

WOODFORD COUNTY SPECIAL EDUCATION ASSOCIATION
Metamora BRIGHT BEGINNINGS PRESCHOOL CLASSROOM PROGRAM
METAMORA GRADE SCHOOL
2026-2027

Reminders and Procedures

Classroom Reminders Arrival and Pick Up:

1. Please park in the main lot and walk your child to the red door entrance at 8:10 (morning class) and 12:10 (afternoon class) until one of the Bright Beginnings preschool teachers opens the door to let your child in. If you arrive before these times, you will need to wait either in your car or on the front sidewalks with your child even if the doors are being held open by MGS staff who are letting in grade school students. MGS Administration asks that Bright Beginnings parents not wait in the foyer, because then all adults out front try to enter also and that is not safe for our school (we always need to know exactly who is in our building). In inclement weather, **please still do not enter the foyer** (you may wait in your car until 8:10 when we open the doors). MGS staff is also not responsible for watching preschoolers in the foyer, so please do not send them in until you specifically see the **Bright Beginnings** preschool teachers. Thank you so much for helping us keep the entire school and students safe!!
2. If you arrive late past 8:15 (morning class) and 12:15 (afternoon class) you will need to buzz the office and check in through there because we head back to the classroom at that point.

Bus Transportation Procedures:

1. **Metamora Grade is able to provide transportation both ways for students in Early Childhood (special education) who meet eligibility and require special transportation.** The address must be on the MGS bus route and approved by the Metamora Busing Coordinator. The busing coordinator will finalize the busing routes by using the home address of the student. Typically, the transportation department makes calls to parents in late July/early August. All bus services are handled through Metamora Grade School. Metamora Grade School requires that the bus schedule stay consistent.
2. If your child goes to a babysitter's house, the address must be on the MGS bus route. The Metamora Grade School transportation department email is estephens@mgsredbirds.org. Please contact them if you have questions about your child's bus route or schedule. If your child rides the bus to school the teachers will wait for them to get off the bus and then walk them to class. If they ride the bus home, the teachers will buckle them in safely before they leave.

Absences:

1. Please send me a message on Class Dojo if your child will be absent (you will receive directions on how to set this up the first day of school).

2. If we need to send your child home early due to illness, we will call you first. If you aren't available, we will call someone on the emergency contact list. Please make sure to only list people who can respond in a timely manner to help with your child.

Backpacks:

1. Please keep a spare set of clothing in your child's backpack. It helps if you can put it in a ziploc bag with your child's name on the bag. We have ziploc bags if you need one.
2. Please keep toys at home and not in backpacks. They can become a distraction for the children.
3. Please check your child's folder daily.

Birthdays:

1. We love birthdays! Your child may bring in special treats for their birthday. Make sure these are packaged from a store. If your child sends candy as their treat that is okay but we will send it home in backpacks. Store bought cookies, mini cupcakes, packaged snacks are all fine for birthdays and we will eat those at snack time!

Communication with families:

1. Teacher will communicate with ClassDojo and through weekly paper newsletters.