please list)

Emergency and Authorized Pick-Up List



I, _____, authorize the following people to pick up

_____ (child's name).

1. Name: _____

Phone Number(s): _____

Relationship to child or parent: _____

2. Name: _____

Phone Number(s): _____

Relationship to child or parent: _____

3. Name: _____

Phone Number(s): _____

Relationship to child or parent: _____