



# **MCC**

# **PRESCHOOL**

# **HANDBOOK**

Memorial Community Center & Preschool

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[www.facebook.com/memorialcommunitycenter#](http://www.facebook.com/memorialcommunitycenter#)

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## **OFFICE**

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## **MCC BOARD MEMBERS**

Ley Anne Merica - Chairperson  
Cynthia Fox - Vice Chairperson  
Lori Finnerty – Secretary/Treasurer  
Vera Gadman - Board Member  
Ellen Westfall - Board Member  
Vivian Sadler - Board Member

Board Meetings held the second Thursday of each month: 12:30 – 2:00

## **CONTACT INFORMATION**

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MCC EMAIL: [mccinhope@gmail.com](mailto:mccinhope@gmail.com)

OFFICE PHONE: (208) 264-5481

LAKE PEND OREILLE EMERGENCY SCHOOL CLOSURE (208) 263-2312

# INTRODUCTION

This handbook is to acquaint you with MCC Preschool and its philosophy of education. It is our hope that by sharing our history, philosophy, daily procedures and policies will give you an understanding of our program.

Your child's total growth is best served by a partnership between home and school. Communication is essential to build such a relationship. This handbook is one way to help develop our relationship as partners in the development of your child. Parents are expected to read the contents of this handbook carefully and to retain it for reference throughout the year.

No handbook can cover all the complexities of our program, so we encourage parents to contact our MCC office for further questions that are not covered in this handbook.

Our goal is that parents and teachers can work closely together as partners in the growth and development of the children placed in our care.

*MCC...A PLACE WHERE CARING HAPPENS* 

## 1. PHILOSOPHY

To provide a high quality, professional, early education program for your child. We shall forever be committed to the individual child and meeting his/her needs, not a commitment to the program that serves the children. The foundation of this commitment is our belief in the balanced process of a child's growth and development, considering at all times their physical, socio-emotional and intellectual needs. As a child "experiences," a self-concept is developed... and it is this positive feeling toward oneself that allows for life's future successes. We are committed to providing the experiences that foster the development of this positive self-esteem as well as the school readiness necessary for success in future learning! The environment at MCC Preschool includes boundaries and direction within each of these areas, yet is stimulating and provides the necessary freedom, allowing each child continual opportunities for choice, discovery and decision making.

## 2. ADMINISTRATION

### a. ADMISSION POLICY AND ENROLLMENT

MCC Preschool admits students of any national or ethnic origin, race or color. We do not discriminate on the basis of national or ethnic origin, race or color in the administration of our educational policies, admission policies, tuition assistance opportunities, or other programs and services.

We are a non-profit, community center with economic limitations. We are not qualified, nor is our facility equipped to work with students with disabilities.

A child must have reached the age of 3 years old by September 1<sup>st</sup> and must be completely potty trained.

The **registration fee** is required at the time of application. The fee is non-refundable unless the applicant is not accepted for enrollment.

All new applicants must provide a copy of:

- A current complete **Immunization Record**
- A **birth certificate**

All new students enrolled are considered enrolled on a 'probation' period of four (4) weeks. Should the student's behavior or maturity demonstrate inability to participate under the guidelines of MCC Preschool during that probationary period, the enrollment of the student may be terminated. Parents will be asked to work with the teacher in difficult situations.

### b. STAFF

We have one Head Preschool Teacher, one Preschool Teacher, and one Office Administrator at MCC. We provide a classroom aide as needed to strengthen the needs of the program. Each staff position is filled after ensuring their qualifications are equivalent to the needs of the organization and its programs.

### c. BOARD OF DIRECTORS

MCC is governed by a Board of Directors. This board is in charge of making school policy and is the final authority in the administration of the school. The board is made up of community members who are elected by the organization to serve three year terms. The board meets the first Tuesday every month. Due to the confidentiality or sensitive nature of some of the issues discussed by the board, parts of board meetings are closed to visitors. If you do need to address the board concerning an issue, we ask that you arrange this with our chairperson of the board, who is listed in the front of this handbook.

### **3. CONDUCT**

#### **a. DISCIPLINE**

The ultimate goal is to teach children how to be self-disciplined. This is done in partnership with their parents. Generally speaking, discipline is a part of classroom management and is handled by the teacher. Probation, suspension and expulsion will be considered when necessary with the involvement of the Chairperson.

In an effort to help our students learn we use a redirecting approach, when handling student behavior issues. If a student continues to need support, they will be moved to a designated area where they can take time to understand the behavioral issue at hand.

#### **b. BEFORE/AFTER SCHOOL PROCEDURES**

1. We will meet in the classroom each morning. The doors to MCC Preschool will open at 8:45 am
2. Each parent/guardian must sign the student in and out each day.
3. All children are to remain in the classroom until an adult comes to pick them up.
4. Children are not permitted to wander around the MCC building at this time.
5. Children are not permitted to open or close any gates or doors.
6. Parents have a grace period of 15 minutes without incurring an additional charge.

After 12:15 pm an additional fee of \$5.00 per offense will be incurred beyond tuition.

### **4. ACADEMICS & ACTIVITIES**

#### **a. PRESCHOOL/PRE-K**

Our classroom consists of a mix of preschool and pre- K students. Class is taught on Tuesday, Wednesday and Thursday mornings from 9 am to 12 pm.

The class utilizes various interest areas to offer multiple opportunities for children to explore, discover, grow and learn. Interest areas include blocks, dramatic play, toys and games, art, library, discovery, sand and water, music and movement, cooking, technology, and outdoors.

Through these interest areas and the teachers' instruction and assistance students learn and develop a number of essential skills ranging from literacy development, mathematical concepts, social behaviors, motor skills and responsibility.

#### **b. CURRICULUM**

Our preschool academic instruction is based on the Zoo Phonics Program. Each letter is associated with an animal, sound, and body movement. Please see a brief synopsis of the program below.

- The Animal Alphabet helps children remember the shapes and sounds of the letters.
- Letter sounds are taught before letter names.
- Lowercase letters are taught before capital letters.
- The Body Movement for each Animal Letter helps "cement" the phonemic information into memory.
- The alphabet is taught sequentially, and as a whole entity, "a – z." The alphabet is not fragmented.
- Short vowels are taught before long vowels.
- Phonemic patterns (at, bat, fat, sat, etc.) are taught first, rather than random word lists (of, it, then, was, etc.)
- The Zoo-phonics® curriculum is fully integrated with other subjects.

### **c. FIELD TRIPS**

During the course of the year students may participate in educational experiences and learning activities outside of the classroom. Such experiences include nature walks and trips to other local businesses and venues.

Permission: Parents are asked to sign a permission slip once a year, for all field trips, but will be notified of each individual upcoming trip. If there is a particular field trip you do not want your child to attend you may keep your child home that day. A student will not be allowed to participate without this signed permission slip.

Chaperones: Field trips rely on volunteer parents with a valid Idaho driver's license and properly insured vehicles. We do ask that you fill out an insurance form, and provide a copy of your driver's license and a copy of your insurance certificate for our file. If your child is under 80 pounds, you will need to leave a car seat with us. All driver vehicles must provide seat belts for all children and remain locked at all times when the vehicle is in motion. Additional help is often needed to provide transportation and help to supervise students. We welcome parent participation on class trips as drivers and chaperones.

### **d. CHRISTMAS PROGRAM**

Each year MCC Preschool students participate in a Christmas program. The program may feature a message on the true meaning of Christmas: the birth of Christ and special music performed by the students.

### **e. GRADUATION**

MCC Preschool students participate in an end of the year celebration in May. At this celebration parents, family members and friends are invited to a special celebration ceremony commemorating the students' achievements. Each student receives a certificate of completion.

### **f. CONFERENCES**

It is very important to keep the line of communication open. We firmly believe that student-teacher conferences are important. Conferences will be scheduled by the classroom teacher.

## **5. FINANCES**

### **a. TUITION**

Tuition, community support and grants make up the financial sources that make it possible for MCC Preschool to maintain its service to families. Before a student is accepted into the school, a parent/guardian must sign a financial agreement to ensure the account will be paid on a regular basis.

Upon your child's acceptance, you are financially obligated to MCC Preschool for payment of tuition on or before the first Tuesday of each month. **If tuition is not paid in full within 30 days, the student will be suspended until tuition payments are current.** If you withdraw your child from school, you obligate yourself for the full payment of tuition through the end of the month that your child is withdrawn from MCC Preschool.

## **b. FEES**

Registration Fee:	\$80.00 non-refundable, due at time of application
Tuition:	\$140.00 per month

## **c. DISCOUNTS**

10% Sibling discount. (The oldest child pays full tuition. A second sibling is eligible for a 10% discount).  
Note: Only one discount per family

## **d. FINANCIAL AID**

A confidential tuition assistance program, provided by MCC is available on a limited basis for families who are in financial need. Parents interested in this program should contact the MCC office for an application. Applications are kept confidential. Scholarships are available to anyone without regard to race, color, national or ethnic origin.

# **6. GENERAL INFORMATION**

## **a. SNACKS**

We have a snack time at 10:30 am. Parents will provide a snack for their child each day. Healthy snacks such as fruit, vegetables, crackers, meat and cheeses are suggested. The children will need to bring their own water bottle each day to class. You may choose to provide a special treat, take pictures, or recognize your child's birthday if you wish to do so, but please arrange this with the teacher ahead of time.

## **b. SCHOOL HOURS, CALENDAR**

### **School Hours:**

Tuesday, Wednesday, Thursday: 9 am - 12 pm

### **School Calendar:**

MCC Preschool attempts to keep its school calendar the same as the public schools for those families who have children in both schools, so that vacations and days off may be spent together. However, we do end our school year on the last Thursday in May. A school calendar showing days off will be sent home at the beginning of the year or may be picked up in the MCC office.

## **c. SCHOOL CLOSURES:**

MCC Preschool follows the Lake Pend Oreille School District calendar for **holidays, weather closures, Christmas Break, in service days and spring break**. For the weather closures, please call the Emergency school closure number located in the front of this handbook. The local radio stations and local TV station will also have updated emergency weather school closure information.

## **d. ILLNESS**

Please do not bring your sick child to school. This includes children with a fever, vomiting, diarrhea, bad cough, pink eye, head lice, etc. If your child is too sick to play outside with his/her class, he/she is too sick to be at school!

If we discover that your child has been exposed to something, we will post a warning in the classroom and send a note home.

If you discover your child has been exposed to something that poses a health threat to other children (i.e. head lice, pink eye, etc.) please let us know so we may take care of it on our end.



**e. MEDICATIONS**

It is not our policy to administer medications.  
(Speak to us about special considerations.)

**f. FIRST AID**

At least one teacher has been trained in CPR and First Aid in the classroom. In emergency situations, every effort will be made to contact parents. It is important that each family identify on the registration form any potential circumstances your child might encounter (such as allergies, epilepsy, etc.)

**g. CANDY AND TOYS**

These items cause more tears and trouble than anything else does! Children and parents are always encouraged to share books, music, and special interest items, especially on designated sharing days. However, we ask that you help out by keeping the troublesome items at home.

**h. OBSERVERS**

We know how precious your children are to you! We want you to feel free to visit us any time during the day. However, we do not want to disrupt the class. We ask that all observations be done through the classroom door window or other windows unless otherwise arranged with the teacher or Chair of the Board. Upon entering the building to observe the class, please check in with the office.

**i. PHOTO RELEASE POLICY**

MCC Preschool relies heavily on photo documentation as a part of obtaining grants and promoting our nonprofit center. By enrolling your child at MCC Preschool you agree to allow us to photograph your student. These photos are used solely for the purpose of promoting our program and grant reporting.

If you strongly object to this policy, please let us know. Children may still appear in small, secondary way but will not be directly photographed and will be asked to step out of any group photos taken during field trips, special events, or classroom activities.

**j. EMERGENCY PROCEDURES**

In the event of an emergency, every attempt will be made to contact you and then the emergency contact names you have given us. If we are not able to reach you in an extreme medical emergency, your child will be taken to Bonner General Hospital Emergency Room.

**7. VOLUNTEER OPPORTUNITIES**

We want parents to be involved at MCC Preschool. Parents are encouraged to volunteer to help with a wide variety of events including field trips, classroom parties, year-end celebrations and graduations, and various fundraisers. We also love to have parents volunteer to be reading buddies- coming in once a week to read with MCC Preschool students. Parents with knowledge and talents in special areas (i.e.: arts and crafts, music, nutrition, foreign language, etc.) that would like to do a presentation to the class are encouraged to arrange with the teacher for an opportunity to share.