

MacArthur Early Childhood Center
"Building the Foundation of Our Future"

MACOMB SCHOOLS



Preparing Students for Success

MacArthur Early Childhood Center

235 W. Grant St.

Macomb, IL 61455

309-833-4273

www.macomb185.org

Office Hours: 7:30 - 3:30

Family Handbook

2018-2019

Welcome to MacArthur Early Childhood Center. The well-being of children is our highest priority. The Family Handbook is a guide to a safe learning environment. We believe that a team approach – children, family, school, and community – is the most effective way to face the challenges of rearing and educating children in today’s society.

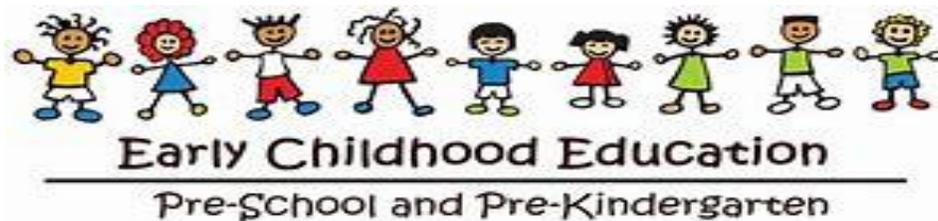
The district shared mission states Macomb Public Schools will “prepare each student for a successful future”. MacArthur Early Childhood Center is “building the foundation of our future.” In a safe and nurturing environment, all children at MacArthur will:

Have a love of learning

Be respectful to others

Be independent thinkers

Be problem-solvers



Teacher Contact Information

- Ashley Andrews 833-6399 andrewsa@mcusd185.org
- Marc Baxter 833-6391 baxterma@mcusd185.org
- Kendra Brough 833-6390 broughk@mcusd185.org
- Mallory Kessler 833-6355 kesslerma@mcusd185.org
- Susan Lafary 833-6396 lafarys@mcusd185.org
- Kara Wright 833-6329 wrightk@mcusd185.org

Curriculum

- Children attending MacArthur experience a variety of engaging activities to develop a solid foundation for future school success.
- MacArthur teachers use the Illinois Early Learning and Development Standards to involve children in every area of development.
- Our early childhood teachers have developed curriculum maps and monitor the progress of children with the state approved Teaching Strategies GOLD curriculum.

Half Day Schedules

MORNING

8:00 Opening Activities
8:20 Instructional Block



10:20 Closing
10:30 Dismissal

30 minutes Gross Motor
50 minutes Choice Time
10 minutes Large Group
10 minutes Music
20 minutes Small Group

AFTERNOON

12:00 Opening Activities
12:20 Instructional Block



2:20 Closing
2:30 Dismissal

Teachers Assessing Progress

Our staff is engaged in an ongoing cycle of observing and assessing children's progress. During this cycle staff members interact with students and determine when and how to respond to individual and group needs. Teachers do this by:

- Collecting data
- Analyzing and evaluating data
- Using what is learned to plan for each student and group activity

Teachers track student's progress using checklists, photography, portfolio collections, and benchmark testing. The assessments are consistent with the goals and objectives of Teaching Strategies GOLD and are aligned with the Illinois Early Learning and Development Standards.

Support Services

Classes and support services are available for eligible children. These services include speech therapy, occupational therapy, physical therapy, and testing by school psychologists. Vision and hearing screenings are provided at the schools by certified screening technicians.

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either: (1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or (2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend. (See policy 6:140). Assistance and support for homeless families may be obtained by contacting the Regional Office of Education at 837-4821.



Arrival and Dismissal

Arrival

- Children are to be supervised at all times to ensure their safety and appropriate behavior. Unless a staff member is at the door, do not drop your child off for class.
- Doors remain locked until 7:30 AM for morning students. Students will walk to the gym for supervision and/or breakfast. Students may join their teacher at 7:45 AM. Class begins at 8:00 AM. Doors remain locked until 11:45 PM for afternoon students to join their teacher. Class begins at 12:00 PM.
- Families who bring students may use the parent drop off lane to drop off their child one car at a time. A staff member will greet your child and guide them to the main entrance where another staff member will greet them at the door.
- If you want to walk your child into the building, park in the parking lot and walk your child to the door. As the year progresses, MacArthur encourages parents to use the parent drop off lane to prepare your child for kindergarten.

Dismissal

- Children will be dismissed at 10:30 AM or 2:30 PM.
- Children who are picked up by their parents will be dismissed after the buses have safely left the parking lot.
- If after school plans change, please call MacArthur at 833-4273 by 10 AM or 2 PM, or send a note in your back pack for their teacher. If we do not receive notification of a change, your child will follow his/her normal routine.
- If you move or need change in busing, please contact MacArthur two days in advance of the change to get busing situated with the bus garage.
- Adults that do not typically pick up your child will be asked to show ID and office staff must also be notified by a parent/guardian.
- PM session students who ride a transfer bus at the end of the day to the high school will be escorted by a high school student to the appropriate bus. If your student has a sibling(s), they will ride the same bus.

Bus Rules

- Children must be on time. The bus driver cannot wait for late children.
- Stay at least 6 feet away from the bus until it stops completely.
- Quickly be seated and stay seated at all times.
- Use quiet voices.
- Keep hands inside the windows and feet out of the aisle.
- Follow directions given by the bus driver.
- There is to be no eating/drinking on the bus.
- Pre K children will not be dismissed from the bus unless an adult is present or an older sibling is helping your child off the bus.

Volunteer in the Classroom/Field Trip

You are welcome to visit or volunteer in the classroom throughout the school year. When visiting, be sure to pre-arrange a time with the classroom teacher, sign in at the office, and pick up a visitor badge. All volunteers are required to participate in background checks to ensure the safety of our students. To volunteer at MacArthur, submit a [Volunteer Information Form](#) to the front office.

To supplement the curriculum, field trips may be taken periodically and will be chaperoned by staff members and other adults. The selection of chaperones will be at the discretion and prior approval of the teacher and administration. All chaperones must have an approved school background check form on file with the school office at least 24 hours in advance of the field trip. Students must ride the school provided transportation to and from field trip destinations. Upon returning to MacArthur, you may sign your student out at the front office to go home.

Food Service

- Breakfast is served daily to children who arrive before 8:00 AM. Children do not eat lunch at school. There is a snack time provided during both AM and PM sessions.
- If your child has a food allergy or restrictions, a note from your doctor must be on file in the office. Notes can be faxed to 833-5651.
- Menus will be posted at www.macomb185.org at the start of each month showing breakfast options.
- Complete a request form for free/reduced meals. Payments can be made online using ePay at www.macomb185.org. You can also send weekly or monthly checks to school in an enveloped labeled with your child's name.
- Payments will be credited to a family account and you will be notified when the account is negative \$5. Family accounts overdrawn up to \$25 will be frozen.
- MacArthur is a peanut free school. Birthday or special treats sent in by families must be store bought. Please check with your child's teacher to find out how many treats are needed and if there are any food allergies before sending a treat to school.

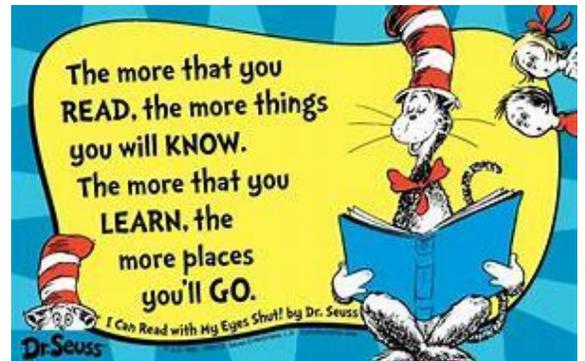
Emergency Phone Numbers

The school must know how to contact a parent/guardian at all times. A current emergency phone number must be on record at school. Notify the school if you change home or work numbers. Give the school the phone number of a responsible person to call if we are unable to contact you.

Library

Students check out one library book per week until the first week of May. Books must be returned before the next book is chosen. If not returned by May, a fine must be paid to replace missing books. Read with your child every day! Please encourage good book handling skills:

- keep the books in a safe place
- do not tear or write in pages
- do not eat or drink near the book.



Health Examinations and Immunizations

Physical examinations and immunizations must be up to date prior to the first day of school according to the State of Illinois requirements. Your child will not be allowed to attend school until the school has received proof that these requirements have been met.

Illness/Absences

Children should be kept home from school when they have any of the following:

FEVER	VOMITING	DIARRHEA	RASH	EYE INFECTION	BEEN IN THE HOSPITAL
					
Temperature of 100 or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Redness, itching, and/or "crusty" draining from eye.	Hospital stay and/or ER visit

Children are ready to go back to school when they are:

Fever free for 24 hours without the use of fever reducing medication (Tylenol, motrin)	Free from vomiting for over 24 hours	Free from diarrhea for at least 24 hours	Free from rash, itching, or of fever; or I have been evaluated by my doctor	Evaluated by my doctor and have a note to return to school	Released by my medical provider to return to school.
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With a note or phone call from a parent/guardian, administrators may excuse students for up to 9 days annually. Written notification will be mailed to the parents after the 7th absence saying medical verification is due on the 10th absence. Situations not included within the 9 days are medically verified absences, religious holidays, and death in the immediate family. (Policy 7:70)

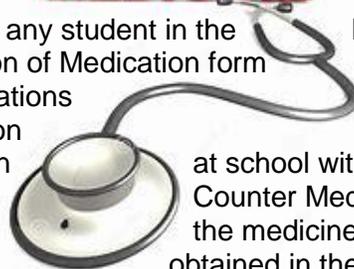
A doctor's note may be used to medically excuse your child if they miss school due to a doctor's or dentist appointment. If your child is going to be absent, please call MacArthur at 833-4273 as well as the bus garage at 836-6806.

Communicable Diseases

Parents are required to notify the district nurse at 833-6330 and the office at 833-4273 if they suspect their child has a communicative or infectious disease. A communicative or infectious disease includes Acquired Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC), and Human Immunodeficiency Virus (HIV). See district policy exhibit 7:280-E2, *Reporting and Exclusion Requirements for Common Communicable Diseases*, for a list of communicative or infectious diseases. In certain cases, children with a communicative or infectious disease may be excluded from school or sent home from school following notification of the parent or guardian. A child excluded because of a communicative or infectious disease will be permitted to return to school only when the parent/guardian brings to the school a letter from the school's doctor stating that the child is no longer contagious or at risk of spreading the communicative or infectious disease.

MEDICINE

Prior to medication being administered to any student in the District, an Authorization for Administration of Medication form returned to the nurse. Prescription medications require parent/guardian approval. Non-prescription medications must be given in the original container and will not be given to Administer Medication of an Over-the-counter. Parents/guardians must deliver Medication authorizations forms may be obtained from the district website www.macomb185.org. We will be unable to administer any medication without a completed form. (Policy 7:270)



Macomb Public School must be completed and require physician and medication must come in at school without a Parent Authorization Counter Medicine Form signed by the the medicine to the school office. obtained in the school office or on the under Health Forms. We

*If possible, give medications at home to avoid sending them to school.

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

State law prohibits a child sex offender from being present on school property or loitering in a public way within 500 feet of school property when persons under the age of 18 are present, unless the offender is a parent/guardian of a student present at the school property. Parent/guardian of such students must be registered with the Illinois State Police and must fill out a form at the school regarding visits each time they are on the premises. Visits will be conducted under the direct supervision of the building principal or her designee. Note-Public Act 94-994 requires all schools to notify parents that information about area sex offenders and violent offenders against youth is available to the public. The following links will allow you to access that information:
<https://www.isp.state.il.us/sor/contactsor.cfm> and
<https://www.isp.state.il.us/cmvo/cmvo.cfm>

Safety Guidelines

“Children develop and learn best in the context of a community where they are safe and valued, their physical needs are met, and they feel psychologically secure.” – NAEYC

INDOOR SAFETY

- Parents and guests visiting during the day are required to sign in at the office and wear a visitor tag.
- Staff, children, and guests use a respectful and positive tone of voice.
- Students use walking feet in the building.
- Students should wear tennis shoes daily.
- Keep umbrellas, sandals, and toys at home unless requested by the teacher.
- Children practice good hand-washing habits.

OUTDOOR SAFETY

- Children play outside unless the temperature is below 25 degrees with the wind chill, the temperature has a heat index of 95 degrees F, or it is wet. Dress appropriately for the weather and label your child’s name inside all coats, hats, and gloves.
- Children wear backpacks on their backs while entering and exiting school.
- Children sit on swings and slides.
- Children leave sticks and rocks on the ground.

If a child is injured at school, staff will complete an accident report and notify the parent or guardian of the incident. Reports will be filed in the students’ record.

Emergency Drill Procedure

Safety drills occur at times established by the school board. There may be other drills throughout the year at the discretion of the administration. All safety drill instructions are posted in every room throughout the building. Children are required to be silent and comply with the directives of school officials during safety drills. No one may enter or leave the building while it is in lockdown.

Minimum drills required are:

- 3 evacuation drills
- 1 severe weather (shelter in place) drill
- 1 law enforcement drill
- 1 bus evacuation drill



Emergency Dismissal/School Cancellations



- The school office has a radio that warns us of severe weather. In the event of severe weather such as tornado warnings, children will remain at school past dismissal time.
- School cancellations will be posted at www.macomb185.org and will also send out automated text messages to your cell phones and calls to your house/cell phones. See the “notify me” tab at www.macomb185.org to sign up for text messaging and email service. Information will also be on the local radio stations and TV stations KHQA (7) and WGEM (10). **Please do not call the school.**
- If school has a delayed start, the AM session for MacArthur will be canceled. The PM session will begin at 12:00 pm. If school is dismissed early, the PM session will be canceled. The AM session will be dismissed at 10:30 am.

Pesticide Application Notice

The district maintains a registry of parents/guardians of children who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact: Randy Smith, 323 W. Washington St., Macomb, IL 61455. Notification will be given before the application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Asbestos Management Plan

Macomb School District 185 has submitted its Asbestos Management Plan prepared according to the requirements of the Asbestos Hazard Emergency Response Act. The law requires a visual surveillance of asbestos containing areas be completed every six months with a re-inspection conducted every three years. Copies are available in the front office.

Budget

Copies of the Macomb School District 185 budget may viewed at www.macomb185.org. Copies are available to the Administrative Service Center, 323 W. Washington St. or in MacArthur’s office.

Board Policies

Copies of individual board policies are available upon request at the main office. Please allow 24 hours advance notice when making requests for copies. Policies are also located at www.macomb185.org.