

# Small Wonders Updated Parent Handbook

02/07/2024

Welcome to Small Wonders Preschool at Mahomet Christian Church!

We are honored that you chose SWP for your child. 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 your child with a safe and respectful environment
2. Providing your child with developmentally appropriate challenges
3. Meeting the needs of the whole child
4. Providing consistent and clear discipline and guidance

## **Hours of Operation**

Tu/W/Th 8:30 – 11:30 AM 3/4/5-year-old class

We will begin school on September 3, 2024. We follow the Mahomet-Seymour schedule for days off, holidays, and weather-related closings. Your child's snack calendar has our days off on it also.

## **Class Size**

We will have a maximum of 16 students in each class.

## **Conditions for Admission**

1. Children entering preschool must be three years of age.
2. A current and up-to-date copy of immunizations and physical form must be on file with the school on the child's first day of attendance.
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. Your child's temperature may be taken at this time. The preschool door will be locked at 8:40. Parents will need to buzz the office and walk their child to the room after the doors are locked. Any early pick-up will also need to go through the office system. In case you cannot contact the office please call 217-402-5433. Children will be dismissed from the same doors at 11:30. Cars need to be in a single file line. The staff will walk your child out to your vehicle.

## **Late Pick Up**

If a child has not been picked up within ten minutes after dismissal we will try and contact you and/or emergency contacts listed in your child's registration folder. If the child is not picked up within 30 minutes and no contact has been made, the child will be taken to the office. A late fee will need to be paid when the child is not picked up at dismissal. It will start at \$5.00.

## **Unauthorized Pick-Up**

If someone not listed on your emergency list comes to pick up your child, make sure we have a text or written note about this change. We need parental authorization to release a child. This includes playdates with other students. Make sure we have the information prior to pick-up time.

## **Custody and Related Court Orders**

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

## **Discipline and Guidance**

Small Wonders Preschool 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. Redirection and a short private conversation with the children involved will be used as the primary method of discipline or guidance.

## **Tuition**

Monthly tuition will be \$165.00. Tuition is due on the first scheduled school day of each month. A \$15.00 late fee will be added if the payment is not received by the first school day of each month. After 30 days of non-payment, removal of the child from class will be discussed with the SWP Ministry Team. The registration deposit will be used as May's tuition payment for 2024. Please write your check to Mahomet Christian SWP.

## Health and Safety

Small Wonders is committed to providing a safe and healthy environment. Parents need to keep their child at home if:

1. They have a fever above 99 degrees F.
2. They have symptoms such as an unexplainable rash, vomiting, diarrhea, sore throat, lice, cough, runny nose, or pink eye in the previous 24 hours.
3. They are too ill to enjoy school activities.
4. They exhibit any COVID -19 or flu symptoms.

The school must be contacted within 24 hours when your child contracts a communicable disease or parasite. Parents will be notified that the students and staff have come in contact with such. **Please notify the school before 8 AM if your child will be absent from school on any particular day. Please text or leave a message at 217-402-5433.**

## Medications

First Aid will be provided without any form of medication. An attempt will be made to contact the parent/guardian or an emergency contact listed, prior to any medical treatment by a medical professional.

Parents/guardians are required to administer medication at home. Children who are taking medication may return 24 hours after the start of medication and when the child has not displayed any adverse reaction to the medication. Do not send cough drops or gum to school. The staff is CPR and First Aid certified.

## **Clothing**

Please dress your child in comfortable play clothes. Children have a greater feeling of self-confidence if they are able to button, zip, and dress themselves. Elastic waist bands are terrific! Buttons and snaps are difficult for children. **Do not sent your child in sandals or flipflops.** Please send in an extra outfit in a clear sealable bag with your child's name on it. This needs to include underwear and socks. Please also make sure your child has appropriate outdoor clothing like a coat, mittens and a hat in cooler weather.

## **Snacks**

Parents will provide a snack for the class about once a month. This could be pudding, Jell-O, fruit, crackers and cheese, popcorn, chips, cookies, fresh fruit and vegetables, etc. The school will provide milk and/or water to have with the snack.

If your child has allergies or food sensitivities, please make sure you have them listed for your child's folder. If your child has a lot of food related ailments, please send in snacks for your child so we can provide them with a safe alternative. We will let you know prior to school starting if anyone in the class has allergies.

## **Birthdays**

We enjoy celebrating birthdays! We will celebrate birthdays and ½ birthdays if your child had a birthday prior to school beginning. We will try to schedule it as close to your child's special day as possible.

## **Parties**

Parties this year will have guests as we have had in the past. We will have in-house parties with fun activities. We will celebrate Christmas, Valentine's Day and Easter.

## **Religious Education**

Each day we will read a story from either the *Read and Share Bible* or the *Family Time Bible in Pictures*. The stories are short and easy to understand. To aid your child's comprehension we may repeat stories, do crafts, or dramatize the story. There will be prayer before snack and throughout the morning when appropriate.

## **Conferences**

Conferences will be held when a parent or staff member requests such a meeting or phone call. A January conference will be held for all parents if we are able to do so.

## **School Supplies**

Please make sure your child has a large enough backpack to fit a two-pocket folder in comfortably.

Thank you,

Small Wonders Preschool



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



Child's Name: \_\_\_\_\_

\_\_\_\_\_ 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:

\_\_\_\_\_