



ACADEMIC MASTERY ACADEMY

PRESCHOOL FOR ALL EXPANSION



2022-2023

Parent-Student Handbook

14418 South McKinley Avenue

Posen, Illinois 60469

Phone: (708) 897-9332 Fax: (708) 897-9335

Office Hours: 8 a.m. – 4 p.m.

Website: academicmasteryacademypreschool.com

Email: info@academicmasteryacademypreschool.com

Margaret Williams, Executive Director

mwilliams@academicmasteryacademy.com

Mimi Johnson-Zeringue, Principal x 203

djohnson@academicmasteryacademy.com

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MISSION

In partnership with parents, guardians, families, staff members, and community representatives; it is the mission of Academic Mastery Academy's Preschool Program to educate children ages 3-5. We use developmentally appropriate practices and a research-based curriculum which promote the child's emotional, physical, mental, and social well-being. In addition, we also offer educational and resource support to families in the community.

OUR VISION

Our vision is for each child to maintain a curiosity for learning through authentic experiences that strengthen his/her academic, physical, and social-emotional development.

*****Academic Mastery Academy is an Illinois state recognized non-public school. Director Margaret Williams is responsible for day-to-day operations.***



REGISTRATION

All required paperwork for your child must be completed and returned to Academic Mastery Academy by your child's first day of attendance. This includes all registration forms, proof of birth, school entrance health forms, and custody papers (if applicable).

ARRIVAL/PICK-UP PROCEDURES

Academic Mastery Academy (AMA) Preschool is open Monday through Friday from 8:30 am until 3:10 pm. The parent/guardian, or any other adult bringing and/or picking up a child from AMA, must follow the procedures listed below to ensure the safety of the children at school:

- Park in the parking areas provided (right in front of the school on McKinley Ave). For your protection, turn off your car prior to entering the school.
- Enter through the main entrance (Door 1).
- Stop at the front desk and sign the daily attendance sheet with your name and time of arrival/pick-up.
- **Children must never be allowed to enter/leave the school unattended.**

*******If you have a child with you that is not enrolled at AMA, you must always keep that child under your immediate supervision.**

PICK-UP AUTHORIZATION

Your child will only be released to authorized individuals. Initial authorization is given on our Registration Form. In order to authorize additional individuals, you must submit their names and your authorization in writing. Anyone not recognizable to a staff member will be asked to show photo identification. Please advise all authorized individuals to have this identification ready if it's requested. All persons authorized to pick up your child must be at least sixteen years old.

If you have sole custody of your child and the child's other parent is not allowed to pick him/her up, the school must be notified of this situation. You must supply a copy of the court order confirming the custody arrangement for our files. The school cannot refuse to release a child to a parent or legal guardian who shares legal custody of the child, and who presents acceptable photo identification. If you are experiencing custody difficulties, it is your responsibility to keep the Academic Mastery Academy staff fully advised of any circumstances which might affect the school.

These procedures were developed for the safety of your child. Please follow them carefully and make sure that any adult authorized to drop off or pick up your child is aware of these procedures.

ATTENDANCE

In accordance with state law, AMA requires students to attend school daily during the entire regular school term. Children are expected to arrive by 8:30 a.m. Please call the school office at **(708) 897-9332 by 8:45 a.m.** to inform us if your child will be absent or will be arriving late. If your child is absent without notification, the school will call to confirm absence.

BEHAVIOR MANAGEMENT/STANDARDS OF CONDUCT

One of our goals at Academic Mastery Academy Preschool is to provide children with a secure environment where they can work and play together in a friendly, cooperative way. Strong socialization skills are developed over a period of time. To help guide the children through this process, our preschool staff has established a positive behavior management system. This system provides the children with ongoing opportunities to develop solid self-discipline skills, while maintaining a safe classroom situation.

In most instances, we can effectively manage inappropriate behaviors through redirection and rewarding of positive behaviors with praise and special recognition. For the health and safety of the entire group the following rules are expected to be followed:

1. We have helping hands and keep them to ourselves.
2. We have listening ears.
3. We have walking feet.
4. We use inside voices.
5. We speak kind words, and are kind to others

If a child consistently displays inappropriate behavior, a conference with parent/guardian, teacher, and instructional leader will be scheduled. In elevated cases, other professionals will be contacted to develop and implement a behavior improvement plan.

Expulsion/Suspension is prohibited at AMA as all students are welcome.

INTERNET ACCESS

All use of the internet shall be consistent with AMA's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The failure of any user to follow these terms will result in the loss of privileges and disciplinary actions.

CHANGE OF CLOTHES

Parents must send a complete set of seasonal clothing. All items should be labeled with your child's name. Clothing will be kept in your child's assigned locker.

Note: Please dress your child appropriately for the expected weather. We always take advantage of opportunities for outdoor activities and play, weather permitting. We go out daily for walks, sight-seeing, and planned lessons.

CHILD ABUSE

All personnel of AMA are Mandated Reporters under the *Illinois Child Abuse and Neglect Reporting Act [325 ILCS 5/4]*. This law mandates that school personnel promptly report alleged or suspected child abuse to the **Illinois Department of Children and Family Services (DCFS)**.

The school personnel need not have proof or convincing evidence of the abuse; merely suspicion of abuse. A call to DCFS is then made. Furthermore, Illinois law protects school personnel from litigation if

the DCFS call was made in good faith. The school administrator shall maintain confidentiality for the benefit of all involved. We **do not** attempt to notify parents/guardians.

CONTACT AND STUDENT INFORMATION

It is important that contact, emergency, and student information remains current and up to date. Please inform us immediately if there are any changes in your child's information. This includes your address, place of employment, phone number, and emergency phone numbers.

CURRICULUM

AMA Preschool uses *The Creative Curriculum® for Preschool*, which is a comprehensive, research-based curriculum. It features exploration and discovery as a way of learning to enable children to develop confidence, creativity, and lifelong critical-thinking skills. We've chosen this curriculum because it focuses on the skills and knowledge that are most important for helping your child to be successful in kindergarten. Throughout the year, *The Creative Curriculum® for Preschool* will help us plan learning experiences that are just right for your child, so that he or she can make progress at his or her own pace.



ASSESSMENTS

Children at AMA Preschool are assessed on a regular basis. The purpose of assessment in early childhood is to determine students' strengths, set goals for instruction, and ensure the ongoing growth of children. At AMA, assessments are closely aligned to Illinois State Board of Education Early Learning standards. Our program goals influence daily activities and program development.

Assessments include daily observations by teachers and paraprofessionals. Results of the assessment are shared verbally and in writing with parents/guardians during parent/teacher conferences.

FIELD TRIPS

We will schedule a minimum of two field experiences for the 2022-2023 school year.

PHYSICAL / DENTAL / VISION EXAMINATIONS

State requirements mandate that each student has a birth certificate and up-to-date immunization records on file in the school office. Proof of having been examined by a licensed physician must be presented before October 15 of the school year. Failure to do so will result in students being excluded from school until the required documentation is presented.

Any student whose religious beliefs exempt him/her from the required immunizations must submit a written affidavit of religious objection with their physical exam form.

ILLNESS AND MEDICATION

Illness

The following guidelines and policies have been developed to help keep the children and staff at AMA healthy. If your child shows any of the symptoms below, you will be called and asked to pick up your child. We expect parents to respond promptly in order to protect those around him/her.

- Fever of 100° or higher
- Severe coughing
- Recurring vomiting or diarrhea
- Pink eye (tears, redness of eyelid lining, followed by swelling and discharge)
- Unusual spot or rashes
- Headache and stiff neck
- Sore throat
- Any parasitic infection (lice, scabies, etc.)

If a child has any of the above symptoms at home, we ask that you keep him/her out of school until the following conditions have been met:

- Absence of fever for 24 hours
- Diarrhea and vomiting have subsided for 24 hours
- Antibiotics for 24 hours for bacterial infections
- Physician has approved re-admission
- Lice are under treatment, and NO NITS are present on hair
- Pink eye has diminished and been treated to the point that the eyes are no longer discharging
- The child has completed the contagious stage per doctor's statement

All employees will be trained on health and safety protocols.

Medication

AMA has a strict medication policy and requires a Medication Authorization Form to be completed by the physician and parent for any medication to be administered in school. This includes prescription and over-

the-counter medications. As a concern for the safety of all students, **only parents/guardians** shall bring the child's medication to school. **Children are not allowed to transport their own meds.**

All medication must be in its original container, and must have the child's name on it, along with a "use by" date; outdated medication will not be accepted.

All medication will be kept locked in the school office. No one other than authorized AMA personnel will be allowed to dispense any medicine. Should a child have an adverse reaction to any medication, his/her parent will be notified immediately.

COVID-19 Prevention and Symptoms

AMA will follow all state and local guidelines in preventing the spread of Covid-19. If you or your child have been exposed to someone who is infected with this virus, your child does not need to isolate unless symptoms are present. A mask should be worn, and a test administered. Please inform the school and provide appropriate medical documentation upon return.

[Interim Guidance for Schools - Illinois](#)

Your child will be excluded if ANY of the following symptoms are present

dph.illinois.gov

Symptoms to Watch For:

- fever or chills (100.4°F or higher)
- cough
- shortness of breath/difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting
- diarrhea

AMA will ensure proper hygiene practices such as repeated hand washings. There will be routine cleaning and disinfection of the school.

INJURIES

An AMA staff member will notify a parent/guardian immediately if a child is injured at school. An Incident Report will be completed and placed on file by AMA staff. Written documentation of a child's injury must be signed by the parent/guardian and will be retained in the child's permanent file; a copy will be given to the parent.

No care beyond first aid (defined as immediate, temporary care given in case of accident or sudden illness) will be given by school personnel. The paramedics will be contacted should a medical emergency arise. This action could involve your child being transported by ambulance to the hospital chaperoned with school personnel.

ISSUES/CONCERNS

All issues and concerns involving your student should be first addressed to the teacher. If your issue is not resolved by the teacher, feel free to contact Principal Johnson-Zeringue who will document the issue and further direct you to the correct person or an appropriate resolution.

MEALS AND SNACKS

AMA Preschool provides **breakfast, lunch, and afternoon snacks**. If your child has dietary restrictions, please make note of it on your registration form.

PARENT ADVISORY BOARD

The AMA Preschool Parent Advisory Board's goal is to bring parents and staff together to accomplish goals that will enhance our school. This benefits the needs of the children's academic success, parental needs, and builds relations. Meetings are open to all AMA parent/guardians.

PARENT-TEACHER CONFERENCES

There are three scheduled parent/teacher conference days per school year. However, parents/guardians may request a conference at any time.

NON-DISCRIMINATORY POLICY

AMA welcomes students of all races, color, nationality, and ethnic origin. All rights, privileges, programs, and activities generally accorded are made available to all students enrolled at our school.

AMA does not discriminate based on race, color, nationality and ethnic origin in the administration of our educational policies, admissions policies, and other school administered programs.

PHOTO RELEASE

Occasionally, AMA may use pictures of our students in various media such as newspapers, school yearbooks, web pages, brochures, and other means of school promotion. Photos used may or may not identify the student pictured, depending on the school activity or event. **Parents must contact the**

school office to withdraw consent of photo use. Parents are given a media release form upon registration.

SAFETY DRILLS

In accordance with state requirements, the following drills will be conducted during the school year:

Fire (3) Tornado (1) Intruder Lock-down (1) Bus Evacuation (1)

WEATHER CONDITIONS

In the event of inclement weather, emergency school closing information can be accessed:

1. AMA school closures and delays are shared with **local TV/ radio stations** WGN Radio 720 AM, WBBM News radio 78 AM, CBS 2, NBC 5 Chicago, AB7 Chicago, WGN Morning News, FOX 32, CLTV News). We strongly encourage parents to watch their local news and listen to local radio channels. *Go to the website: www.emergencyclosingcenter.com to search for Academic Mastery Academy by name, city (Posen), or by phone number (708-897-9332).

2. **AMA will also send an email and text message stating any delays or closures.**

E-LEARNING

E-Learning ensures that students will have educational instruction in the case of emergency school closures. In the instances of E-Learning, students will need access to the internet and digital devices. All students are issued a Chromebook for remote learning. If Lost/Damaged, a fee will apply.

Updated state of Illinois guidelines and procedures regarding remote and E-Learning will follow if/when needed.



PROGRAM DAILY SCHDEULE

8:30 - 8:55 a.m.	Arrival/ Breakfast
8:55 - 9:00 a.m.	Health Break
9:00 - 9:15 a.m.	Whole Group
9:20 - 9:40 a.m.	Small Group
9:45 - 10:45 a.m.	Choice Time
10:50 - 11:20 a.m.	Gross Motor
11:20 - 11:25 p.m.	Hands Hygiene
11:30 - 12:00 p.m.	Lunch
12:00 - 12:05 p.m.	Health Break
12:05 - 1:05 p.m.	Rest/Quiet Time
1:10 - 1:30 p.m.	Story Time
1:30 - 2:30 p.m.	Choice Time
2:30 - 3:00 p.m.	Gross Motor
3:00 - 3:05 p.m.	Prepare for Dismissal
3:10 - 3:10 p.m.	Dismissal



ACADEMIC MASTERY ACADEMY PRESCHOOL FOR ALL

2022-2023 CALENDAR

August 2022

8/22 1st Day of School

September 2022

9/5 No School (Labor Day)

9/14 Parent Engagement Meeting

October 2022

10/10 No School (Columbus Day)

10/14 School Picture Day

November 2022

11/11 No School (Veterans Day)

11/16 Parent Engagement Meeting

11/23- 11/25 No School (Thanksgiving Recess)

December 2022

12/9 Parent Teacher Conference

12/22- 12/30 No School (Winter Break)

January 2023

1/5 Return from Winter Break

1/13 No School (Teacher Institute Day)

1/16 No School (Martin Luther King, Jr. Day)

1/25 Parent Advisory Meeting

February 2023

2/20 No School (President's Day)

March 2023

3/3 Parent Teacher Conference

3/6 No School (Casmir Pulaski Day)

3/15 Parent Engagement Meeting

April 2023

4/5 Picture Day

4/7- 4/14 No School (Spring Break)

May 2023

5/12 No School (Teacher Institute)

5/17 Parent Engagement Meeting

5/26 Parent Teacher Conference

5/29 No School (Memorial Day)

June 2023

6/2 Last Day of School