

ST. MATTHEW'S PRESCHOOL

2024-2025

**300 South Main Street
Pennington, New Jersey 08534**

Tammy Eng, Director

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Select St. Matthew's Preschool Link

TABLE OF CONTENTS	Page(s)
Welcome!	1
A Little About Us	2
Mission & Philosophy	2
Classes Offered	3
Two-Year Old Program	4
Three/Four-Year Old Program	5
Pre-Kindergarten Program	6
Typical Daily Activities	7
Registration Fee and Tuition Policies	8
Tuition Rates	9
General Information	10 -11
Communication	12
Policy on the Use of Technology in the Classroom	12
Discipline Policy	13
Expulsion Policy	13-14
Immunization & Medication Policy	15
Return Policy for Post-Operative or Injured Child	15
Illness Policy	16
Management of Communicable Diseases Policy	16-17
Board of Directors & Teachers	18

WELCOME!

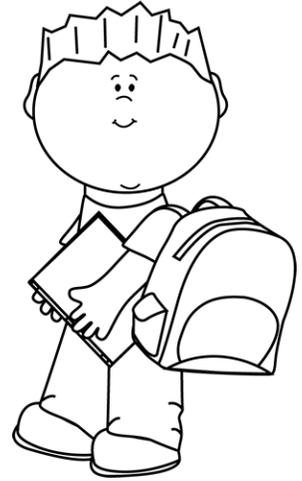
We warmly welcome you to St. Matthew's Preschool. This handbook of information about our program will help you understand our philosophy and policies regarding childcare.

Please ask us any questions that you may have about our preschool; we want you to learn all you can about us. We believe the best way for you to get to know us is to visit and observe our classes in action. Please call to make an appointment.

Tammy Eng, Director

A LITTLE ABOUT US

St. Matthew's Preschool is an outreach program of St. Matthew's Episcopal Church in Pennington. It was created in 1971 as an outgrowth of Christian concern and commitment to meet the needs of parish members and their friends. Our original purpose was to provide "a little bit of leisure time for Mom". We have grown over the years from a childcare service for our community to a preschool program for children from 20 months old through 5 years. The program has limited scholarship funds to help families with special financial needs. This assistance is made possible by fundraisers, donations from friends of the program and St. Matthew's Parish Life Guild. We welcome children from all racial, religious, and ethnic backgrounds.



We welcome and encourage parent involvement and participation.

Parents have helped in the past in a variety of ways: conducting art and music projects in our classrooms; reading books to the children; providing healthy snacks; overseeing fundraisers; serving on our Board of Directors; and on occasion, answering the preschool office phone. Please speak to one of our teachers or the Director if you have an activity you would like to share with us or to find out how you can become more involved in our program.

Outside of our regular daily schedule we offer early morning drop off at 8:30 AM as well as afternoon enrichment classes focused upon the arts, science, and physical fitness. All students enjoy daily music activities that occur in each class.

Currently we have eight classroom teachers on staff.

St. Matthew's Preschool has been granted a "Certificate of Life/Safety Approval" from the State of New Jersey. Every member of our staff is First Aid/CPR trained.

MISSION

St. Matthew's Preschool provides our students with a safe and nurturing environment that supports each child's individual growth. This includes social, emotional, behavioral, intellectual and spiritual growth.

PHILOSOPHY

We at St. Matthew's Preschool believe that play is the most valuable form of learning for all young children. Our program curriculum is based on structured-play and includes interactive lessons that support each child's social, emotional, physical, and intellectual development. Children are encouraged to explore, discover, create, question, and invent. Each child is valued as a contributing member of our school community.

CLASSES OFFERED



GUIDED PLAY w/PARENT OR CAREGIVER

18-23 Months (Age requirements must be met by September 1st)

Wednesdays Fall Oct 2nd-Dec 11th 9:15-10:45

 Winter Jan. 8th-Mar. 12th 9:15-10:45

Student attends program with parent or caregiver.

 Spring Apr. 9th-May 28th 9:15-10:45

Student attends program without parent or caregiver for those that are ready.

TWO-YEAR-OLD PROGRAM:

24-35 Months (Age requirements must be met by September 1st)

Tuesday, Thursday, and Friday 9:00 AM – 12:00 Noon

Lunch Bunch Option from 12:00 Noon to 1:00 PM may become available once the class has settled into school routines.

Preschool is a big adjustment for very young children. For many it is their first experience in a group situation away from their parents. We have found that a schedule to slowly ease-in the children is very helpful for their overall adjustment to our program. The first few weeks of school begin with shortened sessions which gradually increase to a full 3 hour session.

THREE-YEAR-OLD PROGRAM: 3 day minimum – 5 days if space permits

3-4 Year Old Class (Must be three on/before October 1st):

Monday	9:00 AM–12:00 Noon	Monday-Thursday Lunch Bunch Option from 12:00 Noon to 1:00 PM
Tuesday	9:00 AM–12:00 Noon	
Wednesday	9:00 AM–12:00 Noon	
Thursday	9:00 AM–12:00 Noon	
Friday	9:00 AM–12:00 Noon	No Lunch Bunch

PRE-KINDERGARTEN PROGRAM: 3 days minimum – 5 days if space permits

4-5 Year Old Class (Must be four on/before October 1st):

Monday	9:00 AM–12:00 Noon	Monday-Thursday Lunch Bunch Option from 12:00 Noon to 1:00 PM
Tuesday	9:00 AM–12:00 Noon	
Wednesday	9:00 AM–12:00 Noon	
Thursday	9:00 AM–12:00 Noon	
Friday	9:00 AM–12:00 Noon	No Lunch Bunch

Our school is a family-oriented program and every effort will be made to coordinate the placement of siblings.

GUIDED PLAY & TWO-YEAR-OLD PROGRAM

Guided Play w/Parent or Caregiver, 18-23 Months

Class Age: Children in this class must be 18-23 months old and steady, consistent walkers on or before September 1st. Children are accompanied by parent or caregiver for the fall and winter sessions and may attend alone in the spring session if they are ready to separate.



Class Size: Enrollment will not exceed 6 children in the class.

Schedule: Class meets on Wednesdays.

Toilet Training: Children in this class are not required to be toilet trained.

The class has one teacher for the fall and winter sessions and will be joined by a second teacher for the spring session.

During Guided Play preschoolers forge new friendships with others,
sample a host of playthings, and test out new skills.

Two-Year-Old: 2-3 sessions/week class:

Class Age: Children in this class must be 24 months old on or before September 1st.

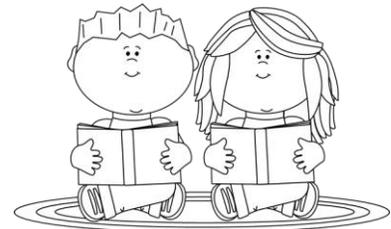
Class Size: Enrollment will not exceed 10 children in each class.

Schedule: Class meet on Tuesday, Thursday, and Friday

Toilet Training: Children in this class are not required to be toilet trained.

The class has two teachers.

In our Two-Year Old class, we seek to create a friendly, warm atmosphere in which children can learn to separate from their parents, to be comfortable with other adults and to socialize with their peers. We encourage the children to share and cooperate with each other. We stress growth in communication and development of self-control. In all of this we are helping the child build a positive self-image.



The children begin the school year exploring their classroom environment by themselves. As the year progresses, the children begin to play next to each other. By year's end, many of the children are enjoying cooperative play with their classmates. Throughout the year they enjoy listening to stories, singing songs and being creative with stickers, crayons, paint and play dough.

POTTY TRAINING

Our staff will follow the cues that parents are using at home to support potty training while at school. It is required that a child be dry at school for two weeks while wearing a pull-up or training diaper before wearing underwear to school.

THREE-FOUR YEAR OLD PROGRAM

Class Age: Children in this class must be 3 years old on or before: October 1st

Class Size: Enrollment will not exceed 14 children in class each day.

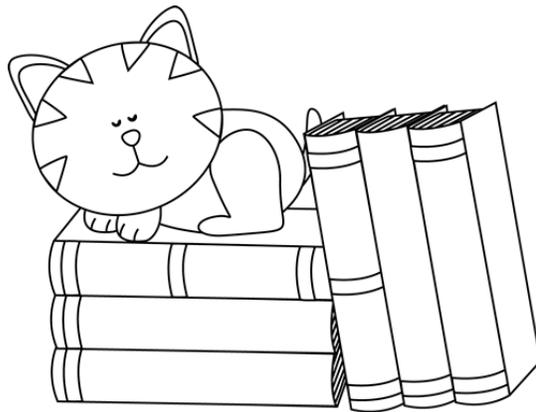
Schedule: Class meets Monday through Friday with children attending 3 or 4 days.
(5 days if space allows)

Toilet Training: Children in this class should be toilet trained.

Lunch Bunch Option: Children eat lunch at tables in their classroom.

The class has two teachers daily.

Our Three-Four Year Old Program is a transitional class, using concepts and activities from both the Two-Year-Old and Pre-Kindergarten classes. Our program is a literature-based curriculum and is centered around reading readiness. The children are exposed to a wide variety of exceptional literature through which they learn new concepts and develop listening and language skills. Newly presented concepts are reinforced by a variety of art projects and related activities with the added goal of developing fine motor skills. Emphasis is placed on math readiness through the introduction of numbers and math concepts into daily activities as well as using manipulatives to reinforce and practice basic concepts. The children also develop skills through the use of music, movement, and imaginative play. Lessons are planned around many different themes such as colors, shapes, seasons, holidays, and community helpers. Each day the children have many opportunities to develop their social skills while interacting with classmates during free play time, outside play and manipulative table time activities.



PRE-KINDERGARTEN



Class Age: Children in this class must be 4 years old on or before: October 1st.

Class Size: Enrollment will not exceed 16 children in class each day.

Schedule: Class meets Monday through Friday with children attending 3, 4, or 5 days,
(5 days if space allows)

Toilet Training: Children in this class must be toilet trained and should be able to take care of their own needs in the bathroom.

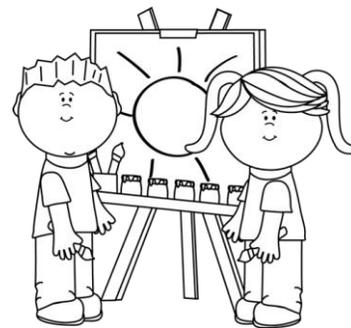
Lunch Bunch Option: Children eat lunch at tables in their classroom.

The class has two teachers daily.

Our Pre-Kindergarten class builds upon the skills developed in the Three-Fours Program and emphasizes the skills children need to enter kindergarten. This is done in an informal, caring atmosphere, which encourages the development of skills. Reading and mathematical readiness, science exploration, and listening and comprehension skills are developed through the use of quality literature, games, songs, and finger plays. Large and small motor skills, visual discrimination, and eye-hand coordination grow through the use of inside and outside apparatus, blocks and small manipulative toys, and many creative art activities. Lessons are planned around the alphabet, numbers, seasons, holidays, and nature. All of these activities are designed for each child to experience the joy of learning.



TYPICAL DAILY ACTIVITIES FOR ALL CLASSES



- TABLE TIME:** A time to stimulate our fingers with manipulative toys: puzzles, stringing beads, small blocks, etc.
- FREE PLAY:** A time to choose friends and toys: dolls, puzzles, books, trucks, blocks, housekeeping and dress-up corner, etc.
- CLEAN UP:** A time to cooperate: helping put toys away.
- SNACK:** A time for refreshment: filtered water, crackers, and fruits/veggies.
- ART:** A time to create: we use our imaginations with crayons, play dough, glue, paint, stickers, markers, chalk, etc.
- CIRCLE:** A time for group activities: lessons, songs, finger plays, musical instruments, stories, etc.
- EXERCISE:** A time to use our large muscles:
All classes take walks in our neighborhood and have fun playing in our outdoor play yard. Classes will use the church hall for indoor activities when the weather does not permit outside play.
- LUNCH BUNCH:** Optional extended hour from 12:00-1:00 PM
Lunch is brought from home.
The children enjoy eating with their friends. Lunch is followed by time to relax with a story, discover rice/bean tables, enjoy free play, play games in the classroom, or go outside to the play yard.
- ENRICHMENT:** Optional for our Three-Fours and Pre-K classes from 12:00-1:30 PM
Activities are focused upon the arts, science, and physical fitness.

REGISTRATION FEE AND TUITION POLICIES

The registration fee, deposit fee and tuition installments are non-refundable.

There is a \$20 service charge for any check returned to us by the bank for insufficient funds. This fee is subject to change without notice.

There is no reduction of tuition fees for absences due to illness or vacation.

Classes that are canceled due to inclement weather will not be rescheduled, nor will there be a reduction in tuition. If, however, St. Matthew's Preschool Board of Directors feels there has been an excessive number of canceled sessions (per class), appropriate arrangements will be made.

When classes are canceled due to reasons other than weather (Covid-19 Closures or unforeseen building issues such as a flood), one week's worth of classes can be canceled without making up the sessions. The decision to reschedule or add additional classes will be made by the school's Board of Directors. The Board will set the schedule for make-up sessions when necessary.

The Director must be notified at least one month in advance before a child is to be withdrawn. Parents are required to pay for that month regardless of when the child leaves St. Matthew's Preschool.

If, after a reasonable period of time, it is found that a child is unable to adjust to our program, St. Matthew's Preschool reserves the right to request withdrawal of the child. The final decision is left to the discretion of the Director. If a child is withdrawn from St. Matthew's Preschool at our request, any pre-paid tuition will be refunded to the parent.

St. Matthew's Preschool maintains a limited Scholarship Fund. If you need tuition assistance, please speak to the Director for further information.

PROGRAM FEES

A non-refundable registration fee of \$50 must accompany all applications.

The registration fee for two children is \$80.

Family Rate- \$100 registration fee for families with 3+ children in the program.



TUITION RATES FOR THE 2024-2025 SCHOOL YEAR

Annual tuition for the school year is established by the Board of Directors. Installment payments are based upon the number of sessions per school year attended by a student. The total cost is then divided into ten equal installments. Installment schedule options are provided upon acceptance. The first installment is a deposit payment due on/before June 1, 2024 to reserve a child's place in class.

The deposit fee is refundable through July 15, 2024, after which all classes are considered to be in place. After July 15, 2024, the deposit fee is only refundable if the slot can be immediately filled off the school waitlist.

THE TEN EQUAL TUITION INSTALLMENTS ARE DUE ON OR BEFORE:

June 1, 2024 (Deposit Installment; reserves child's place in program)

The remaining 9 installments are due September 1, 2024 through May 1, 2025

No tuition is collected in the month of June.

1. Deposit June 1, 2024	2. September 1st Installment	3. October 1st Installment	4. November 1st Installment	5. December 1st Installment
6. January 1, 2025 Installment	7. February 1st Installment	8. March 1st Installment	9. April 1st Installment	10. May 1st Installment

Class Offerings	DAYS	TIME	ANNUAL TUITION
Guided Play w/Parent or Caregiver 18-23 Months (Age on/before September 1 st)	Wed	10:00-11:30	\$220 per 10-Week Fall/Winter \$220, 8-Week Spring
(SPRING) Student attends program <u>without</u> parent or caregiver for those that are ready.			
Twos 24-35 Months (Age on/before September 1 st)	Tu/Th/Fr	9:00-12:00	\$3730
Three-Four's Class (Three on/before October 1 st)			
Three Day Minimum		9:00-12:00	\$3460
Four Days		9:00-12:00	\$4600
Five Days (If space allows)		9:00-12:00	\$5750
Pre-Kindergarten Class (Four on/before October 1 st)			
Three Day Minimum		9:00-12:00	\$3460
Four Days		9:00-12:00	\$4600
Five Days (If space allows)		9:00-12:00	\$5750
Annual tuition includes daily snacks provided by the preschool. Snack is made up of a variety of fruits/veggies as well as a crunchy item such as pretzels or crackers.			

Three-Four's & Pre-K Classes have the option of adding an additional hour of Lunch Bunch at the cost of \$15 a session on any of their days, Mon-Thur . Enrollment may be adjusted on a month-by-month basis if the program is in high demand. Parents receive a monthly invoice for this program based on the number of sessions attending in a month.

GENERAL INFORMATION



INCLEMENT WEATHER POLICY

In the event of inclement weather St. Matthew's Preschool will send out an email notifying families of a delay or school closure. Please always check your email prior to leaving for school during a weather event.

LATE PICK-UP POLICY

Pick-up time is promptly at 12:00 PM unless a child is participating in Lunch Bunch from 12:00 - 1:00 PM. If your child participates in Lunch Bunch, pick-up is promptly at 1:00 PM. If a parent or authorized adult is going to be late, please call the Director so that the child can wait in the office. A notice will be sent home alerting parents that pick-up has been late after the second occurrence. After the third late pick-up parents will receive a notice and be billed a late pick-up fee of \$10.00. A late fee of \$10.00 will be charged for each subsequent late pick-up.

This policy will be enforced unless prior arrangements are made with the Director.

DROP-OFF AND PICK-UP

We understand that there are times it may be difficult to bring your child into the building to their classroom or to come in to pick them up. If you need help, and another mom or dad is not available, please call the preschool office. We will gladly help you.

CHILD RELEASE POLICY

We will only release a child to someone other than his/her parents* or legal guardian if we have written authorization from the child's parent or legal guardian. If someone else is picking up your child, please complete a copy of our "Child Pick-up Permission Form" which is available from the Director or your child's teacher. If we do not know the person picking up your child, we will request identification from them.

*If a non-custodial parent is not authorized by the custodial parent to pick up the child, we must have a copy of the Court Order stating this in our file; otherwise, we must release a child to either parent.

If the parent or authorized individual appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the school shall ensure that:

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternative person authorized by the parents; and
3. If the school is unable to make alternative arrangements, a staff member shall call the 24-hour Child Abuse Hotline (1-877-652-2873) to seek assistance in caring for the child.

PARKING NEAR ST. MATTHEW'S CHURCH

Please do not park inside the Curlis Center Shop's parking lot. This is a private lot for the stores in this shopping center.

DAILY SIGN-IN/OUT

Parents/Caregivers will sign their child in and out daily using the Brightwheel app. Teachers can assist with this process as well.

OUTSIDE SAFETY

Please do not allow your children to play on the church ramps or stairs outside the building. For safety reasons, the ramps and stairs are off-limits.

APPROPRIATE CLOTHING

Sneakers and comfortable clothing that are appropriate for both messy and active play are required. Please do not send your child to school in open-toe sandals, clogs, slip-on or croc shoes. If your child comes to school with slippery-soled shoes on, he/she will not be allowed to play on certain equipment in the classroom or on the playground because it is a safety hazard.

Children should come to school wearing underwear regardless of potty training techniques. We have seen a recent trend in training that has children go without any underwear. Disposable diapers with Velcro closures are required for children not toilet-trained. Pull-ups may be used while training but must have Velcro closures.

Please put your child's name on his/her sweaters, coats, and boots.

LUNCH BOXES

Children registered for Lunch Bunch should bring their lunch inside of a reusable lunch box or small tote bag. Please put your child's name on the outside of his/her lunch box. Do not send any candy or soda in your child's lunch.

TOY POLICY

Small objects (including coins) and toys brought from home are not allowed. They are a serious hazard in a busy classroom as they are easily misplaced and may end up in another child's mouth.

FUNDRAISER POLICY

St. Matthew's Preschool conducts a variety of fundraisers during the school year to benefit our Scholarship Fund and our Book & Equipment Fund. All fundraisers must receive prior approval by the St. Matthew's Preschool Board of Directors.

COMMUNICATION

PARENT-TEACHER COMMUNICATION

At St. Matthew's Preschool we believe that it is very important to maintain contact between parents and teachers. Teachers are available to talk with parents throughout the year either by telephone or informal meeting. Teachers are available when you have specific questions or concerns about your child, when you wish to know more about your child's developmental progress or his/her daily activities, or when you have information to share, we encourage you to contact us to make an appointment. If there is something that we feel you should know about your child, we will contact you. Parent-teacher conferences are held in January or February. End of the year conferences are also available if either the parent or teacher feels it would be helpful.

CHANGE IN FAMILY INFORMATION

Please notify the St. Matthew's preschool office immediately of any changes in emergency information for your child, including contact people, home or business addresses and telephone numbers; or known or suspected allergies your child has to food, insects, medication, etc.

DAILY ACTIVITY BOARDS

Each day our teachers highlight the day's activities on the board outside their classroom. This helps you understand what your child has participated in each day.

PHOTO SHARING: BRIGHTWHEEL &/OR CLASS GOOGLE PHOTO ALBUMS

Each day our teachers upload pictures that were taken throughout the day. These pictures help to spark conversation at home about the happenings of the day. Families are instructed that the pictures are to be viewed only and not for personal use or to be shared on any form of social media.

COMMUNITY BULLETIN BOARD

Announcements of general interest, notices of community activities, and educational articles are posted on the bulletin board outside our office. If a parent wishes to post something, he/she should give it to the Director.

POLICY ON THE USE OF TECHNOLOGY

St. Matthew's Preschool provides classroom experiences that are focused on play, exploration, and discovery. Videos, movies, television, and computers are rarely used in our classes. Our rooms are not equipped with computers for the children because each of our classes meets for a half day (3 hours sessions) and we prefer the students to use this time engaging in active participation and social learning with their peers. Students at our school are between 18 months and five years old. Videos and slide shows are rarely used to enhance curriculum, typically occurring only when a guest author/presenter or parent are visiting to share on a topic. We do not keep any video or television equipment in our classrooms. Videos, slide shows and computers are never used to babysit children or fill their time.

The use of students' photos and names will be approved by parents each year for use on the preschool website and publication in the newspaper.

DISCIPLINE POLICY

Children need guidelines, but also the freedom for creative development. At St. Matthew's Preschool, classroom rules are explained to the children and consistently reinforced by the staff to encourage the development of self-discipline and respect/empathy for others.

If a child forgets a rule, we will remind him/her with comments like "please share", "remember, we take turns in school" and "please use your indoor voice". If necessary, the teachers will re-direct the child to a new activity to change the focus of the child's behavior or have the child sit on a "thinking" chair to help him/her regain self-control.

The methods of discipline used in our classrooms are in accordance with the New Jersey "Manual of Standards for Child Care Centers", and are as follows:

1. Discipline shall be positive and consistent with the age and developmental needs of each individual child.
2. Staff members will not use any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating, frightening treatment or any other form of child abuse or neglect.
3. Staff members will not discipline a child because of his/her behavior with regard to toilet training, rest, or food.
4. A child will never be left unsupervised.
5. Staff members will not require a child to remain silent or inactive for a period of time inappropriate for the child's age.

EXPULSION POLICY

In rare circumstances, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

When all steps have been exhausted the Director, with support of the St. Matthew's Preschool Board of Directors, has the right to require the withdrawal of that student from the program.

The following are reasons we may have to expel or suspend a child from this center:

IMMEDIATE CAUSES FOR EXPULSION:

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children

PARENTAL ACTIONS FOR CHILD'S EXPULSION:

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff. **CHILD'S ACTIONS FOR EXPULSION:**
- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/ angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

SCHEDULE OF EXPULSION:

If after remedial actions have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/ guardian may work on the child's behavior or to come to an agreement with the center. The parent/guardian will be informed regarding the length of the expulsion period and the expected behavioral changes required in order for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate childcare (approximately one to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A CHILD WILL NOT BE EXPELLED IF A PARENT/GUARDIAN:

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.
- Without giving the parent sufficient time to make other childcare arrangements.

PROACTIVE ACTIONS THAT CAN BE TAKEN BY THE CENTER IN ORDER TO PREVENT EXPULSION:

1. Try to redirect child from negative behavior.
2. Reassess classroom environment, appropriateness of activities, supervision.
3. Always use positive methods and language when disciplining children.
4. Praise appropriate behaviors.
5. Consistently apply consequences for rules.
6. Give verbal warnings.
7. Give the child time to regain control.
8. Document the child's disruptive behavior.
9. Give to parent/guardian written copies of the disruptive behaviors that might lead to expulsion.
10. Schedule a conference including the director, classroom staff and parent/guardian to discuss how to promote positive behaviors.
11. Recommend an evaluation by local school district study team.

IMMUNIZATION POLICY

All children who attend St. Matthew's Preschool must meet the State of New Jersey immunization requirements for preschool entry. We do not accept religious exemptions.

The required immunizations are listed below:

DTP or DtaP	4 Doses
Polio	3 Doses
MMR	1 Dose – after first birthday
HIB	1 Dose
Varicella	1 Dose – after first birthday
PCV	1 Dose - after first birthday.
Influenza	1 Dose <u>Annually</u> between September 1 st and December 31 st of each year

MEDICATION POLICY

At St. Matthew's Preschool, we will not administer medication to a child. The only exception to this policy is if a child has a life-threatening allergy (such as a bee sting or peanut allergy), and we have been given written approval by the child's parent to administer the child's medication with written instructions from the child's physician.

RETURN POLICY FOR POST-OPERATIVE OR INJURED CHILD

If a child has had surgery or a serious injury (example: broken bone, severe laceration), his/her parent must present to the Director of St. Matthew's Preschool a written note from the attending physician stating that the child may return to school. It is then at the discretion of St. Matthew's Preschool Board of Directors, on a case-by-case basis, to decide when a child may return to class.

ILLNESS POLICY

WE LIKE TO SHARE EVERYTHING EXCEPT OUR GERMS!

Prior to the start of the 2024-2025 school year each family will sign off on School Procedures for Health & Safety specific to guidelines that will be followed for the school year.

The Health & Safety Policy at that time may differ from the information below.

At St. Matthew's Preschool, we will not admit a child with the following symptoms of illness. To help us reduce the spread of illness, please follow these guidelines:

1. A child must be fever-free for 48 hours without medication.
2. Diarrhea and vomit free for 48 hours without medication.
3. Keep a child home the first three days of a cold and/or if there is a "copious" amount of discharge from his/her nose (or if discharge is not clear), or if he/she has a severe cough.

The chart below will help you determine if your child's symptoms are a cold (he/she should stay home) or an allergy (he/she may come to school):

CHARACTERISTIC	COLD	ALLERGY
Red, itchy eyes	Rarely	Often
Sneezing	Sometimes	Usually
Aches and fever	Often	Rarely
Nasal discharge	Thick, cloudy	Clear, watery
Warning time	A few days	Immediate symptoms
Duration	Several days to a week	While exposure lasts

4. Keep a child home who has red eyes with discharge, yellow eyes, or jaundiced skin. Check with your child's physician.

If your child becomes ill at school, we will remove him/her from the classroom, and contact you or someone on your child's emergency list, so that your child may go home.

MANAGEMENT OF COMMUNICABLE DISEASES POLICY

1. We request that you report any contagious illness your child has to our office immediately.
2. If your child is exposed to a communicable disease while at St. Matthew's Preschool you will be informed in writing as soon as possible.
3. If your child contracts any of the following diseases, he/she will not be permitted to attend school for the indicated time period listed below.

MANAGEMENT OF COMMUNICABLE DISEASES POLICY CONTINUED

CONDITION	MAY RETURN
Chicken Pox	Six days after the first appearance of the rash, and after lesions become dry. When under treatment, one to three days <u>and</u> after any discharge has ceased.
Conjunctivitis-pink eye	When under treatment, one to three days <u>and</u> after any discharge has ceased.
Covid-19	Please check with the school office as we follow the most up to date guidelines from the health department.
Fifth Disease	With signed permission from attending physician.
Hepatitis A (infectious)	Seven days from the first appearance of jaundice <u>and</u> after clinical recovery, with signed permission from the attending physician.
Hepatitis B (serum)	Upon clinical recovery, with signed permission from attending physician.
Impetigo	24 hours after beginning antimicrobial therapy <u>and</u> when lesions are dry, with signed permission from the attending physician.
Lice	After treatment, <u>all</u> nits (eggs) must be removed from the hair. St. Matthew's Preschool has adopted a <u>no nit</u> return policy. Children <u>must</u> report to the office for inspection by the Director (or a designated teacher) to determine they are nit-free before admission to class. If the Director (or designated teacher) finds any nits while inspecting a child's head for readmission, the student must go home until <u>all</u> nits are removed. <u>Nit removal is the responsibility of the parent.</u>
Mononucleosis	Upon clinical recovery, with signed permission from attending physician.
Pinworm	When under treatment, with signed permission from attending physician.
Ringworm	When under treatment, with signed permission from attending physician.
Salmonella	When free from infection, with signed permission from attending physician. Family members attending school are also required to have signed permission from attending physician.
Scabies	When free from infection, with signed permission from attending physician.
Strep Throat/ Scarlet Fever	After two days if under medical treatment, or upon clinical recovery.
Trench Mouth	After one day if under medical treatment, with signed permission from the attending dentist/physician.

BOARD OF DIRECTORS

Our Board of Directors establishes and maintains school policies and tuition rates.

The 2023-2024 Board of Directors are:

Director	Tammy Eng
Bookkeeper/Treasurer	Penny and Denny Rodgers
Parent Representatives	Kelly Chuh Katrina Delark Katie Furrey Sarah Macfarlane Ashley Murphy
Vestry Representative	Linda Bucher

The 2024-2025 Board of Directors will be announced in the spring.

TEACHERS

Ashley Calhoun	Cynthia Dwyer
Kelly Flannery	Melissa Cappucci
Jenny Long	Meghan O'Connor
Cheryl Watterson	Karen Kochersperger