

# Milwaukee College Prep K3 Program Family Handbook 2023-2024



**MILWAUKEE  
COLLEGE PREP**  
COLLEGE BOUND.  
CHARACTER STRONG.

[WWW.MILWCOLLEGEPREP.COM](http://WWW.MILWCOLLEGEPREP.COM)

## **MISSION**

Knowledge plus character pave the road to college and beyond.

## **VISION**

College Bound. Character Strong.

**Alfred Keith, IV**  
CEO  
(414) 264-6000

**Allison Peterson**  
K3 Director  
(414) 264-6007

*What you teach me birth to three, will be what matters most to me.  
What you teach me three to five, will be what makes me grow and thrive.*  
*Pam Shiller, PhD*

## **K3 PROGRAM OVERVIEW**

Milwaukee College Prep K3 Program is a state of Wisconsin licensed child care center. All children, without

discrimination on the basis of sex, race, color, creed, disability, national origin, or ancestry, are welcome in our program.

### **Philosophy**

Milwaukee College Prep is based on a commitment to excellence. We know that the positive impact we have on the lives of our scholars is only possible when the school and home community are working together to reflect the same values. We believe in having high expectations, both academic and behavioral, of our students, and we will work our hardest to ensure that students meet these standards. We know that you have selected Milwaukee College Prep because you hold these same high standards for your child and are eager to work with us to maximize your child's school success.

The MCP3 program is a safe, nurturing, and positive community of learners that strives to create lasting relationships with families. MCP3 believes that each child can and will develop across all domains and subject areas through a balance of play and more intentional structured activities. MCP3 will provide learning experiences that promote creativity, large/small motor skills, and critical thinking for all children. The MCP3 program has an emphasis on Social-Emotional, Language, and Literacy development of our children and will ensure that each child feels loved every day.

### **ADMISSIONS AND ENROLLMENT**

Parent(s) may enroll students by visiting the Milwaukee College Prep Website and completing the online enrollment process. At MCP, we require children to be potty-trained and the age of 3 by September 1st. It is possible that we will accept scholars whose birthday is after September 1st, depending on our enrollment. If a scholar attends our K3 program and their birthday is after September 1st, they will NOT be able to attend K4 until they turn 4 years old before September 1st, therefore they would need to attend K3 for a second year. Only registration applications that include all required information (i.e.: proof of residency; birth certificate, immunization records, etc.) will be considered for admission.

Parents must attend the K3 orientation and Open House to review program policies, tour the center's classroom, meet their teacher and discuss any specific needs of their child. The following information must be returned to the center by the first day of attendance:

- Enrollment forms (to be completed when enrolling online)
  - Health History and Emergency Care Plan
  - Child Care Enrollment
  - Immunization Records
- MCP3 Contract
- Aftercare Registration (if needed)
- Daycare Transportation Form (if needed)
- Household Income Statement (CACFP Food Program)
- Commitment to Excellence (to be reviewed and signed at Open House)

We will inform you of any update(s) that are needed and will give you 30 days to submit the updated forms.

### **COVID PROTOCOL/POLICIES**

- The mask optional protocol will remain in tact with the guideline of staying this way unless the positivity rate at a campus rises above 2%. *If positivity rates climb above 2% over a 5 day period,*

*masks will be required at that campus until rates again fall below 1% for 2 weeks.*

- Weekly staff and student testing (random and for those with parent permission forms on file).
- Parents and visitors will be allowed in the building. They must report to the office and have an appointment to meet with a teacher or administrator. No one will be allowed to walk to their child's class to drop something off or observe. An administrator must approve and accompany such visits.

## **SCHOOL SCHEDULE**

MCP3 is a full time program and child care services will be provided Monday- Friday.

7:30 a.m. – 8:00 a.m. Arrival/Morning Routine

8:00 a.m. School begins & Breakfast is served

8:30 a.m. - Classroom instruction/Circle Time begins

2:45 p.m.-3:30 p.m. Dismissal

3:30 p.m.-5:30 p.m. Aftercare Camp (Aftercare fee of \$4.00/hour)



MCP3 services will follow the Milwaukee College Prep school calendar, which can be located on our school website under Parent Quick Links. MCP3 will be closed on the days indicated on the MCP school calendar. The K3 Program cost will be prorated for Thanksgiving Break, Winter Break, and Spring Break.

## **SCHOOL CLOSING**

If Milwaukee Public Schools close due to bad weather, Milwaukee College Prep K3 is closed. Listen to the radio or television for the announcement of the closing of MPS. If the Milwaukee Public Schools close due to bad weather, Milwaukee College Prep is closed. The only exception is on days when MPS closes due to excessive heat. Since all MCP campuses have air conditioning, we do not close due to excessive heat. If MCP happens to be in session on a scheduled day off for MPS and the weather is bad, MCP will make a decision by no later than 6 a.m. that day as to whether we will be open or not. That message will be sent out via email to staff and to families via Skylert.

Once the school day has started, school will not be canceled early in the event that weather conditions become bad during the day.

In the event that weather conditions make travel to school hazardous and unsafe, but MPS does not close, it is recommended that parents use their discretion in bringing their children to school. Once the school day has started, school will not be canceled early in the event that weather conditions become bad during the day. In these cases, it is up to the parents to decide if they want to pick their children up early.

## **TRANSPORTATION**

Milwaukee College Prep K3 does not provide transportation to and from school. Parents will be required to arrange transportation to and from school for their children.

## **ATTENDANCE POLICY**

Attendance is the first step in ensuring academic achievement and social growth. In order for scholars to reach their personal best, they must show up and make their strongest effort at school each and every day. At Milwaukee College Prep, regular attendance is required. Parents/guardians/families are expected to ensure that their children are in school. Please do not allow your child to miss a day of school except for serious illnesses.

**All Absences – “Excused” and “Unexcused” – Are Considered Absences:** Any day your child does not attend school is considered an absence.

If a child does not attend on a regularly scheduled school day parents are to notify MCP3 by calling the office promptly by 9:00am or by filling out the form on the school website. Please call the office at 414-264-6007. If a child, who is scheduled to arrive at the center, does not arrive by 9:00 and MCP3 has not been notified in advance of the child’s absence, a staff member will attempt to contact the parent/guardian to determine the child’s whereabouts. If a child misses three or more consecutive school days a parent must bring in a doctor’s excuse upon their return. If a child has 8 absences the parent/guardian will need to meet with the Director to discuss the absences and to create a plan. Continued absences could result in the child being dropped from the program.

**Missing School for Appointments:** Parents/guardians/families are asked to schedule medical appointments outside of school time. In the case when a student has a medical appointment during school, s/he should not be absent for the entire school day. Please provide a doctor’s excuse to our main office for all appointments the scholar misses school for.

**TARDINESS**

Getting to school on time is key to your child’s success – at school and in life. At Milwaukee College Prep, the learning begins from the moment scholars walk in the door. Parents/guardians/families are expected to ensure that their children are in school on time. Students who are late often miss essential routines and instruction, disrupt the learning of other children, and risk falling behind on our ambitious curriculum. We want to teach our students the importance of being on time. One of the most common reasons that people lose their jobs is persistent tardiness to work.

If a student will be arriving after 8:30am with a doctor's excuse or because of a family emergency, the parent or guardian must call the office 414-264-6007 by 8:15am to notify the school. Parents are allowed to make five phone calls per quarter to notify the school of late arrivals. Students arriving after 8:30 am will be considered “tardy” and **those arriving after 9:00 am without proper notification by the parent/guardian will not be allowed to attend school that day.** If there are habitual office calls for tardies the family must meet with the Director.

**WHEN TO KEEP A CHILD HOME FROM SCHOOL**

School is important, but sick children need to be at home. Once a child’s condition improves, and his/her temperature is normal without medication, he/she can return to school. Be certain that the school has current telephone numbers to reach you at all times in case your child becomes ill or injured. If any of the following conditions exist, please keep your child home from school:

• Fever (temperature 100 degrees or higher)	• Heavy nasal congestion or frequent cough	• Vomiting or diarrhea
• Blistery	• Bed Bugs	• Lice

<ul style="list-style-type: none"> <li>• If your child has been diagnosed with a contagious disease</li> </ul>	<ul style="list-style-type: none"> <li>• Pink Eye – 24 hours after treatment with a doctor’s excuse</li> </ul>	
<p>If your child has any combination of any of the following: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, please keep your child home from school.</p>		

**Infectious Disease Control and Communicable Disease Recognition**

Each staff member will be given training on how to recognize and handle a child or staff member who has a communicable or infectious disease.

**HEALTH AND SAFETY**

Any injury or evidence of unusual bruises, contusions, lacerations, or burns received in or out of the center will be noted in a medical log book and parents will be notified. If a child is sick (vomiting, diarrhea, unusual lethargy, uncontrolled cough, feverish, pink-eye, flu-like, or COVID-19 symptoms or presents a health hazard to others i.e. bed bugs, ringworm) the school expects him/her to stay home. If a child becomes ill or injured during the school day and is not well enough to stay in class, the child will be moved to a separate room or area. The parent/guardian will be called to pick the student up. We do not have the capacity to watch over and care for ill children. Therefore you **must** be able to pick up your scholar in a timely manner. It is necessary to have updated emergency contact numbers on file in the school office in case no one can be contacted at home. Students may return to school when they are symptom free, fever free for 24 hours without the use of medicine, have been appropriately treated or have been given medical approval to return to school. If a child has a reportable communicable disease such as (coronavirus, chicken pox, German measles, infectious hepatitis, measles, mumps, scarlet fever, or meningitis) the local public health official and parents of enrolled children at the center shall be notified. MCP3 will take the Department of Health and Human Services and physician recommendations into consideration when allowing students (recovering from illnesses) to return to the center. Milwaukee College Prep reserves the right to request a doctor’s excuse before your scholar may return to school under any circumstances.

**Administering Medicine**

Per state regulations no medication can be dispensed without a doctor’s form- this includes prescription and nonprescription medicine (including Tylenol and Ibuprofen). Parents must sign an authorization for consent to administer medication if their child needs to take medicine during school hours. These forms are available in the main office and online at the MCP website.

**Immunizations**

The law requires that students receive a minimum number of immunizations prior to entering school. The law is meant to prevent illnesses such as **mumps, pertussis (whooping cough)** and other vaccine preventable diseases from returning and harming our children. To obtain proper immunizations, call your doctor, health center, or the **Milwaukee Health Department at (414) 286-8034**. When your child is immunized, provide the records to your child’s school. **Required immunizations\* are as follows:**

<p><b>Pre-Kindergarten (2–4 years)</b></p>				
--	--	--	--	--

4 doses of Tetanus, Diphtheria & Pertussis	3 doses of Polio	3 doses of Hepatitis B	1 dose of Measles, Mumps and Rubella	1 dose of Varicella
--	------------------	---------------------------	--	---------------------

\*There are a handful of limited exceptions to the requirements. For details about exceptions, for free immunizations or to check your family’s immunization records, contact your health care provider or the City of Milwaukee Health Department at (414) 286-8034.

**Universal Precautions**

The following standard procedures shall be implemented in order to ensure that persons responsible for clearing facilities and equipment are protected from all communicable diseases. These include:

- Scholars and teachers should be encouraged to wash hands as a routine practice. A ten to fifteen second washing with soap after handling body fluids is essential.
- Blood and/or body fluid spills should be routinely handled using a barrier such as paper towels, plastic garbage receptacles, and disposable gloves. Soiled surfaces should be cleaned promptly with disinfectants, such as household bleach, diluted 1:10, one-part bleach to ten parts water. Persons involved in such clearing should avoid exposure to open skin lesions or mucous membranes by the blood or body fluids. Cleaning implements such as mop-heads should be cleaned thoroughly after clearing a blood and/or body fluid spill. Implements should be cleaned with detergent in hot water of 160 degrees Fahrenheit, rinsed, soaked in a one-part bleach to ten-part water solution and rinsed again.
- Any garbage containing blood or body fluids (i.e. sanitary napkins) should be placed in a plastic bag, securely fastened, and disposed of properly in a wastebasket.
- Persons involved in the cleaning of facilities in which blood and/or body fluid spills (i.e. feces, urine) occur should wear disposable gloves and follow routine hands washing procedures.

**Procedures for Disposal Gloves**

- Wash hands
- Put on gloves
- Remove and dispose of all soiled materials and gloves
- Wash hands again

**Procedures for Disposal of Wet/Soiled Clothing and Bedding**

- Wash hands
- Put on disposable gloves
- Place wet clothing/bedding in a bag and tie up. Remove as much soil waste as possible, place in bag and tie up.
- Dispose of gloves in waste container
- Wash hands again

**WELLNESS POLICY**

It is the goal of Milwaukee College Prep to make a significant contribution to the nutritional intake and physical fitness of each student by providing a school environment that enhances learning and development of lifelong wellness practices. At the center of a thriving school is a healthy, resilient and successful learner. MCP recognizes that a carefully implemented school wellness policy will improve the health and safety of all members in the school community and improve the academic achievement of students. Schools must actively promote positive, motivating, wellness messages to reinforce the importance of personal health and wellness.

**Nutrition Guidelines**

MCP3 participates in the USDA Child and Adult Care Food Program. Meals are prepared under the

nutritional guidelines of the USDA's National School Lunch and Breakfast Program for child care. We offer the following meals and snacks to all children in attendance at the times identified in the daily schedule: breakfast, a.m. snack, lunch, and p.m. snack. School nutrition programs are proven to improve student performance and assist in closing the achievement gap. Menus are posted in classrooms, and on the MCP website. If a meal or snack is sent in from home, it must adhere to the USDA food program guidelines on appropriate meals and snacks for 3 or 4 year olds. Junk food will not be allowed to substitute snacks or meals.

### **Personnel Orientation and Training**

Food service personnel shall participate in an orientation and document annual training of at least four hours in kitchen sanitation, food handling and nutrition.

### **Child Guidance and Food**

Children will not be forced to eat; they will be encouraged to try new foods as appropriate. Meals will not be withheld as a form of punishment. To support development, we provide child-sized dishes and utensils.

### **Special Dietary Needs**

Parents of children who have special dietary needs based on a severe food allergy or religious restrictions must fill out the Medical Statement for Special Dietary Needs form and have it signed by their child's physician. This must be turned into the main office in order for food modifications to be made for your child. Milwaukee College Prep may choose, at their discretion, to make a food substitution, but is not required to provide a substitution.

### **Mealtime Socialization**

Mealtimes will include meaningful conversation and will promote social interaction, encourage good table manners and develop sound nutritional habits. To encourage good table manners and conversation, staff is required to sit with children during mealtimes and refrain from eating or drinking unhealthy foods in front of children. Children will be encouraged to clean up after themselves.

### **Fast Food Lunches**

We discourage the bringing of fast food to students for breakfast/lunch. If this does occur on an emergency or special occasion, please choose healthier options such as subs.

To avoid disruptions to the school day, this food can, and will only be consumed during the scholar's designated breakfast/lunch period.

### **Birthday Celebrations**

Birthday celebrations will be held at the end of the day. Teachers must be notified at least one day in advance by note or phone call. All birthday treats will be sent home with the scholars and will not be consumed during the school day.

Below is a list of birthday celebration ideas.

- Snacks (Nutritional snacks are encouraged. Please send in supplies for snacks to be individually packaged if not already in ziplock bags)
- Bookmarks, pencils, trinket bags.
- Donate a book to the child's classroom in their name.
- Individually wrapped items
- No homemade treats (store bought only)

Milwaukee College Prep is dedicated to the health and well-being of all students. Food service staff strives to serve nutritious child-appealing meals according to DHS food safety standards. Milwaukee College Prep ensures compliance with federal and state regulations and promotes professional standards requirements in conjunction with DPI.

### **Physical Activity**

Every student shall participate in daily physical activity. Daily recess, gross motor activities, extracurricular/after-school programs, and other movement activities provide students with a physically active and healthful lifestyle. It is recommended that children accumulate at least 60 minutes of moderate to vigorous physical activity on all or most days of the week.

### **Naptime**

Naptime will be provided for all of our MCP3 scholars. Students will be provided with a sleeping mat and will use a blanket brought from home. Students who do not sleep may get up after 30 minutes, and children who awaken early will be allowed to get up when they wake. Teachers will help students to find appropriate activities. Students will not share blankets with others, the blankets will be stored in a clean and sanitary manner, and replaced immediately if wet or soiled. Blankets will go home every Friday and will need to be laundered at home over the weekend and brought back to school on Monday.

## **POLICIES FOR PAYMENTS**

Families will be invoiced for child care services. All families are responsible for making payments for tuition, co-payments, and/or after care fees. MCP accepts cash, credit cards, checks, and money orders.

Policies for the School Year:

- All families need to sign a payment contract by first day of enrollment
- All families will be billed on an enrollment basis regardless of sick days, personal days, or family vacation
- Payment contracts will outline hours of attendance and tuition type (private or Wisconsin Shares)
- All families are responsible for tuition and unpaid balances
- Payments must be made in advance of service
- Unpaid fees and invoice balances will result in students **NOT** being able to attend school until payment is made
- Failure to make payments within 10 days will result in student losing their “seat” in the K3 program
- Private Pay payments will need to be made in Skyward or in our MCP3 main office
- EBT payments can be made online at [ebtedge.com](http://ebtedge.com), or over the phone by dialing the customer service number on the back of your card

### **Wisconsin Shares**

If you are eligible to receive Wisconsin Shares please have your child’s day care authorization assigned to Milwaukee College Prep K3 Program at 1350 W. North Ave. Milwaukee, WI 53205. Families will need to provide proof of authorization. All families must have an authorization and have made an EBT payment prior to the first day of enrollment. At this time if a child is not authorized they may lose his/her K3 seat. If a family uses more funds than they are authorized, families will be billed the difference and additional aftercare fees of \$4.00/hour. MCP3 does not have access to information regarding your Child Care Authorization and the amounts you are authorized for. If you have questions regarding your child care, please speak to your caseworker.

Policy information regarding fees is communicated to families via the MCP Policies, Families Handbook and K3 Contracts. Fees (Paid with Wisconsin Shares EBT Card) are due on the first of every month (September-June). Parents are responsible for any differences in amounts between what MCP3 charges and what Wisconsin Shares places on your Child Care EBT card (this is your copay). Upon receipt, Wisconsin Shares EBT payments are non-refundable, for any reason (including use of inclement weather). No refunds will be given for days when children do not attend due to illness, vacation, or other reasons when the program receives payment from Wisconsin Shares. Additionally, all payments received by the program will remain in the K3 childcare program to be used for program expenses and salaries of teachers and staff. Positive balances do NOT carry over to a new school year.



### **Private Pay**

Fees will be billed weekly and are to be paid in advance of services.

### **Fees**

MCP3 charges a regular rate of \$215.00 per week for full time 7:30am-3:10pm.

### **Aftercare**

Will be offered from 3:30-5:30pm for an additional \$4.00 per hour. Children **must** be signed up for the Aftercare program.

### **Late Pick up Fee:**

Any child not signed up for Aftercare will be charged \$1.00/per minute after 3:30 pm.

Any Aftercare child not picked up by 5:30 pm will be charged \$1.00/per minute.

### **NSF Fees:**

You will be charged an additional NSF fee of \$30 if your payment does not clear the bank.

## **TERMINATION of CARE**

A child may be discharged from the center for reasons such as, but not limited to:

- Failure to pay fees on time including copayments, tuition and aftercare fees (grounds for immediate termination, without advance notice)
- Lack of parental cooperation  
\*For example, behavior that is harmful or threatening towards students, other parents or staff members (grounds for immediate termination, without advance notice)
- Persistent inappropriate behavior  
\*Any behavior which threatens the health and safety of other children, staff or a continuous inability to abide by the rules and guidelines of our program
- Inability of child care program to meet the needs of the child  
\*MCP3 will consult with the parent before contract is terminated
- Repeat failure to pick up the child at scheduled time
- Failure to complete and return required forms
- Failure to attend mandatory parent meetings and parent teacher conferences
- Chronic covenant issues  
\*Non-compliance with expectations for attendance, uniform, etc.

### **Procedures for MCP3 Staff to follow for policy/procedure concerns:**

1. Call/conversation to parent about issue
2. Letter sent home about issue
3. Meeting with parent to resolve the problem (Decision making time)
4. Parent given 2-week notice and other resources to assist in childcare search

All conversations and correspondence with parents will be kept in the child's file for the duration of their enrollment.

MCP3 may immediately discharge a child/family for any behaviors that may cause significant risk of harm to the health and safety of other children, family members or staff. Examples of harmful behaviors are: verbal threats, physical assault which results in serious bodily injury, an attempted assault (which if completed would result in serious bodily injury), setting or attempting to set fires, bringing weapons on MCP3 property and/or substantial damage to real or personal property.

If contract termination isn't immediate, MCP3 will give written notice of intent to discharge a child and try to inform parents of local resources that may be of help to them; except when the discharge is due to the parent's failure to keep current with fees owed.

## **WITHDRAWAL POLICY**

Parents must give a 10-day written notice of their intent to withdraw their child from the MCP3 program. MCP3 will attempt to fill the open spot immediately after receipt of written notice. All outstanding fees must be paid. The MCP3 Business Office will expect payment in full unless a payment plan is set with monthly payments occurring until the balance is paid in full.

## **EDUCATION AND DAILY ACTIVITIES**

MCP3 does not have a religious component to our program. We do not offer mealtime prayers, songs, stories or displays of the religious aspects.

A schedule of daily activities is posted in each classroom. Groups of children may be combined at the end of the day for Aftercare. A program of activities is planned a week in advance. Staff uses a variety of resources that are aligned to the Wisconsin Model Early Learning Standards (WMELS) in their planning, such as Frog Street Threes curriculum and Haggerty Phonological Awareness curriculum. Teachers will plan activities and experiences that support the growth and development of children across all developmental domains. Some of the activities will include:

- Language and Literacy development: books, music, alphabet and writing games, story time, finger plays, nursery rhymes, phonological awareness activities
- Cognitive development: imaginative play, curiosity and problem solving opportunities, art, block play, dramatic play, math concepts, STEAM activities
- Social and Emotional development: "connect" and "Calm" activities in the Greeting Circle, games and dances, stories, cooperative play opportunities
- Physical development (gross and fine motor): bead stringing, art/crafts, blocks, balls, outdoor play, indoor play, tricycles

Play is a major component of our program. Enough time, materials, and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of art materials, manipulatives and housekeeping equipment. Technology is limited to minimal use for educational purposes (ie. programs that encourage creativity, materials that support and extend classroom themes or encourage active involvement by students and staff members).

Children go outdoors daily when weather permits. The children may be kept indoors during inclement weather such as any of the following:

- Heavy rain or snow
- Temperatures above 90 degrees Fahrenheit
- Temperatures below 18 degrees Fahrenheit (including wind chill)

## **UNIFORM**

All scholars must come to school in the Milwaukee College Prep-K3 uniform every day. Teachers/EAs will check scholar uniforms at threshold in the morning. If a student arrives at school out of uniform, parents/guardians will be notified at drop off or called by 9:00 and asked to bring in the proper uniform item by 10:00. If the scholar is not in full uniform a uniform withdrawal is issued and will be sent home with the scholar at the end of the day. Five or more uniform withdrawals accumulated in any one quarter will require a conference with the Director. Continued failure to follow the uniform policy could result in a student losing his/her seat.

Red MCP3 T-Shirt	MCP3 T-Shirts are for sale in our main office (\$7 for short-sleeved; \$25 for fleece purchased online). If it is cold, students may wear long-sleeved t-shirts or turtlenecks under their T-Shirts (these shirts must be plain white, black, blue or red), a Milwaukee College Prep fleece or a navy blue cardigan sweater (no hoods or logos).
Navy blue pants	Solid navy blue bottoms are expected. Walking shorts, skirts or skorts that are no shorter than three inches above the knee are allowed on hot days. Cargo shorts/pants, joggers, skinny pants, corduroy, and denim of any color are not allowed.
Headwear	Headbands and barrettes are allowed. No hats, hoods, bandanas, du-rags etc. (any headbands determined to be distracting to the learning environment may be asked to be removed, i.e. large bows, ears, lights, etc..)
Socks/Tights	Solid red, white, blue or black socks, tights or leggings. (No patterned i.e. stripes, polka dots, oversized logos socks, tights or leggings).
Shoes	Gym shoes with velcro straps are preferred so students do not need to change for physical activity or recess. All scholars must wear closed toed shoes. No boots, moccasins, sandals, clogs, crocs, shoes that lace up one inch past the ankle, or flip-flops allowed. In winter, if boots are worn to school, students must change into uniform permitted shoes for class. Light-up shoes are to be turned off during the school day. Heelys are not permitted.

## SUPPLIES

Our supply list will be posted on our website under Parent Quick Links and included in our Parent Newsletter. Please provide one extra change of uniform clothing in case of an “accident”, a nap blanket, and a book bag. There are certain school supplies that will be shared as community supplies in the classroom and will not be returned should your child leave throughout the school year such as kleenex, paper towel, clorox wipes, ziplocs, etc. Students will have the opportunity for “show and tell” throughout the year so please do not bring additional snacks, toys, or items that may disrupt a first-class learning environment.

## PROACTIVITY

At MCP, our approach to classroom management and discipline is Proactivity. We believe that by setting up positive systems and routines we can help students make the best choices for their behavior. Teachers use a variety of strategies including restorative practices to promote positive behavior and to redirect problem behaviors. We recognize and celebrate student successes at every opportunity.

We believe that the learning environment is sacred. We also work to ensure that every child is safe (physically, emotionally, mentally and intellectually) and can learn without needless disruptions. We have very high expectations for student behavior, and we “sweat the small stuff” to create and preserve a focused learning environment.

Milwaukee College Prep embraces “Restorative Practices” as a foundation for social-emotional skills, happiness and health. Restorative Practices, which include daily classroom circles, are used to establish trust, and honor scholar voices. Peacekeeping circles will be used in behavioral situations when an individual,

community or learning environment was harmed. Restorative practices uphold MCP's mission of "Knowledge plus Character" to foster strong character choices with a focus on sustaining and repairing their community. Parents will receive updates via ClassDOJO.

### **Conscious Discipline**

MCP3's Frog Street curriculum has a unique conscious discipline component that is a comprehensive classroom management and social-emotional program. The Conscious Discipline program has a foundation of safety and caring, and allows children to learn how to manage their emotions and interact appropriately with their peers. Children engage in a daily greeting circle which is a group activity that includes four components: Unite, Calm, Connect, Commit. The Conscious Discipline program includes 7 commitments or promises that support keeping the classroom safe and teach children responsibility for their actions. The 7 commitments are Walking Feet, Listening Ears, Gentle Hands, Big Voice, Sharing, Helping Hands, and Thoughtful Choices.

### **Child Guidance**

MCP3 staff takes a positive approach to discipline in which each child feels safe and loved. Each child at MCP3 should experience success throughout his/her days with us. Teachers strive to create classroom settings that provide children with opportunities to explore their environment within consistent, age-appropriate boundaries. Children's behavior will be guided by setting clear limits or rules for children. Teachers will talk to children about expected behaviors and model those behaviors consistently for them. Teachers will state positively what children can do, using specific terms (e.g. "use safe walking feet" rather than "don't run"). A child who demonstrated undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for the purpose of helping children develop self-control, self-esteem, and respect for the rights of themselves and others.

### **ClassDOJO**

Classdojo will be used in all classrooms at MCP3 to connect and communicate with families, reinforce positive behaviors, and to share learning experiences. Positive behaviors will be encouraged and celebrated through Dojo points. Scholars will be able to redeem their points for prizes and other incentives each week as well as throughout the year. It is important for all families to access their child's classDOJO. Directions will be provided at the beginning of the school year.

MCP3 teachers understand that there will be times when children become distraught, fussy, inconsolable, tantrum or cry excessively. In such instances the following actions may take place:

- Attempt to determine the cause of distress
- Work to calm and comfort the child (considering the child's age and disposition)
- Contact a parent in order to gain feedback, support and/or insight
- Seek extra support from center director

The first action in these situations will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention. When a child is crying, is fussy or seems distraught, staff will work to calm and comfort the child in ways that are appropriate for the child's age and personal disposition. This may include offering a drink, acknowledging the child's fear, separation, sadness or conflict, distracting or redirecting to another activity, offering time in the Safe Place, and/or talking calmly with the child about how s/he is feeling regarding what has happened. If the unhappiness persists, we may contact a parent to share what is occurring and inquire about home dispositions to determine if the behavior is an indicator of onset of an illness or a physical discomfort.

"Time-Out" is a guidance technique that can be effective in reducing challenging behaviors of young children. MCP3 staff recognize that there will be times when children display unacceptable behaviors that are unsafe and a "time-out" would be warranted, but never for more than 3 minutes. The term "time-out" is short for "time out from positive reinforcement" from their teachers and peers. Children are placed in a separate, safe location within sight and sound of a teacher or staff member for a brief time, from all sources of positive reinforcement following serious challenging behavior. Usually this strategy requires that a child be removed

from an ongoing activity for a brief time by having a child sit on the outside of the activity, within the classroom, until the child calms down and is ready to rejoin the activity and try again. “Time-out” is intended to be a non-violent response to conflict that: stops the conflict, protects the child and the other children/teachers in the classroom, and provides a “cooling off period” for the child. The teacher will talk with the child about what behavior was unacceptable and what else she/he might have done or said instead. The child will be praised after completing the “time-out” and will be helped to rejoin the group. The child will also apologize to appropriate individuals for his/her actions. Teachers will communicate with parents when such occurrences happen.

MCP3 teachers recognize that no single technique will work with every child every time. If a child continues to exhibit unacceptable behavior, teachers and/or the Director will reach out to the parent to consider how to best deal with the behavior.

MCP will commit to using the following progressive guidance steps for inappropriate behavior:

1. We will observe and record the child’s inappropriate behavior.
2. We will document what we have to do to try to change the behavior.
3. If inappropriate behavior continues, parents will be asked to participate in an immediate parent-teacher conference. A specific action plan will be developed at this conference to address the behavior. The action plan will outline all the steps the staff will take to try to change the behavior, all the steps the parents will take, and all the steps toward disenrollment if the behavior persists.
4. The Director may suggest outside resources to parents, and we will work with any outside resource for further guidance in responding to the child’s behavior.
5. If the inappropriate behavior continues, parents will be asked to limit the child’s time at the center to ensure that the child can go home each day experiencing success.
6. If the inappropriate behavior persists after the above steps have been completed, the child may be discharged.

In accordance with DCF 251 Licensing Rules for Group Child Care Centers, actions that may be psychologically, emotionally, or physically painful, discomfoting, dangerous or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, throwing, or inflicting any other form of corporal punishment on the child; verbal abuse, threats or derogatory remarks about the child or the child’s family; physical restraint, binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; actions that are cruel, aversive, frightening to the child; or punishing a child for lapses in toilet training. These forms of punishment will never be used even at a parent’s request.

## **SAFE ARRIVAL AND DEPARTURE POLICY**

MCP3 Families will enter the parking lot from Teutonia avenue and will need to park in the parking lot in one of the first three rows designated for K3. Please do not park in the drive through lane or in the YMCA parking spaces. All K3 scholars will need to be walked into/out of the school using the MCP3 entrance by a person of 16 years age or older. This person will be required to sign their child in and out each day from their child’s classroom. Scholars will only be released with a person who is on our authorized pick up list. If someone other than those listed on the authorized pick up list will be picking up your child, please contact our main office and they must present an ID when they arrive.

## **FAMILY INVOLVEMENT**

Parental involvement in a child’s educational life is critical to a child’s success. We look forward to developing a strong positive partnership between you and Milwaukee College Prep.

### **K3 Orientation and Open House**

All families will receive pertinent information regarding the MCP3 program in July. All families will be required to attend the K3 Parent Orientation after acceptance and the Open House scheduled right before school starts. Orientation and Open House are meetings that will give valuable information that is pertinent to a successful start in K3 at MCP3.

### **Visiting Classes**

Milwaukee College Prep always welcomes and encourages visitors, both from within and outside of our school community, to our school. However, in order to assure the safety and well-being of all students and staff, all visitors – including parents and guardians – are required to sign-in with the receptionist at the main entrance. Then, if a staff member is available, they will escort visitors. If a staff member is not available, alternate arrangements will be made to conduct your classroom visit. During the beginning of school, it is critical for students to transition into their new setting, and parental presence in the classroom can sometimes slow this process. So we ask that parents be sensitive to this the first few weeks of the year and limit their time in the classroom. When observing in the classroom, parents are asked not to disrupt the education of their child or of other children or to attempt to conduct individual conversations with the teacher during instructional time. Parents who are disruptive to the educational process will be asked to leave. Please have cell phones off while in the hallways and classrooms.

### **Newsletter**

School newsletters are sent via email and posted on classDOJO every Tuesday. Please ensure that you keep your email address updated with the office. The newsletters have critical information about upcoming school events, and parents are expected to read the newsletter carefully each week. Information is also available on our website under your scholar's campus tab on [www.milwcollegeprep.com](http://www.milwcollegeprep.com). The newsletter will be uploaded weekly.

### **Parent-Teacher Conferences**

Parent-Teacher conferences are a crucial component of our educational program. Parents are expected to attend conferences after each of the first two quarters, and during the 3rd Quarter as requested by the classroom teacher or Director. Students are encouraged to attend the conferences. **Students will be withheld from class if their parent/guardian does not attend a scheduled conference.**

### **Milwaukee College Prep Leadership Council**

Parents who are seeking a more involved role in the school are invited to join the Milwaukee College Prep Leadership Council. Elections are held annually for positions on the Milwaukee College Prep Leadership Council (see mission statement on opening letter of this handbook).

### **Concerns**

Steps to follow if there is a concern or disagreement:

- Discuss the matter with the teacher and attempt to resolve the disagreement through informal discussion.
- If there is no resolution to the problem, the parent/guardian should then contact the Director, who will mediate the problem with all parties involved.
- A parent may also contact any parent on the **Milwaukee College Prep Leadership Council** ([leadershipcouncil@milwcollegeprep.com](mailto:leadershipcouncil@milwcollegeprep.com)) with concerns. The Leadership Council will address the concern and/or act to mediate the problem with all parties involved.

### **Custody Policy**

In cases where parents are divorced or separated, the school can presume that both parents have access to the student. If one parent has been denied this privilege, it is the parents' obligation to make this known by providing legal documentation. Mailings and student information are emailed to both parents if email address is on file..

### **FIELD TRIPS**

Field Trips are an extension of the academic lesson. We offer field trips to expose students to geographic

areas, various types of food, music and people and extend classroom learning. At Milwaukee College Prep, we consider field trips to be a privilege. In order for students to participate in experiences outside of the building, we expect them to follow classroom and school rules regularly as well as maintain a positive attitude. Students must show respect for their teacher and classmates while in the building in order to sustain such respect outside of school. We want students to recognize the importance of building and maintaining a sterling reputation.

Parents/Guardians interested in chaperoning a field trip should contact their child's teacher. Only chaperones on the field trip will have expenses of the field trip paid on their behalf. Chaperones are responsible for supervising students and may not bring other children on the field trip including other Milwaukee College Prep scholars.

## **SKYWARD**

Milwaukee College Prep uses a student management system called Skyward.

Parents are given Family Access to Skyward. This allows parent/guardian to view all information the school has on record for their child. This includes information such as email addresses, phone numbers, street addresses, etc. Parents are also given access to view grades see their child's schedule, view any discipline records and report cards. Parents can also view and make payments to any fees they may have.

Parents are encouraged to review that information and make appropriate changes throughout the year as needed.

Parents will be given their login information and instructions on how to access Skyward at our Open House or during their enrollment any time thereafter.

## **QUALITY STAFFING**

The key to quality care is quality staff. Therefore, the staff is required to meet all educational requirements as stated by the State of Wisconsin for Group Child Care. They are all specifically trained in Child Abuse & Neglect, CPR and First Aid procedures, and Abusive Head Trauma Prevention. In addition, they must continue their education throughout the year by attending numerous workshops, Professional Development, classes, and/or conferences relating to early childhood education. They must also pass a criminal background investigation and good health screening.

## **CHILD ABUSE AND NEGLECT PREVENTION/PROTECTION**

Wisconsin State Law requires all child care staff to report any suspected abuse and/or neglect of children. The staff at MCP3 are trained to keep a log of all unusual bruises, contusions, lacerations or burns received in and out of the center. The staff will then report the suspected abuse/neglect to the center director who will contact proper authorities.

## **COMMITMENT TO EXCELLENCE**

The Commitment to Excellence on the following page outlines the responsibilities of the school, the family, and the student over the course of the coming year. The Commitment exists in order to ensure that we have all discussed our responsibilities in detail, understand the specifics they entail, and are prepared to accept those responsibilities.

**Milwaukee College Prep- K3 Commitment to Excellence**



<p><b>PARENT/GUARDIAN COMMITMENT</b></p> <p>We fully commit to MILW COLLEGE PREP in the following ways:</p> <ol style="list-style-type: none"> <li>1. Make the school a safe and orderly environment by supporting the school as it enforces the school's code of conduct, as outlined in the handbook.</li> <li>2. Ensure that my child arrives at school by 8:00 a.m. and attends school regularly. I have read and agree to the school's policy regarding tardiness and absences.</li> <li>3. Ensure that my child wears the appropriate uniform daily, as explained in the uniform section of the handbook.</li> <li>4. Communicate regularly with my child's teachers regarding my child's academic and behavioral performance and attend a minimum of <u>two</u> parent conferences, and any specifically requested conferences.</li> <li>5. Read the Tuesday Newsletter each week online to keep informed of updates/information from the school.</li> <li>6. I attest that the information given on all registration forms is true and understand that false information may result in my child being dismissed from MILW COLLEGE PREP.</li> <li>7. I give permission to have my child's picture taken at school or school events and for it to appear in school booklets, brochures, videos, newspaper, social media or television.</li> <li>8. I will allow my child to attend MILW COLLEGE PREP field trips as announced in the Tuesday Newsletter.</li> <li>9. Keep current with any invoices.</li> </ol> <p>PARENT/GUARDIAN SIGNATURE:</p> <p>_____</p>	<p><b>STUDENT COMMITMENT</b></p> <p>I fully commit to MILW COLLEGE PREP in the following ways:</p> <ol style="list-style-type: none"> <li>1. I will always work, think, and behave in the most proactive and best way I know how. I will do whatever it takes for me and my fellow students to learn.</li> <li>2. I will always make myself available to parents, teachers, and any concerns they might have. If I make a mistake, this means I will tell the truth to my teachers and accept responsibility for my actions.</li> <li>3. I will always behave so as to protect the safety, interests, and rights of all individuals in the classroom. This also means that I will always listen to all my Milw College Prep teammates and give everyone my respect.</li> <li>4. I will wear my proper MILW COLLEGE PREP uniform each day.</li> <li>5. I will do everything in my power to arrive at school on time.</li> <li>6. I am responsible for my own behavior, and I will follow the teachers' directions.</li> <li>7. I have read and understand the policies and expectations as stated in the handbook.</li> </ol> <p>STUDENT SIGNATURE:</p> <p>_____</p>	<p><b>STAFF COMMITMENT</b></p> <p>I fully commit to MILW COLLEGE PREP in the following ways:</p> <ol style="list-style-type: none"> <li>1. Make the school a safe and orderly environment by enforcing school rules as consistently as possible and by doing my part to instruct our students regarding appropriate and inappropriate behavior in school.</li> <li>2. Ensure that valuable school time is utilized thoughtfully and efficiently so that the school can provide our students with an education that is academically rigorous and that meets or exceeds the requirements of the Wisconsin State Standards.</li> <li>3. Communicate regularly with parents regarding their child's behavioral and academic performance through regular conversation, parent conferences, telephone contact, and by welcoming parents to the school.</li> <li>4. Constantly monitor the development and growth of our Students, both academically and behaviorally, update the student's portfolio regularly to document their progress and consistently enforce the code of conduct as a means of holding students accountable for their behavior at school.</li> <li>5. I have read and understand the policies and expectations as stated in the handbook.</li> </ol> <p>STAFF SIGNATURE:</p> <p>_____</p>
--	---	---

