

St. Matthew Catholic School Mission Statement

St. Matthew Catholic School serves its students and their families by providing a safe and positive learning environment in which to focus on academic excellence and convey the truths and beliefs of the Catholic Church. We recognize that each child is unique and strive to empower them to develop their God-given talents and abilities.

Belief Statements

We believe that:

- All children have access to love, learning and safety
- Individual attention is an essential component to a student's academic and spiritual success
- Academic excellence is achieved through creative lessons and current technology
- Religion and Faith are something to be lived every day, not just on Sunday
- Prayer and Liturgical Celebration are the cornerstones of our students' faith-journey
- Communication and cooperation between home and school are the hallmarks of our small school community
- Understanding and appreciation of diversity are central to peace and harmony
- Guiding our students to be active and productive members of our parish and society is essential

Preschool Philosophy and Goals

At our Saint Matthew Catholic Preschool, we believe that the children develop best in an environment that nurtures the social, emotional, physical and spiritual growth of the child. We are committed to providing this in an atmosphere that meets the individual needs of the child. We accomplish this with activities that are designed to be challenging, creative and above all FUN!!

The Goals of Saint Matthew Catholic Preschool are...

1. To introduce children to the love of God.
2. To promote each child's self esteem through participating in age appropriate activities.
3. To provide an environment where children can acquire the prerequisite skills for Kindergarten.
4. To provide activities to promote a healthy social and emotional development in the child.
5. To allow for individual differences in children.

Admissions Policy

Children should be 3-4 years old before September 1, for admission to the 3 and 4 year-old program. Children must be toilet trained.

Parent(s) will complete a registration form and turn it into the office of the school.

Preschool Options 9:00 am to 11:25 am

- 1) Tuesday/Thursday
- 2) Monday/Wednesday/Friday
- 3) Monday through Friday

Early arrival is available beginning at 8:00 am for a minimal fee.

This option is available before Preschool in the morning beginning with the **7:50 am** bell. Children can be dropped off at school from 7:50 – 8:05 am. This time is for unstructured activities and social interaction before Preschool begins at 9:00 am.

Arrival and Pick up

Children should be brought to the preschool classroom located on the 1st floor of the school between **8:45-8:55 am**. Students will be marked tardy after 9:00 and will need to be signed into the school office by a parent. **9:00 am** – cleanup, attendance, morning greeting by teacher. **Class starts at 9:10.**

The teacher will bring the children out to meet you in the **Gathering Space** at dismissal time. If an adult other than a parent is to pick up a child, parents **must** inform the teacher. Pickup time is between **11:25 and 11:30 am**. Children are to be picked up in the Gathering Space and parking is available in the back parking lot area behind the church.

Discipline

1. Steps for correcting inappropriate behavior
(Any one of the following will be utilized depending on behavior.)
 - A. Child sits near teacher
 - B. Teacher provides another activity for child
 - C. Child loses “free time” or rewarding activity
 - D. Child is given a warning and told what behavior was inappropriate
2. The teacher will inform parents, either by verbal or written communication, of any type of inappropriate behavior that has taken place.
3. If a problem persists, a parent-teacher conference will be scheduled.
4. The teacher will always reinforce and praise the display of appropriate behavior.

Clothing

Comfortable play clothes are best. Choose ones your child can easily manage with minimal help after using the bathroom. Please no belts or one-piece outfits with many buttons, unless the child is skilled at doing these by him/herself. When weather permits, students do go outdoors. Hats, mittens, boots, coats, etc. should be labeled for easy identification.

Students are required to wear socks or tights and sneakers or other closed shoes for safety.

Parents are expected to provide a change of clothes (including underwear and socks) in case of an emergency. These items should be placed in a shoebox and labeled with the child’s name.

School Calendar

A yearly calendar of days in session will be given to each family. Preschool and Saint Matthew Catholic School students are in session on the same days.

Health and Safety

Immunizations and Physicals

PreK 3 and 4 need to have a physical and must provide immunization records to the school on or before the first day of school in order to attend. Physical forms are available in the school office.

Please keep your child home when the following symptoms of illness are present:

- A fever of 100 degrees or higher
- Diarrhea and/or vomiting
- Runny nose with thick discolored mucous
- Overly tired, cranky, or fussy
- Pink eye, strep throat, chicken pox, or any other communicable disease

Should your child become ill while at school, every effort will be made to contact you. For this purpose, it is essential that you keep your Emergency Information Sheet up to date. Only a licensed health professional may dispense over the counter or prescription medications at school.

Emergency Closings

In the event that Tyrone Area School District cancels classes or has a two-hour delay, our preschool will be closed. If there is a one-hour delay, preschool will be in session. Listen to WTRN (radio station) or watch WTAJ-TV 10 for emergency closings or delays.

Communications

A monthly calendar/drink schedule will be sent home each month. Any other information will be sent home in the Take Home Folder.

Report Cards

Students will receive a Progress Report twice per year: January and June, based on the 2nd and 4th quarter marking periods. Parents should sign and return the progress report in January.

Parent-Teacher Conferences

Conferences will be scheduled in the Spring (March or April). They are mandatory for any students who are eligible to enter Kindergarten the following year. Parents may request a conference with the teacher at any time during the school year.

Absences

If your child will not be present, please call the school office between 7:30 and 9:00 am. (684-3510).

Field Trips

A permission slip will be sent home for each trip. The slip must be signed and returned before a child will be permitted to go on a trip. Instructions for transportation, lunches, and clothing will be provided. When private bus service is provided, students are required to ride the bus to and from the field trip site.

Chaperones

Sometimes parent chaperones are needed. All volunteers must complete the following requirements issued by the state of Pennsylvania prior to volunteering in any capacity: Youth Protection Program, PA Child Abuse Clearance (Act 151), PA Criminal History Check (Act 34), Arrest/Conviction Report Form (Act 24 - available in the office), Volunteer Application Form - available in the office, and FBI Fingerprinting (Act 114) only if you have not been a Pennsylvania resident for the past 10 years. Information packets with directions for completing these requirements are available in the school office.

Tuition

Preschool tuition is billed on a 10 month payment plan, from September to June. Outside scholarships are available. Tuition must be paid in full before the child can be registered for another year of preschool or St. Matthew Catholic School Kindergarten.

Snack/Drink

Parents are encouraged to provide a healthy breakfast before school. Each student is to bring his/her own healthy, nutritional snack to school. This prevents any student from eating something in which he/she could be allergic. There is a refrigerator for any snacks that need to be kept cold. Parents are asked to provide a drink according to the drink schedule. You will find your assigned week on the monthly calendar that is sent home with your child. Please send in a nutritious drink such as juices or milk. **NO SODA PLEASE!** Each student will be scheduled to send a drink in its original container that can be shared with the class for the week. Depending on the size of the bottle, preschool will need at least 3-5 of them to last for the week.

Birthdays

Children may celebrate their birthdays with a special treat. Please inform the teacher of what special treat you would like to bring to make sure all the children can participate. If your child's birthday is during the summer, the teacher will assign an unbirthday day for your child before the school year is over. This will allow your child to celebrate his/her summer birthday during the school year with his/her classmates on his/her assigned day.

After School Care – Preschool Option

Hours of Operation

The After School Care program begins at 11:30 a.m. for Pre-K and 2:50 p.m. for K-6 and ends at **5:00 pm**. When school is not in session, there is no After School Care.

In the event of an early dismissal, two hours of After School Care will be offered.

Cost per child

The charge for this service is \$4.00 per hour (\$2.00 per half-hour).

Late Fees

If your child is not picked up as scheduled, you will be billed for the additional time. If you arrive **after 5:00 pm**, a late fee of \$10.00 for every 15 minutes will be charged.

Daily Schedule

11:30 - 12:00 - Lunch (Preschool)

The children may buy their lunch at the cafeteria for \$2.00 or bring a packed lunch. Milk is available for \$0.40.

12:00 - 12:30 - Recess

The children will have recess outside (nice weather) or inside Harkins Hall or the PreK classroom. (inclement weather).

12:30 - 1:30 - Nap (or “quiet time”) (Preschool)

Parents will furnish a pillow and blanket for each child. The bedding will be kept in bags at the school. Mats will be provided by the school and kept in the preschool room. Soft music or movies will be played during nap time to provide a quiet and soothing atmosphere.

1:30 – 2:50 - Playtime

2:50 – Arrival of K-6 Students - At 2:50 p.m. the K-6 students will be dismissed from their respective classrooms and will report to the designated After School Care room. The children will have time to socialize with their friends, change into street clothes (if they would like) and use the restroom. A snack and drink may be provided by the parents/guardians for each individual child. Time will be provided for students to work on homework assignments. The teacher or volunteer will be available to help the student if necessary.

The remaining time includes the following:

Planned Activities and Free Play – Children may play with various toys, games, and puzzles. If the weather is nice, they will be able to play outside in the school lot. Sporting equipment and games will be available to the students.

Clean up and Departure – The students will use this time to put away games and equipment and retrieve their things for dismissal.

Scheduling

Afterschool Care Hours Worksheets will be sent home as requested. They must be completed and returned to the school office by Monday for the week of care in order to allow enough time for proper planning of the staff. In an emergency you may call the school to register your child(ren) for the same day. Payment must be made in advance of care and should accompany the sign up form in order to be scheduled. Please pay in advance weekly. We will credit/debit your account as needed. It is important to turn in your schedule to insure someone is scheduled to cover After School Care.

Rules and Regulations for After School Care

1. During homework time (approximately 15 minutes), younger children must look at a book or have quiet play. Older students must read a book on the occasion that they have no written assignments.
2. Teacher's desk and personal items are off-limits.
3. Children must clean up toys before getting out new items and put all toys in the proper place before leaving.
4. Children may **not** bring electronic games or other devices.
5. Students are not permitted to go back to classrooms, even to return completed homework.

6. Children must be respectful of the adult in charge. Misbehavior will be reported to parents upon pick-up. Repeated or serious offenses will be reported to the principal.
7. There will be no running or yelling in the building.
8. Only one girl or boy at a time is permitted to use restrooms.
9. Students should bring their own snacks and are not permitted to share them. Healthy snacks are encouraged. (No candy or soda are permitted.) Students must sit at the tables to eat and clean up after themselves when finished.
10. Drinks: Students should use their water bottles or are permitted to go to the water fountain one at a time. Cups from the preschool dispenser will not be used.
11. Parents must sign out children after ensuring that they have put away toys, etc.

[Registration Form](#)

Parents must complete the Registration Form with contact and transportation information. These forms will be available to the After School Care workers in the event that you would need to be contacted.

Saint Matthew School
After School Care Program

Registration Form

Family Name _____

<u>Names of children who will attend</u>	<u>Grade</u>
_____	_____
_____	_____
_____	_____

<u>Names of people authorized to pick up child</u>	<u>Relationship</u>
_____	_____
_____	_____
_____	_____

Please provide contact information.

Parent/Guardian _____ Work: _____ Cell: _____

Parent/Guardian _____ Work: _____ Cell: _____

Other Contact _____ Phone: _____

Other Contact _____ Phone: _____

Revised July 2016

Please detach, sign and return to school no later than September 16, 2016.

We (I) _____ have read the Saint Matthew
Preschool Handbook and understand all policies and practices.

Signature

Date