



Preschool Family Handbook

9606 50th Avenue
College Park, MD 20740

School Telephone Number: 301-886-8929
Fax Number: 240- 297- 9597

www.monarchpreschool.com

*EXPERIENCE * ENGAGE* EXPLORE*

Director: Krissie Taylor
Assistant Director: Lizbeth Herrera
Office Manager: TBD

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 prekindergarten 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—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. Projectbased 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

Hughes Johnson

Chief Education Officer

Krissie Taylor

Monarch Preschool Director

School Calendar

2023-2024		
August 21-25	Monday-Friday	MPCP Professional Development Week (Closed to Students)
August 28	Monday	First Academic Day 2022-23 School Year
September 4	Monday	Labor Day (MPCP Closed)
September 13	Wednesday	Monarch Family Meet and Greet Night
September 21	Thursday	Open House
October 7	Saturday	College Park Day
October 9	Monday	MPCP Closed Professional Development (MPCP Closed for Students)
October 23-27	Monday - Friday	Fall Spirit Week
October 25	Wednesday	Fall Parent-Teacher Conferences (Closed for Students)
October 30	Monday	Monarch Day
October 31	Tuesday	Character Day
November 1	Wednesday	MPCP Family Food Drive Begins
November 7	Tuesday	Election Day- MPCP Closed Professional Development (MPCP Closed for Students)
November 10	Friday	Veterans Day- (MPCP Closed)
November 17	Friday	Pumpkin Patch Day
November 21	Tuesday	Last day for Food Drive/ MPCP Half-Day Close at 12:00 pm
November 22-24	Wednesday-Friday	Thanksgiving Break (MPCP Closed)
December 15	Friday	Holiday Celebration
December 25-29	Monday-Friday	Holiday Break (MPCP Closed)
2024		
January 1-2	Monday-Tuesday	New Year's Day Observance (MPCP Closed)
January 15	Monday	Martin Luther King Jr. Holiday (MPCP Closed)
January 19	Friday	Winter Ball -No Aftercare
February 14	Wednesday	Caring & Sharing Celebration
February 16	Friday	Professional Development Day- Half-Day close at 12pm
February 19	Monday	President's Day (MPCP Closed)
March 7	Thursday	Spring Parent-Teacher Conferences (MPCP Closed to Students)
March 15	Friday	Green & Gold Celebration
March 22	Friday	Professional Development (MPCP Closed to Students)

March 25- April 1	Monday- Monday	Spring Break (MPCP Closed)
April 8-12	Monday- Friday	Spring Spirit Week.
April 13	Saturday	Spring Festival 11am-1pm
April 23	Tuesday	Election Day (MPCP Closed)
May 27	Monday	Memorial Day (MPCP Closed)
June 14	Friday	MPCP Graduation (Closed to students)
June 18	Tuesday	Last day of 2022-2023 School Year/ Summer Kick Off Celebration
June 19	Wednesday	Juneteenth (MPCP Closed)
June 20- 21	Thursday- Friday	MPCP Closed – Teacher Professional Development
June 24	Monday	Summer Camp Begins
July 3	Wednesday	Monarch School BBQ
July 4-5	Thursday- Friday	Independence Day (MPCP Closed)
August 7	Wednesday	Last day of Summer Camp
August 8-23	Thursday- Friday	Summer Break (MPCP Closed)
August 19- 23	Monday - Friday	Professional Development (MPCP Closed for Students)
August 26	Monday	2024-2025 New School Year

Preschool 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.): \$1,250

School day, 3 days per week (8:30 a.m. – 4:00 p.m.): \$860

School day, 2 days per week (8:30 a.m. – 4:00 p.m.): \$650

Before care (7:00 a.m. – 8:30 a.m.): \$100

After care (4:00 p.m. – 6:00 p.m.): \$150

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

Military Discount – 5% off monthly tuition

Fees

One-time registration fee: \$125 (*non-refundable*)

Late pick-up fee:

6:00 p.m. – 6:10 p.m. is \$4.00 per minute.

After 6:10pm is \$10.00 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 can enroll. This is considered 5 years childcare. Monarch Preschool does not deny enrollment based on 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 (OCC
1214)
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).
Family Handbook
All About Me
Allergy Form
Family Picture

All Monarch Preschool Enrollment forms are located through our Procare application 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 minimum to change your schedule, but is not guaranteed.

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)

Krissie Taylor Director B.S. UMD, CP M.A. McDaniel College Credential: Admin Level 5	Lizbeth Herrera Assistant Director B.A.S., SC	Joy Miller Teacher 90 hour certificate Credential:
Sonia Santizo Teacher 90 hour Certificate/CDA Credential: Level 4	TBD Teacher 90 hour Certificate Credential Level:	Belkis Lagos Teacher 90 hour certificate
Zinni Botha Teacher Assistant High School Diploma	Hana Knight Teacher’s Assistant UMD Student High School Diploma	Samantha Wollman Teacher Assistant UMD Student High School Diploma
Darcy Touche Teacher Assistant	Aaron Holland Teacher Assistant High School Diploma	Sergio Almirez Building Supervisor

UMD Students High School Diploma		
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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 use 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 time is between 7:00am and 9:00am dependent on child's schedule. Parent/Guardian please walk your child to their classroom. All children must be signed in via our front lobby Procure kiosk. 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. If you arrive after 10:00am, you must have prior arrangement or permission to arrive late.

Children are to be signed in with the classroom teacher. Sign in electronically on the IPAD through our Procure 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 Procure 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 remain locked at all time except during drop off and pick up.

Pick Up/Departure

Monarch Preschool, CP building closes at 6:00pm. Dismissal begins at 3:50pm. All children must be signed out via our front lobby Procure kiosk. All children must be picked up by 4:00pm. Parents/Guardians must notify the school office and/or your child's classroom teacher if you are going to be late and arriving after 4:00pm. The staff will need to plan accordingly. Late fees will be applied. Arrival after 4:00pm will result in a \$4 a minute fee being charged to your child's account. If you arrive after 4:10pm a \$10.00 fee will be charged. If your child is not picked up by 4:30pm 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.

After Care is 4:00pm- 6:00pm. All students must be picked up by 6:00pm. Arrival after 6:00pm will result in a \$4 a minute fee being charged to your child’s account. If you arrive after 6:10pm a \$10.00 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 Procure 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 Procure account.

Communication

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. All family members who wish to volunteer must schedule their visit with their child’s classroom teacher. Monarch Preschool has an open door policy. We encourage all 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 – 8:30am, daily. Children who arrive at school after 8:30am will not be served breakfast so please make sure your child has eaten breakfast. Monarch Preschool serves nutritious morning and afternoon snacks daily. Snack menus are distributed monthly via Procure and are available at the front desk. 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 Luncheras Di Si. Families can order school lunch daily or monthly. Lunch orders are due by 9:30:00am therefore your child's lunch order must be submitted not later than 9:30am. A separate bill will be distributed according to your lunch orders in your Procure app. Lunch will be \$5.00 per day. Lunch tuition is due at the beginning of each month. 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 fat 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. Children who bring lunch from home must be ready to serve lunch if the student is not enrolled in the school's lunch program. We will not 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 (Allergies)

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.

Monarch Preschool is committed to children's safety and view allergy issues very seriously. The following procedures must be followed if your child has a food allergy:

- The food allergy must be documented on the child's Health Inventory (signed by the child's physician), Emergency Card, and on an Epi Pen Care Plan, if applicable.
- All medications (Benadryl, Epi-Pens, etc.) must be kept at the school accompanied by a completed Medication Form. This medication form must be signed by the parent and the child's physician. All Epi-Pens will be kept in the child's classroom and other medications such as Benadryl will be stored in a locked box at the front desk. See the *prescription medication* section for specific details.

A snack menu will be provided for parents to highlight which foods your child may eat and cross out the foods that your child may not eat. This snack menu will be posted in your child's classroom. Parents must supply individual servings of substitute food items when necessary, i.e. cooking projects, birthday parties, snacks, etc. These items should be labeled with your child's first and last name and date.

- If your child requires a different type of milk, please bring the milk in the original, sealed container labeled with your child's name and date. The milk will be kept in the school fridge and served at mealtimes.

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 nap mat to cover their cot. All nap mats will be sent home Friday for washing. Children are permitted to bring a cuddle friend if they choose (light up and noise cuddle friends are not permitted. All cuddle friends but fit in the child's backpack. 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** and **nut free**. If parents wish to hold private parties outside of school hours, we ask that you contact the other families directly outside of school. MPCP will not provide other families' contact information. 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 administered 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



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:

- a. Fever (underarm temperature of 101 degree or above)
- b. Diarrhea
- c. Undiagnosed skin rash
- d. Persistent cough
- e. Vomiting
- f. Sore throat
- g. Red, inflamed watery eyes
- h. Any communicable illness
- i. 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 medication 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 medication 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), 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
8400 Baltimore Avenue Suite 375
College Park, MD 20740
Phone: (301) 487-3500

Prince George's County Resource Center
9475 Lottsford Road #202,
Upper Marlboro, MD 20774
Phone: (240) 487-3500

Hollywood Elementary School
9811 49th Avenue
College Park, MD 20740
Phone: (301) 513-5900

Prince George's County Public Schools
14201 School Lane
Upper Marlboro, MD 20772
Phone: (301) 952-6000

University Park Elementary School
315 Underwood Street
University Park, MD 20782
Phone: (301) 985-1898

Prince George's County Memorial Library
Greenbelt Branch
11 Crescent Road
Greenbelt, MD 20740
Phone: (301) 345-5800

Paint Branch Elementary School
5101 Pierce Avenue
College Park, MD 20740
Phone: (301) 513-5300

Prince George's County Social Services
4235 28th Avenue
Marlow Heights, MD 20748
Phone: (301) 909-7000



2023-2024 Preschool Family 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.