



Student Handbook

School Year 2023-2024

314 E. Briarcliff Rd.
Bolingbrook, IL60440

Phone: (630) 783-8644
Fax: (630) 783-8639

www.mcmacademy.org
office@mcmacademy.org

updated 2024

 314 East Briarcliff Road, Bolingbrook IL 60440  630.783.8644  www.mcmacademy.org

EDUCATING AND EMPOWERING THE WHOLE CHILD... SPIRIT, SOUL AND BODY

MIDWEST CHRISTIAN MONTESSORI ACADEMY

Mission Statement

To empower children:

- to grow in their understanding of the Christian faith
- to strive for academic excellence through the Montessori Method
- to reach out and serve the community as Christ has called us to do

*Your word is like the lamp that shows me the way.
It is like a light that guides me.*

Psalms 119:105

Midwest Christian Montessori Academy (MCMA) is a school that encompasses Pre-Primary, Kindergarten, Lower Elementary (1st – 3rd) and Upper Elementary (4th – 6th.) Our goal is to provide a Christian environment coupled with the Montessori Method of learning, which will allow for the spiritual, educational and developmental growth of our students. At Midwest Christian Montessori Academy our faith is interwoven into all that we do.

The Montessori philosophy of education is based on individual hands-on learning experiences. We provide a carefully planned environment which allows the child to learn and develop at their own pace. Like Dr. Maria Montessori, we believe the child's mind is like a sponge, which can absorb information from their environment, making them capable of learning math, language, science, etc. just as easily as they learned their own native language. The Montessori teacher is carefully trained to observe the needs and interests of each child so that she can guide them toward materials that will best serve those needs and interests. Midwest Christian Montessori Academy employs certified Montessori Teachers, Interns and Para-professionals.

We help the children learn and grow; we observe their interests and their abilities and direct them toward positive work. We prepare a learning environment where they are free to explore and discover new materials, new concepts and new friendships. In so doing, they lay the foundation for future relationships and learning. In the Montessori prepared environment each child has the opportunity to naturally develop their God-given gifts. Most of all, we provide a warm, loving Christian atmosphere where they feel secure and independent.

At Midwest Christian Montessori Academy we believe in the importance of gently nourishing the seeds of faith planted in these children's hearts by their parents and other loving family members from the time of their birth. Therefore, both aspects of our environment blend easily

together, as the “sensitive periods” of the children in the Montessori environment are also the “sensitive periods” of the children in their Christian faith. As Christian teachers, we strive to give the children a firm foundation in the Bible, familiarizing them with God’s word through scripture, stories, songs and drama. The Elementary classes build on biblical principles, applying scripture passages with application to their lives. We do not teach any particular doctrine, but rather basic Christian principles.

Your children are very important to us. We would like to work together with you as parents to help your children achieve their full potential. In keeping with the purpose and spirit of the Montessori approach to educating children, we want to help your children develop positive attitudes toward themselves and their activities.

The teacher’s observations and guidance, coupled with the natural curiosity of the child and the attraction of the materials in the environment will help your child as they weave their way through the Montessori curriculum. Our goal will be to help your child discover ideas and concepts of their own with the help of Montessori materials.

Midwest Christian Montessori Academy is a not-for-profit, board-run school employing Montessori certified and non-certified staff with extensive experience. We are registered as a private school with the Illinois State Board of Education and comply with state and local standards of health and fire safety.

Midwest Christian Montessori Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school and does not discriminate on the basis of race, color, and national or ethnic origin in administration of our educational policies, scholarship and loan programs, and athletic and other school-administered programs.

Please refer to our school’s website for links to further information on the Montessori Method.

www.mcmacademy.org
office@mcmacademy.org

Table of Contents

School Policy Information

Arrival	page 5
Tardiness	page 5
Dismissal	page 5
Early Dismissal	page 6
Absences	page 6
Vacations	page 6
Illnesses	page 6
Dispensing Medicine	page 7
Weather Related Closings	page 7
Release of Children	page 7
Withdrawal	page 7
Assessment and Evaluation	page 7
Six-Week Probation	page 8
Discretionary Dismissal	page 8
School Records	page 8
Safety	page 8
Release of Personal Information	page 8
Health Requirements	page 8
Health Insurance	page 9
Snack	page 9
Lunch	page 9
Preschool Extended Care	page 9

General Information

Friday Morning Worship	page 10
Appointments	page 10
Parent Meetings	page 10
Discipline	page 10
Anti-Bullying Policy*	page 11
Personal Belongings	page 11
Visitation	page 11
Volunteers	page 11
Student Attire - Primary	page 12
Student Attire –Elementary	page 12
Winter Attire	page 12
Recess	page 12
Birthdays	page 13

Financial Information

Tuition	page 14
NSF / Returned Checks	page 14
Late Fees	page 14
Childcare Overtime Charges	page 15

Parent – Teacher Organization

Parent – Teacher Organization	page 15
Anti-Bullying Policy (<i>updated addendum</i>)	page 16/17
Updated health/safety guidelines	page 17

Early Dismissal

Please notify your child's teacher and the school office upon arrival in the morning if your child must leave class early for medical appointments or other unavoidable circumstances. Repeated early dismissals are disruptive to your child's classroom routine, so it is suggested that when possible, appointments be scheduled after school hours.

Absences

Please contact the school by 8:00 am if your child (any level) will be absent or **submit an absence on the school website** through your account. In cases of communicable diseases, the office should be notified immediately. Note: tuition will not be adjusted for general absences. In the event of a long-term illness, a tuition adjustment may be made at the discretion of MCMA's Board of Directors.

Vacation

Removing students from class during the regular school schedule for vacation is strongly discouraged. The Montessori Method requires "hands-on" work and class participation. It can be very difficult for a child to complete the necessary work to prepare for the next grade level if they take vacations while classes are in session. Please see the school website for scheduled closings and the best days to schedule your family events. We appreciate your cooperation in helping your child achieve success in school.

Illnesses *(please see the updated health/safety guidelines in the addendums)*

In the interest of our students' health and well-being, **CHILDREN CANNOT BE ALLOWED IN SCHOOL WITH ANY COMMUNICABLE ILLNESS, DISEASE, OR HIGHLY CONTAGIOUS INFECTIONS.**

Please keep your child at home if they are exhibiting any of the following signs of illness:

- Fever
- Vomiting
- Severe cough
- Sore throat
- Diarrhea

A child should be free of symptoms for 24-48 hours without the aid of medication before returning to school. After an absence of five (5) consecutive days due to illness, a doctor's release is required for continued attendance.

If a student becomes ill during the course of the school day, a parent will be contacted first. If a parent is not able to pick up the child immediately, a local emergency pick-up person will be called from the list in the child's file. *Please remember to update your emergency contact information whenever it changes.*

Dispensing of Medicine

Medicines, either prescription or over-the-counter, must be delivered to the teacher or the office by a parent or guardian, along with a **signed release form**. All prescription medicines must be **labeled by the pharmacy** with your child's name and dosage instructions. Over-the-counter medicines must be in the manufacturer's labeled container. Medicines will be stored by the staff, with the exception of inhalers, which may be stored in the student's backpack when parental permission is on file.

Weather Related Closings

MCMA will send a group email and Remind app message to inform families of a school closure. The decision to close will be made by staff after taking into consideration weather predictions, snowfall, wind chill, travel hazards, etc. Generally, if the local Valley View School District closes due to weather conditions, then MCMA will follow suit.

In the event that unexpected, severe weather arrives or power/water outages occur after your child is at school, we will notify you to come retrieve your child. **EVERY CHILD MUST HAVE AN EMERGENCY PICK-UP PERSON ON FILE AUTHORIZED TO RETRIEVE THEM IN THE EVENT THAT YOU CANNOT ARRIVE PROMPTLY. Please update the office with current phone numbers and e-mail addresses.**

Release of Children

Children will be released only to those listed as "authorized pick-up persons" or emergency contacts in student files. If your child should **NOT** be released to a particular person, such as a non-custodial parent, **THIS MUST BE STATED IN THE STUDENT'S FILE, ALONG WITH A COPY OF CUSTODIAL PAPERS.**

Withdrawal

We require a ten-month commitment. Students should not be withdrawn before the end of the school year in May. If grave circumstances require that a parent must withdraw the child, we require one month's written notice. **TUITION IS NON-REFUNDABLE. TUITION DEPOSITS MAY ONLY BE USED AS CREDIT TOWARD MAY TUITION.** Parents are responsible for full payment of any tuition balance on account.

Assessment and Evaluation

At MCMA all teachers are trained in the fundamentals of child development. However, there are some situations when we may, in consultation with the parent, refer students for a professional evaluation. We will be happy to direct parents/guardians to the appropriate resources for services.

Six-Week Probation for New Students

As much as we believe that Montessori is the best educational method and is able to meet the needs of most children, there are occasions or circumstances where we may be concerned about the suitability of our program for an individual child. In those cases, after consulting with parents, teachers, and key staff, we may decide that MCMA is not able to successfully meet the needs of a particular student and we may ask the parents to withdraw their child. A refund of current tuition may be issued at that time, providing the decision is made by MCMA during the six-week probation period.

Discretionary Dismissal Policy

The Montessori Method has a long successful history of educating children of various backgrounds and abilities. As a private school, however, MCMA reserves the right to make a decision to not include a child in our program. In the rare instance that we find a child is not thriving in our environment or is disrupting other students' education, we will take the following steps:

- notify parents in writing of our concerns
- set up a meeting with parents to determine an Individual Student Plan
- schedule a follow-up meeting to assess the student's progress
- make a decision at that time regarding the student's continuance in our program
- If it is determined by MCMA that your child would be better served in another school environment, then your deposit will be credited/refunded

School Records

It is vital that we keep our records up to date at all times. Any changes in a student's address, phone number, emergency information, medical, or other pertinent information such as food allergies, should be presented promptly to the school office in writing. Records will be released only upon written consent from the parents.

Release of Personal Information

Personal information will only be released with a parent's written consent. Please consult the school directory for student contact information. The directory may be helpful for planning play dates, parties, and carpooling.

Health Requirements

According to state regulations, the following physical, dental, and eye exams are required for the listed grade levels:

<u>(New) Preschool</u>	<u>Kindergarten</u>	<u>2nd Level</u>	<u>6th Level</u>	<u>New Students</u>
Physical	Physical	Dental	Physical	Physical
	Dental		Dental	<i>(within 12 months)</i>
	Eye			Dental/Eye
				<i>(previous copies)</i>

Health Insurance

It is recommended that families secure their own private health insurance coverage for students enrolled at MCMA.

Student Safety

In keeping with the State of Illinois' guidelines for the safety of children and staff in our school, MCMA follows daily procedures and has an emergency plan in place. MCMA complies with local and state fire department regulations, inspections and required periodic safety drills.

**See addendum for Covid-19 specific protocol – page 17*

Snack

Personal daily snacks may be brought by the students each day, if desired. Snacks should be ready-to-eat finger foods, stored in sealable containers. Please make sure your child's snack is marked with their name. Students may bring their own sealable filled water bottles and we will provide bottled water refills. We would prefer no candy or liquid refreshments be included in your child's snack. Children who stay for after-school care may bring an extra snack.

Lunch

"Ready to eat" lunches for our students are to be provided by their parents each day. We encourage children to eat a nutritionally balanced lunch. Candy and soda pop are not allowed. We request that children take leftovers home so that parents can better gauge what their child will or will not eat, as well as how much.

We encourage our students to be responsible for remembering to bring their lunches to school. In the event a lunch is forgotten, we will call a parent to bring it to school by the scheduled lunch break.

Preschool Extended Care

Preschool students who are staying for extended care will take a rest. We supply cots, a sheet, blanket and small pillow. **Bedding will be sent home weekly to be laundered. Please remember to return these promptly.** Your child may bring **ONE** favorite stuffed animal, which will be available only at naptime and must be small enough to fit in their cubby box or backpack.

MCMA offers before and after school childcare to students enrolled in the school, as a DCFS License Exempt facility.

General Information

Friday Morning Worship

Every Friday morning the students and staff meet for Praise and Worship. Students are allowed, *but not required* to bring in small amounts of money as an offering, which will later be donated to our chosen charities.

Appointments

If you have a particular question not pertinent to the given day, please email or send a Remind app message to your child's teacher, or leave a message with the office staff. Teachers will be happy to sit down and talk or perhaps answer your questions over the telephone. Please be assured that concerns will be addressed as soon as possible, but not during class time, as that must be devoted to the children.

Parent Meetings/Conferences

Parent/teacher conferences are scheduled in the fall and by personal request. Progress reports are sent home in the fall and final reports in May.

Discipline

We strive to help the children develop self-esteem by practicing self-control and accepting responsibility for their actions. We prefer that they learn and understand right from wrong and develop a desire in their hearts to choose to do what is right. To limit the need for adult disciplinary action, simple ground rules are established that set limits of behavior for the safety and protection of all children. The teacher's approach is firm and supportive, while taking into consideration each child's developmental level. We expect all children to show respect for their teachers, fellow classmates, the materials, and the environment. If basic rules are broken, teachers strive to find the reason for the difficulty and help the child understand why it was wrong and what other options there might have been. Students are encouraged to use their words to resolve conflicts, but also may be redirected to alternative activities as necessary. They should learn acceptable group behavior and develop positive problem-solving techniques. In some cases, the child might be asked to sit separately for a short time until they feel able to return to the group and act appropriately.

Parents will be notified of continuous disciplinary problems. If a child is involved in a physical altercation, parents will be notified and the child may be suspended for a period of time appropriate to their age and the action. These incidents are extremely rare in our school, but parents should be aware that we are serious about providing a safe learning environment.

Anti-Bullying Policy*

MCMA believes that all students have the right to a safe and healthy school environment. As stated in our Discipline Policy, we have an obligation to promote mutual respect, tolerance and acceptance. We will not tolerate behavior that infringes on the safety of any student. Intimidation, harassment, or bullying of others through words or actions are not allowed. MCMA staff is trained to immediately take steps to intervene when any act of bullying is witnessed or reported. Staff and administration will investigate all incidents and discuss the policy with students in an age-appropriate manner to assure them that bullying will not be tolerated. Any student who engages in bullying may be subject to disciplinary action, up to, and including expulsion. Students are expected to immediately report incidents of bullying to a staff member, teacher, or director. In an effort to prevent bullying, all students are encouraged to resolve conflicts at the "Peace Table." Students may rely on staff to intervene if a dispute cannot be resolved peacefully. **(see detailed addendum, page 16)*

Personal Belongings

We do not allow the bringing of personal toys to school, as they are a distraction in the classroom. They may get lost or broken and our school cannot assume responsibility. Throughout the school year, with approval from the teacher, children may occasionally bring "treasures" to share with the class. These items could be a special book, photo, keepsake, an object from nature, etc; but not toys.

Cell phones and **electronic devices** are not to be used in school. If a student brings a cell phone or other electronic device to school, it must remain in the backpack and be turned off during school hours. If discovered in a student's possession during school hours, the item will be held in the office and released to the parent at the end of the day. Necessary phone calls from students to parents during the school day may be made in the school office.

Visitation

Parents are allowed to visit in classrooms; however, we ask that arrangements be made in advance with your child's teacher in order to visit at the most appropriate time. This enables us to limit the number of visitors on any given day, and if necessary, we may suggest a better time. When you visit, please do so quietly and with a purpose; such as to see how your child interacts with other children, how they use their time, what kind of materials they are interested in, etc. Unless requested by the teacher, we do not recommend helping your child or others with their work. Children are generally proud to show their parents what they can accomplish on their own. There are "Moms' and Dads' Nights" scheduled later in the school year when students may share their work with their parents.

Volunteers

We appreciate help offered by parents. Please ask your child's teacher for what may be needed in their classroom. Whether you donate an hour to listen to children read or a day to do repair work and paint, we are very grateful. This is your child's school. We are all here to do God's work and to provide a good environment and pleasant learning experiences for your children. Volunteers need to sign in and out and wear a visitor's badge, which are available in the office. Our insurance requires that we keep a copy of all volunteers' drivers' licenses on file.

Student Attire

Please keep in mind that we are a Christian school and we encourage children to dress modestly. The indoor temperature may be very unpredictable, so we suggest that your children dress in layers which may be removed if the classroom is too warm for their comfort.

Preschool and Kindergarten Attire

- Children should be encouraged to pick out their own clothing and dress themselves.
- Comfortable clothing which allows freedom of movement, and non-marking, rubber-soled indoor shoes are requested. Indoor shoes should be stored at school.
- Children are encouraged to be as independent as possible. Clothing should be easy to get on and off. Elastic waistbands are ideal unless your child is proficient with zippers, snaps, buttons, and buckles.
- Avoid good clothing that cannot get dirty or spotted by paint, etc. We want the children to be free to explore activities without the fear of ruining their clothing.
- Please note that our policy does not allow clothing, backpacks, lunchboxes, etc. which depict characters and/or words that may be offensive to others.

Elementary Attire

- Comfortable clothing which allows freedom of movement, and non-marking rubber-soled indoor shoes are encouraged. Indoor shoes should be stored at school.
- Short skirts are inappropriate since some work is done on the floor. Shorts may be worn under skirts.
- Clothing with pictures depicting violence, or characters or words that may be offensive to others are not allowed.
- Elementary students will require gym shoes for P.E. class. If desired, a separate pair of gym shoes may be stored here at the school.

Winter Attire

Students go outside during winter for recess, providing it is not extremely cold. All students should have hats, mittens, scarves, boots and snow pants. During snowy weather, students without boots and snow pants will be restricted to playing on the blacktop. Non-marking, rubber-soled indoor shoes are needed for when they take their boots off or if their shoes get muddy or wet. Please – NO BIG, FURRY SLIPPERS OR SLIPPER SOCKS. It is suggested that all students have a change of clothing stored at school. Please make sure everything is labeled with your child's name, as the school cannot be responsible for lost clothing.

Recess

Our staff level does not allow for students to be supervised indoors due to illness while their class is outside for recess. If your child is not well enough to go outside for a short recess, they should probably not be in attendance that day. Please stress with your child the wearing of appropriate weather-related clothing so that they can enjoy this important outdoor time.

Birthdays

We enjoy celebrating children's birthdays, but "parties" (birthday décor, balloons, candles, goodie bags, etc.) are not appropriate in school. We encourage you to send pictures showing your child from birth to present so he can present a history of his/her life and the class can experience with your child the passage of time.

The children appreciate treats. Some favorites are popsicles, ice cream, fruit, cheese, cookies, muffins, and popcorn. **Please check with the school office regarding bringing in treats to share; in particular, due to food allergies, nuts/related items are not allowed.** Sometimes children donate gifts to the classroom on their birthdays...a small plant, book, wooden puzzle, etc., are a few of the items that would bless our classrooms. You may check with your child's teacher for helpful suggestions from their wish lists. A gift may be brought wrapped so that your child may unwrap it and present it to the class in honor of their birthday. The birthday children really love to share this experience with their friends.

We ask that birthday invitations be distributed outside of school by parents. The school directory may be used for contact and mailing purposes.

Financial Information

Tuition

It is imperative that tuition be paid on time to allow the school sufficient operating funds. Tuition will not be adjusted for absences, family vacations, school holidays or closings. In the event of a long-term illness, tuition may be adjusted at the discretion of the MCMA Board of Directors.

Non-sufficient Funds / Returned Checks

Accounts with checks returned to MCMA for non-sufficient funds or any other reason will be charged a \$30.00 fee. Those accounts must be settled with the Business Office within ten (10) business days of notification. The account will be flagged with the date of the returned check. If two (2) checks are returned within a twelve (12) month period, future payments must be in the form of cash, credit card, certified cashier's check or money order. This will be in effect for one year from the date of the last flagged non-sufficient funds/returned check.

Late Fees

All tuition payments must be made in a timely manner. Monthly payments are due on the first of each month.

- Any payment ten (10) days in arrears will be assessed a late charge of \$5.00 on any amount up to \$100.00 and 5% of any amount over \$100.00
- Any payment thirty (30) days in arrears may result in your child being excluded from classes until your account is current.

Frequent late payments will require a meeting with the Business Office and may result in the removal of your child from MCMA. Payment plans may be discussed with the Business Office.

Extended Childcare Cost and Overtime Charges

MCMA offers extended childcare before school starting at 7:00 AM and after school until 6:00 PM.

Contracted childcare can be arranged for students who require before or after-school care consistently. Families will be billed on the first of the month at \$8.00 per hour based on the contracted drop-off/pick-up times.

- Unused contracted hours will *not* be credited
- Additional hours of care beyond the contracted times will be granted the contracted care rate
- Billed to the nearest quarter hour

Unscheduled childcare is available to all students as needed. Families will be billed monthly for the hours accrued at \$11.00 per hour.

- Unscheduled childcare includes students not picked up by 15 minutes after dismissal
- Billed to the nearest quarter hour

MCMA CLOSING PROMPTLY AT 6:00 PM. A Late pick-up charge will be applied to any student picked up after 6 PM regardless of contract at **\$1.00 PER MINUTE**. This also applies to preschool students that are not expected to stay past 12:00 PM and will be charged \$1.00 PER MINUTE past 12:10 PM unless we are notified and they are arranged to stay for lunch.

PARENT/TEACHER ORGANIZATION

Our Parent/Teacher Organization (PTO) contributes a great deal to our children's learning experience. The PTO assists with field trips and supports our special events such as the Christmas program, fundraisers, special guest performances, presentations, and our school picnic. We encourage you to get involved in our fundraising programs and activities which help to support your children and their school.

Volunteers are needed in many areas for school events. We appreciate your help! Please check **MCMA News** e-mails and the website for scheduled events and updates. Please contact the office if emails are not being received or to update our records with address changes.

Fees

Each family is required to pay \$25.00 in PTO dues once a year, which helps to subsidize field trips, activities, and special events. The field trip/activity fee charged to families also contributes but does not cover the entire activity expenses incurred.

Families are expected to participate in school fundraising. If unable to participate for some reason, please inquire about an "opt-out" contribution fee per fundraiser.

Field Trips/Activities

Activity fees for trips and events are due at registration. A permission card must be on file in the school office and fees paid for your child to participate. We may travel by walking, chartered bus, or parent vehicles. Trips and in-school presentations are announced on the website calendar and in the weekly "MCMA News" email.

Children should wear a school T-shirt or sweatshirt on off-campus school field trips. School spirit wear may be ordered during registration at the beginning of the year.

Parent volunteers are usually welcome to accompany us on field trips, though in some situations this may not be possible. Our insurance requires that we keep a copy of all volunteers' drivers' licenses in our files. Siblings are invited to in-house events only.

Anti-Bullying Policy (Addendum)

**Updated 1/2021*

In accordance with Illinois state law, Midwest Christian Montessori Academy and its Board of Directors has adopted an anti-bullying policy which defines 'bullying', including "cyber-bullying" as any severe or pervasive physical or verbal act or conduct, including written or electronic communications toward a student(s) that can be reasonably predicted to have the effect of any of the following:

- 1) Placing the student(s) in reasonable fear of harm to the student('s) person or property;
- 2) Causing a substantially detrimental effect on the student's or students' physical or mental health;
- 3) Substantially interfering with the student's or students' academic performance;
- 4) Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities or privileges provided by the school.

Bullying may take various forms, such as harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property or retaliation for asserting or alleging an act of bullying.

Incidence of bullying should be promptly reported to the immediate supervisor and the school director in person, by school telephone (listed) and/or may be emailed (address listed). Anonymous reporting may be delivered in writing to the school office.

Parents/guardians of all students involved in an alleged bullying incident will be promptly informed and invited to discuss interventions, restorative measures and the availability of counseling services with the school director and appropriate staff. All parties will be invited to meet with the school director to discuss the findings of the investigation and actions taken to address the reported incident.

The school will make all reasonable efforts to complete an investigation within ten (10) school days after the date of the report of the incident of bullying was received. The investigation process will include the appropriate school staff with knowledge, experience and/or training in bullying prevention.

Interventions may include, but are not limited to restorative measures, social-emotional skill building and referrals for counseling, psychological services and community-based services, and possible expulsion. Retaliation against any person who reports an alleged act of bullying, and also any

person falsely accusing another of bullying is prohibited and will be addressed with the same procedures, including possible expulsion.

The evaluation process shall include, but is not limited to assessing:

- The frequency of incidents
- Student, staff and family observations of safety in school
- Identification of areas of school where bullying incidents occur
- The types of bullying that are common or may be occurring
- Bystander intervention or participation
- Information developed as part of the evaluation process will be provided to the school director, school board members, the appropriate staff, parents, guardians and students.

A team consisting of the school director, board members and staff will investigate whether a reported act of bullying is within the permissible scope of the school's jurisdiction. The victim and family will be provided with referrals to support services available in the community.

***Amended Health and Safety guidelines**

**Covid safety procedures will be in place until otherwise advised by the state or local health dept.*

In keeping with the Illinois State Board of Education's guidelines for the safety of children and staff in our school, MCMA follows daily procedures and has an emergency management plan in place.

Daily Procedures

The exterior doors to our school and hallway are closed and locked, except at entrance and dismissal, when they are attended by staff.

Morning arrival:

- Parents / guardians will remain outside at drop-off, unless handling business in the office
- Any adult entering the building will be screened for illness
- Students' temperatures will be taken if indicated (*temperature of 100 or more will be sent home*)
- Illness symptoms will be evaluated – students may be turned away if displaying symptoms
- Staff wellness will be evaluated daily
- Students change into indoor shoes upon arrival
- Students wash hands after entering school and multiple times throughout the day (including minimally: before eating, after toileting, after sneezing, after recess)
- Staff may wear masks during classroom instruction and in close contact with students
- Mask-wearing for students is optional, but is recommended when indoors in close contact with other students and teachers, whenever physical distancing is not possible

Cleaning:

- Staff will clean/disinfect materials and surfaces in the classroom regularly throughout the day and at the end/beginning of each day
- Bathrooms will be cleaned regularly and sanitized daily
- High traffic and common areas will be cleaned regularly and sanitized daily

General:

- Lunch will be scheduled in rotating shifts with seating significantly separated
- Visitors, in general, will be limited to prospective parents for the purpose of a school tour
- Parents and visitors will not be allowed entry if exhibiting symptoms of illness

- Students should be kept at home if exhibiting any sign of illness
- Students who become ill at school will be isolated until picked up by parent/guardian and may only return after being 24-48 hrs fever free, without the use of medication
- Staff will stay home if ill, or showing symptoms of possible illness
- All-school group meetings (*Praise & Worship*) may be permitted if physical distancing is possible
- Fire drills / Weather drills / Emergency (active shooter) drills – procedure as previously established

In case of a confirmed positive of Covid-19 diagnosis within our school, administration will consult with the Will County and/or the Illinois Department of Public Health and follow their recommended protocols.