



# MCA Before Care & After Care Handbook

(Revised September 2024)

**School phone: (217) 762-3544**

**School Cell Phone (call or text): (217) 871-4655**

**School website: [www.macad.org](http://www.macad.org)**

## **MCA Mission Statement**

The purpose of Monticello Christian Academy (MCA) is to train young men and women spiritually, mentally, and physically in an environment of educational excellence that will preserve and promote the standards and the faith taught in a Christ-centered home.

## **MCA Statement of Faith**

We are a non-denominational Christian School that believes that God is the Creator and Sustainer of all living things, He sent His Son to die for the sins of all people, He gave us His Word through the prophets and with the help of the Holy Spirit, we are called to fulfill His great commission. MCA exists to serve the educational needs of Christian families, believing that God's purpose will be realized and accomplished through His people.

*"That the God of our Lord Jesus Christ, the Father of glory, may give you a Spirit of wisdom and of revelation in the knowledge of him, having the eyes of your hearts enlightened, that you may know what is the hope to which he has called you."*

Ephesians 1:17-18.

## **Before Care**

**Before Care will begin each morning at 6:45 am.**

It will be the parents' responsibility to ensure that any student riding the bus from MCA to public schools arrive in time to make the bus. You will be given an expected pick-up time at the beginning of the school year which we will receive from public school. Please understand that bus schedules are not 100% predictable. MCA will NOT be able to hold a bus for a student that has not yet arrived at the time of pick-up. If your child misses the bus it will be your responsibility to take them to school. If any questions or issues arise concerning this, it will be the parents' responsibility to contact the proper authority at school for resolution.

## **After Care**

**After Care will end at 6:00 pm each day.**

## Financial Information

### **Sibling Discount Policy**

Each sibling of an enrolled student in the Before and/or After Care program receives a 10% discount. The discount applies to the youngest siblings.

### **Tuition Prepay Discount**

Those who choose to pay for the entire tuition prior to the start of the school year will receive a 10% discount on the amount owed.

## Student Policies

### **School Closings**

We will not have Before Care or After Care programming on any day listed as “No School” on the MCA school calendar.

MCA follows the Monticello School District for weather cancellations. If the Monticello School District cancels school, MCA cancels school, as we have many families with children at MCA and older children at the public school. \* Please watch WCIA-TV or check their web page at [www.illinoishomepage.net](http://www.illinoishomepage.net).

**MCA Parents:** When school is released early for weather, please come to pick up your child as soon as possible. Aftercare will continue if absolutely necessary. Your child will be safe until you get to the school, but timely picking up will help ensure that everyone gets home safely.

**Public School Parents:** When school is released early for weather, it will be your responsibility to pick-up your child or arrange transportation. No students will be bused to MCA for After Care if school is released early due to weather.

\*The only time that MCA will continue when public school does not will be in the event of a building malfunction, such as frozen water pipes. In this case, MCA will offer school and Before Care, but no After Care.

### **Planned Early Dismissal Days**

**MCA** – please see the MCA school calendar and note the designated early dismissal days. On these days, MCA students who are enrolled in After Care will transition from their classroom to After Care. They will have lunch at 11:30 and then be considered in After Care for the remainder of the day.

**Public** – Public school will dismiss early (around 1:00) for school improvement on several Wednesdays throughout the school year. Even though it is not listed on public school’s 22/23 calendar overview, we also anticipate a one-hour early dismissal before holiday breaks (following precedent). MCA will provide After Care for public school students at the earlier time on these early dismissal days.

**Attendance**

We request that parents send a message via brightwheel when their child will be absent.

If a child does not arrive to MCA when the school bus drops the children off, our procedure will be to call all emergency contacts (in order) until we receive word that a student is with a parent or guardian and safe. If, after 10 minutes of calling the last emergency contact, we have not received confirmation of a child's safety we will then call the Monticello Police Department (217) 762-7727 to work with local authorities to ensure your child is safe. We understand that this policy may seem drastic to some, however safety is one of our top priorities at MCA and we will do everything in our power to ensure all children are safe. In the case of a missing child, every minute will count. Please do your best to alert us of anticipated absences. We understand that sometimes you may forget to let us know. Please save the MCA cell phone number (217) 871-4655 as a contact in your cell phone. If you get a call from this number, please answer or return the call ASAP.

**Dressing for Inclement Weather**

Our desire is to take students outdoors daily during their recess time. However, this is not always possible, such as after a rainy day or when snow is on the ground. Students are kept inside when the temperature is below 25° - either actual temperature or wind chill. Please dress students appropriately during cold weather including hats, gloves/mittens and warm coats, knowing that the coordinator will make the final determination about recess locations based on weather and playground conditions.

**Toys from Home**

Students are forbidden from bringing toys from home to school. MCA will not be responsible for theft or loss of personal items brought to school against school policy.

**Head Lice**

The contacts of a child found with head lice or nits will be called and asked to pick up the child and take them home to begin the treatment process. All students sent home from school because of head lice or nits will be checked by the administrator or office staff in the office before being allowed to return to their classroom. MCA will conduct all-school head lice checks and classroom wide head lice checks at the administrator's and the teacher's discretion.

**Illness**

Please do not send your child to Before Care or After Care with an active fever, vomiting, or diarrhea. We ask that your child has been fever free, vomiting free, and diarrhea free for 24 hours before coming back to school. If your child has pink eye (conjunctivitis), we will follow the Illinois Department of Public Health guidelines that state students are not to attend school until 24 hours after treatment begins, or the student is examined and cleared to attend school by a physician. The American Academy of Pediatrics recommends keeping your child at home if they are running a fever, are not well enough to participate in class, or may be contagious to other children. Please use your best judgement as a parent.

**Safety Drills**

To prepare your child for an emergency, MCA conducts tornado, fire, and lockdown drills on a regular basis.

## **Non-Discriminatory Policy**

MCA admits students regardless of sex, race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities made available to MCA students. MCA does not discriminate in admission procedures, financial aid awards, or any other school administered programs.

## **Student Discipline and Code of Conduct**

At MCA, the following will be dealt with thorough disciplinary measures:

- A. Any act of physical aggression, or the use of words that are threatening. Please note that any act of physical aggression will result in suspension. We will call the child's contacts for the child to be picked up immediately.
- B. Disrespectful words, gestures, or verbal "putdowns" toward faculty, staff, volunteers, or students.
- C. Refusal to comply with a request from faculty members, staff or volunteers.
- D. Bullying in any form will not be tolerated at MCA.

A student when possible will be given (1) a chance to make right a wrong using a warning. The faculty, staff, or volunteer will use the phrase "this is your warning." If the student continues with the undesirable behavior, they will (2) lose a privilege such as recess. If the behavior continues, the student will (3) be referred to the office where formal action will be taken by the principal. This will include documentation to be placed in the student's file and a call to the student's parents. Again, our goal is to use these opportunities to redirect the student toward self-government in Christ, and to empower the student to take control of and responsibility for their own actions. We do not subscribe to the use of corporal punishment and believe that discipline should always be done in a loving, caring way that seeks to bring restitution to the injured person.

For students who have moved through these disciplinary steps and continue to repeat the same type of misconduct, the teacher, administrator and/or board will meet to discuss the possibility of removal from school.

## **Student Medication and Prescriptions**

Medication may not be kept in the classroom except for inhalers and insulin. When medication (prescription or over the counter) must be taken during school hours, we ask that it be dropped off in the front office for safekeeping. We keep medications secure in a locked drawer. Please put each medication in a sealed baggie and label it with the child's name and date. Please fill out a Medication Permission Form in the office for your child to take any prescription or non-prescription medication. Parents are required to provide all medications that children may need to take during their school day.

## **Extra Clothes**

Due to occasional accidents in the bathroom, with snack, or otherwise, we request that all students leave an extra set of clothes at MCA to use if needed. Due to a lack of donations, we do not keep an abundant amount of extra clothes on hand. If a child has an accident, it becomes very difficult to find an extra set of clothes. The time spent doing this takes away from the rest of the program and is to everyone's disadvantage. If your child has a set of clothes here, we can easily use those to remedy the situation. Please put an extra set of seasonally appropriate clothes into a large Ziploc bag. Write your child's name on the bag and send it to be left at MCA. If the clothes need to be replaced for any reason, we'll send a note or let you know in person. Please do your part to replace the clothes as soon as possible. For MCA parents: Please send a separate set of clothes for your child. The set that you send for school will be used in their classroom. Please send a separate set that will be used for After Care. The After Care staff

is not familiar with classrooms and where things are kept. Having a separate set will make the process easier. This set does NOT have to be uniform approved as it will only be used during After Care.

## **Parent Policies**

### **Resolving Conflict between Parent and MCA Faculty or Staff**

Should a conflict arise with a teacher or staff member, please use the Biblical method of conflict resolution as described in Matthew 18:15-16. Specifically, you should go directly and privately to the person in question. Do not share your concerns with others. If at the end of this meeting all concerns have not been resolved, you are both encouraged to share these concerns with the administrator.

### **Tuition Payment Policy**

A completed application and paid registration fee are prerequisites for enrollment at MCA. Tuition is due by the 1<sup>st</sup> of each month for those who choose the monthly payment option. If we have not received your payment by the 6<sup>th</sup> of the month, we will send you an overdue tuition notice. If we have not received your payment by the 20<sup>th</sup> of the month, we will assess a \$20 late payment fee and send you another notice. Accounts still unpaid by the 1<sup>st</sup> of the next month will be referred to the board for action. The board will meet to decide appropriate action up to and including removal of the child from school.

### **School Visitors**

All parents and visitors are asked to come to the school office and sign in before going elsewhere in the school. Also, please remember to sign out before leaving. This log allows us to know who is present in the building in case of an emergency.

We welcome any questions that you may have during the enrollment process. Please feel free to contact us at (217) 762-3544 or [mcaoffice.1109@gmail.com](mailto:mcaoffice.1109@gmail.com). Thank you for partnering with us for a successful year for your child.