

**Parent Handbook**

**9606 50th Avenue**

**College Park, MD 20740**

**School Telephone Number: 301-886-8929**

**Fax Number: 240- 297- 9597**

[**www.monarchpreschool.com**](http://www.monarchpreschool.com)

***EXPERIENCE \* ENGAGE\* EXPLORE***

**Director: Krissie Taylor**

**Assistant Director: Anna Philyaw**

**Office Manager: TBD**

**Team Lead: Kenni Napatupulu**

**School Hours:**

**Before Care: 7:00am- 8:30am**

**Academic School Day: 8:30am – 4:00pm**

**After Care: 4:30pm-6:00pm**

**Welcome**

Welcome to Monarch Preschool, College Park!! This handbook contains information regarding our preschool program. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the preschool. It will answer many of the questions you may have about our school.

**Monarch Preschool**

Monarch Preschool College Park is a high-quality, project-based learning pre-kindergarten for children aged 3-5. It is a place where care is not passive. Spaces, curriculum and teachers are all active, engaged and help children apply their learning to real world issues. We expect to foster a life-long love of learning, focusing on the whole child approach and getting children ready for school and life beyond.

The Monarch Preschool College Park was founded by [The Children’s Guild](https://www.childrensguild.org/)—a nonprofit organization that is an affiliate of the Children’s Guild Alliance. The Children’s Guild was founded in 1953 and is dedicated to pioneering educational services for children and families. One of The Children’s Guild founders included Dr. Leo Kanner, a world–renowned psychiatrist from Johns Hopkins University in Baltimore, who first identified childhood autism. Since its founding, The Children’s Guild has had an extensive history of successfully educating students using an innovative philosophy known as Transformation Education (TranZed). TranZed counters traditional programs by challenging adult mindsets, creating engaging environments, instituting supportive structures, and employing neuroscience to serve our youth.

**Program Philosophy**

All children can and want to learn. Project-based learning harnesses the natural passion to learn by presenting learning experiences as expeditions into the unknown. Project-based learning cultivates and fosters greater continuity of relationships between students and teachers, draws on the power of small groups, creates an exploratory mindset, and allows a child to understand the greater community.

Monarch Preschool College Park is a project-based learning school, presenting the curriculum in a consistently hands-on, interactive, and dynamic manner.  It provides an authentic application of learning that embeds the arts within the important learning concepts to foster engagement, aid in retention, and enhance developmentally appropriate environment welcoming of children of all abilities that offers a balance of child-initiated and teacher-directed activities reflecting the interests of the children, their primary languages, and their cultural backgrounds.

**Advisory Board**

**Carolyn Bernache**

Chair of the College Park Education Advisory Committee, Board Member of the College Park Academy, and member of the College Park City-University Partnership’s education committee.

**Cat Peretti**

Executive Director of My School DC, the lottery and family outreach program for over 200 public schools in Washington, DC and parent of two children in College Park

**Denise Mitchell**

College Park District 4 Councilmember and Founding Board Member of the College Park Academy with extensive background in early childhood education

**Valerie Woodall**

College Park City-University Partnership Senior Program Associate, and parent to two young children

**Kathy Lane**

Chief Education Officer

**Krissie Taylor**

Monarch Preschool Director

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| May 17  | Monday | Monarch Preschool, CP Opens  |
| May 31 | Monday | Happy Memorial Day/Monarch Preschool Closed |
| June 1 | Tuesday | Summer Camp Begins |
| June 28 – July 2 | Monday- Friday | Summer Spirit Week |
| July 5 | Monday | Monarch Preschool Closed |
| August 23- 27 | Monday – Friday | Monarch Preschool Closed/Summer Break |
| August 30 | Monday | 2021-2022 Academic Year Begins |
| September 6  | Monday  | Labor Day- Monarch Preschool Closed |
| September 8 | Wednesday  | Monarch Family Meet and Greet Night- Virtual  |
| September 13- 17 | Monday -Friday | Ages and Stages Developmental Questionnaire Screening |
| October 25-29 | Monday - Friday | Fall Spirit Week |
| October 29  | Friday |  Character Day |
| November 1 | Monday | Family Food Drive |
| November 2 | Tuesday | Election Day- Monarch Preschool Closed |
| November 11 | Thursday | Fall Parent Teacher Conferences- Monarch Preschool Closed |
| November 18 | Thursday | Pumpkin Patch Day |
| November 19 | Friday | Last day for Food Drive  |
| November 25 | Thursday | Happy Thanksgiving/Monarch Preschool Closed |
| November 26 | Friday | Monarch Preschool Closed |
| December 9 | Thursday | Holiday Open House |
| December 17 | Friday | Parent Night Out |
| December 24- 31 | Friday- Friday | Monarch Preschool Closed- Happy Holidays |

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| --- | --- | --- |
| January 3 | Monday | New Year’s Holiday - Monarch Preschool Closed |
| January 14 | Friday | Winter Ball |
| January 17 | Monday | Martin Luther King Jr. Holiday- Monarch Preschool Closed |
| February 14 | Monday | Happy Valentine’s Day- Caring and Sharing Celebration |
| February 21 | Monday | President’s Day- Monarch Preschool Closed |
| March 10 | Thursday  | Spring Parent Teacher Conferences- Monarch Preschool Closed |
| March 11 | Friday | Monarch Preschool Closed for students- Professional Development |
| March 17 | Thursday | Happy St. Patrick’s Day- Green and Gold Celebration |
| March 25 | Friday | Maryland Day Celebration |
| April 4- 8 | Monday- Friday  | Garden Week |
| April 11- 18 | Monday- Monday | Monarch Preschool Closed- Spring Break |
| April 22 | Friday | Earth Day Celebration |
| May 6 | Friday  | Muffin in the Morning |
| May 21 | Saturday | Monarch Preschool Family Fun Day |
| May 26 | Thursday | Red, White and Blue BBQ |
| May 30 | Monday | Memorial Day- Monarch Preschool Closed |
| June 3 | Friday  | Preschool Graduation/ Last day of Academic School Year |
| June 6 | Monday | Summer Camp Begins |

 2021-2022 School Calendar

**Hours**

School day, 5 days per week (8:30 a.m. – 4:00 p.m.)

School day, 3 days per week (8:30 a.m. – 4:00 p.m.)

School day, 2 days per week (8:30 a.m. – 4:00 p.m.)

Before care (7:00 a.m. – 8:30 a.m.)

**Tuition**

**School day, 5 days per week (8:30 a.m. – 4:00 p.m.):** $1,100

**Tuition**

**School day, 3 days per week (8:30 a.m. – 4:00 p.m.):** $710

**School day, 2 days per week (8:30 a.m. – 4:00 p.m.):** $500

**Before care (7:00 a.m. – 8:30 a.m.):**   $80

**After care (4:00 p.m. – 6:00 p.m.):** $110

**Summer program**:   $1,290 (7:00 a.m. to 6:00 p.m.)

**Discounts**

Sibling discount: $100 discount on monthly tuition per child

Referrals: 5% off monthly tuition for 3 months per enrollment

Center employee/intern: 10% off monthly tuition

**Fees**

One-time registration fee:    $100 *(non-refundable)*

Late pick-up fee:

6:00 p.m. – 6:10 p.m. is $2.00 per minute

After 6:10pm is $5.00 per minute

Late Tuition Received: $5 per day not received

Returned check fee- $25.00

Tuition can be paid with money order, check or credit card. Tuition is due prior to the service period. Tuition can be made monthly or bi weekly. All tuition will be due by the close of business Friday. Invoices will be distributed through ProCare. Credit card payments can be made through the ProCare app. Due dates will be posted on the invoices. Tuition is due regardless of attendance. Families are paying to reserve their child’s space in our school program. Families will be billed for all days the child/ren is scheduled whether or not they use the services (due to vacation, illness etc.). This ensures your child has a space upon return.

Checks should be payable to Monarch Preschool, CP. Payments can be placed in the tuition box in lobby area.

If you are experiencing temporary financial difficulties, please see the Director before tuition is due and we will attempt to work out a solution in confidence.

**Monarch Enrollment**

Children must be 3 years old to enroll at our school. All children must be fully potty trained with minimal accidents. Children who turn 5 years old after the Prince George’s County Public Schools cut off for Kindergarten September 1 are able to enroll. This is considered 5 years childcare. Monarch Preschool does not deny enrollment based off race, creed, color, national origin, gender, age or disability.

Tours can be scheduled to discuss our program, policies and tour our school. The director is available to answer questions at any time.

 ***Enrollment Forms***

Monarch Preschool, CP Enrollment Form

Office of Child Care Emergency Form

Health Inventory/Maryland Lead Form (OCC 1215)

Immunization Form

Birth Certificate (Must verify identification of children in care—birth certificate, passport or other documentary evidence).

It is Me Form

Cot Permission Form

Photo Permission Form

Walk Permission Form

Allergies Form

Day Schedule

All Monarch Preschool Enrollment forms are located through our ProCare app and need to be complete prior to enrollment for approval by the school director.

A hard copy of each document will be filed in the school office as well as your child’s classroom. All records are confidential. If information needs to be updated at any other point, we ask you to notify the director in writing. If you choose to change your enrollment schedule, a request should be in writing and submitted to the school director. Children are able to change from part time to full time, before or after care if space permits. There is a two week minimal to change your schedule.

All parents/guardians will be given written notice of any significant changes to our program or policies. School forms will be updated annually.

**Termination of Care/Withdraw:**

The first two weeks of your child’s enrollment will be considered as a probationary period. If we feel things are not working out, we reserve the right to give notice for removal. If after the probationary period or any time prior to that, if we feel that we cannot meet the needs of the child, we may ask for the two week notice for your child. Termination or removal from Monarch Preschool is to the discretion of the school director.

Monarch Preschool requires a 30 day week written notice if you intend to withdraw your child from the program. Notices should be written to the school director via email and or note/letter.

**Meet Our School Staff**

Monarch preschool will have the following staff members in the classroom throughout the day. Teachers will have different schedule. During our academic day, our lead preschool teacher and classroom teacher will be present.

Lead Preschool Teacher (Early Childhood Education certified teacher)

Teacher (Child Development Associate and/or 90 hour child care certification)

Teacher’s Assistant (assistant in the classroom, working towards credentials)

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| --- | --- | --- |
| Krissie TaylorDirectorB.S. UMD, CPM.A. McDaniel CollegeCredential: Admin Level 5 | Anna PhilyawAssistant DirectorB.S. BSUCredential Level:  | Kennita NepatupuluTeacher90 hour certificateCredential: Level 5 |
| Sonia SantizoTeacher90 hour Certificate/CDACredential: Level 4 | Avery AlexanderTeacher’s AssistantUMD StudentHigh School Diploma | Jordan DanielsTeacher’s AssistantHigh School Diploma |
| Lauren TaylorTeacher’s AssistantUMD StudentHigh School Diploma | Julie FrancoisTeacher’s AssistantBSU Student High School Diploma | Michelle Martin Teacher Assistant90 hour Certificate |
| Elsi GuerveraTeacher’s AssistantHigh School Diploma | Sergio AlmirezBuilding Supervisor |  |

All staff members are CPR/ First Aide certified while children are present.

All staff members participate and are expected to enroll in continuing education courses throughout the year to meet state licensing requirements as well as school expectations.

**Preschool Staff Ratios**

1:10 (One classroom teacher/Lead Preschool Teacher to one child) There will be a maximum 20 children per classroom. This is mandated throughout the school day.

**Positive Behavior at Monarch**

Our policy is to promote positive reinforcement for all children enrolled at our school. Monarch Preschool will meet the needs of each child in our school, according the TranzEd 8 and school philosophy. Each family will be responsible to review and sign our discipline policy. Discipline policies will be in each child’s file and families are expected to adhere to the policy. Children will discuss positive behaviors strategies, classroom expectations and being kind to one another at each morning meeting. Those children who do not follow classroom rules and school policies will be redirected to another activity, take reflective time, and have a positive behaviors discussion with the classroom teacher. Classroom teachers will have a teacher- student discussion to help welcome the child back into the classroom activity. The child will always be in the view of the classroom teacher. In the event a child is harmful to the child, others, property or is extremely disruptive, the child will be taken to the director’s office. Communication with the child will begin immediately to redirect the child toward positive and appropriate behavior. Corporal or physical punishment is prohibited and will not be tolerated at our school.

Staff uses positive behavioral supports and strategies with children that include: providing choices; using redirection, reflection, and problem solving; and clear rules and expectations developed with input from the children.

**Days at Monarch**

**Arrival/ Drop Off:**

|  |  |
| --- | --- |
| 7:00am- 7:45am Before Care | Children who arrive between 7:00- 7:45 will enter through the front door on 50th Avenue . Parent/Guardian please walk your child to their classroom. All children must be signed in with their classroom teacher. |
| 7:45am- 8:30am | Children who arrive between 7:45- 8:30 must enter through the front door on 50th Avenue and Rhode Island depending on your assigned drop off location. Please park your car in an allotted parking space or on the access road (Rhode Island) in front of the school building. Parent/Guardian must sign their child in with their classroom teacher via the ProCare Application. |
| 8:30 am – 9:00am | Children who arrive between 8:30am – 9:00am must enter through the front door on 50th avenue. Parent//Guardian please walk your child to their classroom. All children must be sign in with their classroom teacher. |

Arrival/Drop Off time is between 7:00am and 9:00am dependent on child’s schedule. Our academic learning day begins at 8:30am. Morning meeting is essential for students to commit to the learning day. Our morning schedule will help children transition from home to school. Parents are welcome to aid in the transition into morning meeting or activity.

All children be present in school by 9:00am. If you arrive after 9:00am, you must check in with the main office. Please notify your classroom teacher or office that you will be arriving after 9:00am.

Children are to be signed in with the classroom teacher. Sign in electronically on the IPAD through our ProCare application. Sign in will be regularly monitored. It is very important to ensure your child is sign in each day they are present. This will help generate our attendance for the learning day. Failure to sign your child in for the day will result in a $5.00 fine. This will be charged to your Procare account.

Parents/Guardians are encouraged to verbally communicate with your child’s teacher upon arrival. This is a great opportunity for parents to share important information with the teacher regarding your child. Children’s belongings are to be placed in their assigned cubby. Lunches will be placed in the lunch basket in the classroom. Children will be required to wash their hands before going into the classroom or coming inside from playground and joining the other children.

Parents and guardians who visit during the academic school day need to report to the main office. A visitor badge will be issued and must be worn during your time at the school. Parents/Guardians are encouraged to participate in their child’s learning experience. Monarch Preschool, CP has an open door policy for volunteering and joining their child during the school day. Exterior doors will remained locked at all time accept during drop off and pick up.

**Pick Up/Departure**

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| --- | --- |
| 4:30pm – 5:00pm | Children who dismiss 4:30pm – 5:00pm will exit out of the front door facing 50th Avenue. All children must be signed out in their classroom. |
| 5:00pm- 6:00pm | After Care Children who dismiss 5:00pm- 6:00pm will exit out of the door in the back parking lot facing 50th Avenue through the front door and Rhode Island Road (access road) depending on your assigned pick up location. Please park in the allotted parking space or along the access road on Rhode Island back All Children must be signed out with their classroom teacher. |

Monarch Preschool, CP closes at 6:00pm. All children must be picked up ay 6:00pm. Parents/Guardians must notify the school office and/or your child’s classroom teacher if you are going to be late and arriving after 6:00pm. The staff will need to plan accordingly. Late fees will be applied. Arrival after 6:00pm will result in a $2 a minute fee being charged to your child’s account. If you arrive after 6:10pm a $5.00 fee will be charged. If your child is not picked up by 6:30pm and we are unable to contact the parents/guardian or emergency contact designated on your child’s emergency form we will contact the police and child protective services. A child will be released only to those persons authorized in writing by the parent of any changes. Monarch Preschool will refuse the release of a child to any person other than those on file.

Teachers will ask to see identification for any person they have not met before, even if their name is on file. Parents/guardians must also notify the office and/or teachers in advance when an authorized person will be picking up their child other than themselves. Remember to sign your child out electronically through our Procare application on the classroom IPAD.

Failure to sign your child out for the day will result in a $5.00 fine. This will be charged to your Procare account.

**Communication**

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| --- | --- | --- | --- |
| Email | Telephone | Classroom Parent Bulletin Board | School/Classroom Monthly Newsletter |
| Classroom Door Chat and Wishes | School Community Board | ProCare Chat | Notes |
| Volunteer the school or classroom | School Website | School Social Media | Fliers |

**School Visitors/Volunteer Sign-In**

All visitors and volunteers must sign-in at the preschool office and pick-up the appropriate badge to wear during your time in the building. When you are ready to leave, please return your badge and sign out. Parents are welcome at any time. Monarch Preschool has an open door policy. We encourage all families to participate in your child’s learning day.

**Curriculum: Children Study Their World**

Monarch Preschool will implement Children Study their World Curriculum. The curriculum consists of project based hands on learning. Daily communication of your child’s learning day will be communication through the ProCare App as well as one on one short discussions with your child’s teachers upon drop off or pick up. We ask you limit your discussions to be mindful that teachers need to be present and supervising all children. Lesson Plans will be posted in the classroom on the parent board. Classroom schedules will be posted in their child’s classroom.

Monarch Preschool provides an authentic application of learning that embeds the arts within the important learning concepts to foster engagement, aid in retention and enhance comprehension in a consistently hands-on, interactive, and dynamic environment.

Our program and Children Study their World Curriculum fosters language and literacy, social and emotional development, intellectual and physical growth. Throughout the learning day, children will have movement breaks, structured and non-structured play. Hands on experiences is imperative for learning.

**Meals/ Snacks**

We will serve breakfast 7:00am – 8:00am, daily. Children who arrive to school after 8:00am, will not be served breakfast so please make sure your child has eaten breakfast. We will provide daily morning and afternoon snacks.

Children are welcome to bring their own snacks. Snacks must be healthy.

Lunch will be served at 12:00pm. Children may bring their own lunch from home or have the option of purchasing lunch from Monarch Preschool. Lunches will be catered through Preferred Meals. Families can order lunch daily or monthly. Lunch fees will be due at the end of each month. A separate bill will be distributed according to your lunch orders in your ProCare app. Lunch will be $3.00 per day. Water and milk are provided at each meal, seconds are available.

When planning snack and lunch menu ideas we focus all meals to be low in fat, salt and sugar and sensitive to allergy needs of all students. Whole grains, fresh fruits and vegetables are the focus of our main course. We encourage when planning snacks and meals from home you follow these recommendations. Having daily discussions with your child about healthy eating choices and limiting sugar and fast helps their bodies grow strong. Monarch Preschool encourages all children to eat a healthy balanced meal and snack per day. Promoting healthy eating habits and providing good nutrition helps children developmentally and ready to learn. All food is prepared and stored in a safe and sanitary manner in our kitchen. Snack and lunch will be served in your child’s classroom. Children will eat together. Microwaves are available to heat lunches. Please label all snacks and lunches with your child’s first and last name. Allergies and specific diets need to be addressed with your child’s teacher. We will make sure to follow all requests. Monthly snack and lunch menus will be posted in the school lobby and in the classroom.

**Nut Free Zone**

In effort to keep every child safe, we ask that parents in **every classroom restrain from packing anything that may contain nuts** in your child’s breakfast/snack/lunch. In addition, on days that your child will attend the center, we ask that your child **avoid any and all contact with nuts of any form**. (no peanut butter/ no hazelnut spread)

Peanut allergies are very serious. Simple skin to skin contact, even hours after initial peanut contact, can cause a severe, even life threatening, allergic reaction. Since there are times throughout each day when the children of different rooms will be together, we ask that no child brings or has contact with nuts of any form.

If your child’s lunch contains nuts, in any form, that item will be immediately disposed of. The center will provide backup lunches to ensure your child is offered a balanced lunch and you will be charged accordingly.

**Field Trips**

All field trips will be in house at the school. We will not leave the school for a field trip. Monarch Preschool will host a variety of activities and welcome outside visitors for the children. All families are welcome to join us. Field trips will be announced throughout the school year.

**Nap and Rest Time**

Rest time will be 1:00pm- 3:00pm daily. Children are not required to sleep but to rest. All children should bring a cot sheet to cover their cot. All blankets will be sent home Friday for washing. Children are permitted to bring a cuddle friend if they choose. Each child will have their own cot to rest on. Children will not share cots. Pull ups are not permitted for nap time.

**Outdoor Policy**

All classrooms will have morning and afternoon free play. Children will go outside weather permitting. Please dress your child accordingly. Our school will follow the National Standards for Child Care. Weather chart will be posted on our school/community board in the lobby.

**Change of Clothing**

All children need a change of clothing at all times in their cubbies. This should include, a shirt, pants, underwear, and socks. Families, please check periodically to ensure there is an appropriate change of clothing. All classes will have scheduled outdoor play. Children will go outside, weather permitting.

**Birthday Celebrations**

Monarch Preschool is happy to help children celebrate their special day. Birthday celebrations need to be approved by classroom teacher ahead of time. Celebrations will take place during afternoon snack. Acceptable birthday items include **store bought** fruit, cupcakes, cake, ice cream bars, and/or juice. If parents wish to hold private parties outside of school hours, we ask that you contact the other parents directly outside of school. Balloons and candles are not permitted.

**Parent Teacher Conferences**

Monarch Preschool will hold two parent teacher conferences per year, fall and spring.

The Lead Teacher will post a schedule on the classroom parent board as well as through the ProCare app. Families will select a convenient time to meet with each child’s family member on the schedule conference day. During conferences, you will share the progress of the child academic, social and emotional wellbeing, positive and concerns. This is an opportunity to share pertinent information with families and gain information needed about that specific child. Each conference will be 20 minutes in length.

**Portfolio Collection**

A permanent assessment portfolio will be kept for each child, and passed to the next teacher when a child transitions. Assessment portfolios will contain a variety of items, including photographs, examples of artwork, assessment profiles, and parent-teacher conference forms. It is the responsibility of the Lead Classroom Teacher and Teacher to ensure portfolios are periodically and continuously updated. When a child leaves Monarch Preschool, College Park, the assessment portfolio should be given to the family. Teachers will complete Ages and Stages Developmental Questionnaire for each child. This developmental screening will be administer once per year. This is a collaboration of teachers and families. Teachers will send home a section of the screening to be completed by the parents/guardian. Classroom teachers will complete screening during the learning day. All Families will be notified in writing and a message in the ProCare app announcing the scheduled screening date. Families will be given results for the screening. A copy of the results will be placed in your child’s file in the office.

 ***Safety at School***

Safety First

**Washing Hands**

Children will be required to wash their hands several times throughout the day for infection control and personal hygiene purposes. Children are required to wash their hands when they arrive at school, before and after snack/lunch, and at any time they feel is needed. Hand washing charts and pictures will be posted at all sinks. Teachers will encourage handwashing to all children. Parents are asked to wash their hands if they are going to volunteer in the classroom or stay for a length of time.

**Evacuation/Fire Drills/Shelter in Place**

All staff and children practice monthly fire drills. Also, there are two emergency disaster evacuations are practiced per year. The center practices two in house drills in the event we are unable to leave the building. If the center needs to be evacuated, all children and staff will walk to the local City of College Park Municipal Building. Emergency lockdown procedures will be practiced throughout the year as well. Families will be notified when practice drills have taken place.

**EMERGENCY- FIRST AIDE/CPR**

Monarch Preschool require all staff to be CPR and First Aid Certified at all times. In case of an emergency, the school will notify the parent to come to the center immediately. Monarch Preschool must have a record of telephone numbers for each parent and another adult who would respond in case of an emergency, and for the family’s pediatrician. Any change in the emergency telephone number must be reported to the center immediately. It is imperative that up-to-date numbers be maintained, as emergency medical services cannot be offered to your child in the absence of consent from a parent or legal guardian. Emergency forms must be updated yearly.

**Illness**

Please keep your child at home if she/he has been ill during the night or has the following symptoms:

* 1. Fever (underarm temperature of 101 degree or above)
	2. Diarrhea
	3. Undiagnosed skin rash
	4. Persistent cough
	5. Vomiting
	6. Sore throat
	7. Red, inflamed watery eyes
	8. Any communicable illness
	9. Head Lice

While present at school, if a child who has a temperature of 101 degrees or above, diarrhea (that occurs twice within a one hour time period or three times all day), or vomiting, must be picked up by the parent or guardian. The child will not be admitted to the center until she/he is SYMPTOM or FEVER FREE for 24 hours since the last symptom appeared (without the use of fever reducing medicine). A child will not be admitted into the center until after the 24 hour free period.

If a child is sent home due any other communicable disease, a doctor’s note is required for the child to return to the center.

If your child has been diagnosed with a communicable disease, please let the school know so that we can take precautions and hygiene measure. Also we will notify families to take the necessary precautions for their children.

**Medication**

Medication forms must be completed for over the counter medication and prescription medicine prior to administering the medication. Over the counter mediation can be administered one time per day. Medication must be an unopened bottle.

Prescription medication will be administered accordingly. Medication forms must be completed with prescription information as well as doctor signature. Medication will be administered by qualified teacher who has their medication certificate and/or the school director. Teachers who have their medication certificate will administer mediation as well as the School Director. All medication will be stored in a secure, safe locked location. Monarch Preschool does not have a certified Registered Nurse at the school.

**Head Lice**

Children will be checked for lice by the teacher, or assistant, in the event of an occurrence in the classroom. When lice are found at home, please report it to your teacher and to the Director. If head lice are found at school, we will take the child to the Director’s office and contact the parent’s to-pick up the child. The classroom will be cleaned and sanitized in every event of head lice. We will send a notice home to all families in that classroom with pertinent information attached. The child will not be readmitted to the classroom until verified he/she is “nit free”, a Doctor’s note is strongly suggested.

**School Weather Policy**

Monarch Preschool, CP will follow Prince George’s County Public Schools for all weather related delays and closings. If Prince George’s County Public Schools announces it is closed, Monarch Preschool will also be closed. If they announce a delay (example, two hour delay) we will have a delay as well. If Prince George’s County Public Schools close early, we will close. Prince George’s County will announce if it is closed on all local news stations, their web site ([www.pgcps.org](http://www.pgcps.org)), or you can call them directly at (301) 952-6000. Also, you can sign up for text alerts through Prince George’s County Public Schools this accounts for weather related closings/delays only. This does not apply to holidays. **Weather related closures do not change tuition prices.**

**Monarch Preschool Community Resources**

City of College Park Prince George’s County Resource Center

8400 Baltimore Avenue Suite 375 9475 Lottsford Road #202,

College Park, MD 20740 Upper Marlboro, MD 20774

Phone: (301) 487-3500 Phone: (240) 487-35008400

Hollywood Elementary School Prince George’s County Public Schools

9811 49th Avenue 14201 School Lane

College Park, MD 20740 Upper Marlboro, MD 20772

Phone: (301) 513-5900  Phone: (301) 952-6000

University Park Elementary School Prince George’s County Memorial Library

315 Underwood Street Greenbelt Branch

University Park, MD 20782 11 Crescent Road

[Phone](https://www.google.com/search?safe=strict&rlz=1C1CHBF_enUS857US857&q=university+park+elementary+school+phone&ludocid=2497526480962463179&sa=X&ved=2ahUKEwio7JK90qvmAhUhrlkKHenJAgcQ6BMwEHoECA8QBg): (301) 985-1898 Greenbelt, MD 20740

 Phone: (301) 345-5800

Paint Branch Elementary School Prince George’s County Social Services

5101 Pierce Avenue 4235 28th Avenue

College Park, MD 20740 Marlow Heights, MD 20748

Phone: (301) 513-5300 Phone: (301) 909-7000



**2021-2022 Parent Handbook**

By signing this Parent Handbook, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to abide by the written policies as stated in this handbook. My child \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a preschool enrolled at Monarch Preschool.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Parent’s Name (print) Parent’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Name (print) Parent’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Director’s Name (print) Director’s Signature Date

A copy of this Signature Page will be in your child’s file located in the main office.