

Policies

Absences should be reported to the preschool teacher via e-mail, text or phone call. It is helpful to be able to tell the other children why one of their friends is not at school. Tuition will not be reduced or refunded for absences.

Attendance on a regular basis is very important for your child to get the complete benefit of preschool. It is during these years that the habits and routines for the next 13 years of school will be established as well as future work habits. If you or your child needs help with a separation issue, please talk with your child's teacher or the director.

Arrival and Departure are an important part of the child's day. Parents are asked to bring their child on time for class and pick up on time at the end of the day. It is very difficult for a child to come into a classroom late after the class has already begun and playmates for the day have been chosen. It is very uncomfortable to leave very early before classmates or to be the last one to leave and not know why. Please contact the school if you will be picking up early or late so your child can be told to help ease discomfort.

Drop-off will be provided at 9:00 am each day. Two staff members will be outside to welcome children. **(PLEASE REFER TO COVID DROP OFF AND PICK UP PROCEDURES)**

Calendar for preschool is the Lee's Summit R-7 School District calendar.

- Preschool will not be in session on any days that the R-7 schools are closed all day.
- Preschool will open at the regular times on R-7 Late Start Wednesdays. However classes will begin at 9:30.
- All classes will end at 12:00 on Early Release days.
- Current School calendar is on the last page.
- Preschool will not in session on any days that the R-7 schools implements a 2 hour weather delay
- In the case of weather delay or snow days, preschool teachers may provide online preschool opportunities (Remind, Zoom, virtual, etc.)

Changes of Information should be reported to the Director and teachers as soon as possible. This includes:

- a. Change of address, home phone numbers, cell phone numbers, child care provider, job or hours change and if family dynamics change (divorce, death, relocation).
- b. Changes in authorized adults to pick up child; the staff will not release a child to anyone other than those listed unless the school has been notified.

Current contact information is vitally important. Contact by phone: office-**816-525-4354**; e-mail: **stmatthewps@gracefaithlove.org**; or a note

Chapel Time is held in the sanctuary each day. Teachers will prepare children for chapel by talking about expected behavior, and the meaning of worship. The children are encouraged to participate in the singing and the prayers.

Dress for play is appropriate. **Suggested clothing: jeans, pants, shorts; shirts that cover the body; skirts or dresses with shorts or leggings underneath, lace-up or Velcro shoes with socks. NO SANDALS, CROCS, SLIP-ON SHOES.** Classroom activities can be and usually are very messy. A child cannot truly explore when worried about their clothing. We do our best to cover the children with paint smocks; but that doesn't always cover everywhere. The school is not responsible for damaged clothing. Remember the children go outside everyday and Missouri weather is unpredictable. The children need the fresh air and enjoy going outside. **Jacket or coat depending on the weather – hats, gloves, boots, snowsuits to suit the weather. Children can go out in any weather. Parents should plan to provide a change of clothes in their backpacks daily (top, bottom, underwear, socks). Change of clothes may need to be updated based on weather.**

Field Trips are approximately 2 times each year. A parent will transport their child to and from the field trips. The cost of field trips is prepaid with enrollment fee and is not refundable for a child absent on the day of the event. The Fall field trip is limited to the preschool child and **one** parent. In-house field trips consisting of special visitors to supplement lessons with the children may be provided. Please see COVID 19 policy page for possible changes.

Holidays, such as Thanksgiving Break, Christmas Break, Spring Break are based on the Lee's Summit R-7 School District Calendar

Lesson plans for the day are prepared by the teachers. The children are involved in the most important work of their lives, **play**. Children learn more about their world through play than listening to someone, memorizing information, or sitting in front of a computer screen or TV.

Media Disclaimer – In an effort to promote and market the school in various venues and publications, the school may feature school activities and school children periodically in marketing materials or internal materials. Your child’s first name may accompany a photo, but no last name or address will be included with your child’s picture when published. No GPS tracking will be on any pictures posted on the web. Permission to use photographs of students is assumed unless written notification is received from a parent/guardian to exclude the student from all publicity materials.

School-wide Events are scheduled throughout the year. Staff schedules, plan, organize, and supervise these events. These events include:

Tell Teacher More	Thanksgiving Feasts	End of Year Fun
Community Outreach	Christmas Programs	Graduation
Pumpkin Farm	Paradise Park	
Halloween Fun	Art/Field Day	

Special Visitors are welcome at St. Matthew Preschool. The staff feels it is important for the children to be exposed to experiences that can be best explored within the comfort of the school. Please let us know if you have an occupation, hobby, story to share with the children, would like to be a mystery reader or volunteer in the classroom. **(PLEASE REFER TO COVID POLICY.)**

Toys from Home are not to be brought to school except for Show & Share Day or with permission from the teacher. Toys will be kept in the child’s backpack. **(PLEASE REFER TO COVID POLICY.)**

Mission Projects

We encourage the children to learn about helping others. We are always looking for new ways to teach children to share what they have and to think of others.

We are open to opportunities for the children to learn to share and help others. Please let us know if you have any suggestions.

Fundraising Opportunities

St. Matthew Preschool strives to provide the best learning environment for the children who attend. In order to meet the children’s varying needs, it is necessary to have fundraisers to help with these costs.

Food

Snacks will be enjoyed each day. Each classroom teacher has their own snack routine and will share it with you at Tell the Teacher. Some classroom may have allergy restrictions.

Missouri law requires parents to buy commercially prepared snacks requiring no refrigeration (except for birthdays and other parties). Please check the list of acceptable snacks as quoted from the Missouri Department of Health guidelines:

“In order to help protect the health of the children in child care centers and to prevent food borne illnesses such as Hepatitis A and Salmonella. The Bureau of Child Care is requesting that the snacks be limited to non-potentially hazardous foods from an approved source as outlines in 19CSR 40-60.090 (9) (C) Missouri Department of Health Rules for License-exempt Child Care Facilities. Non-potentially hazardous foods under Federal, State and local health guidelines”

Non-potentially Hazardous Foods for Snack

WHOLE FRUITS AND VEGETABLES – apples, bananas, grapefruit, grapes, oranges, peaches, pears, carrots, celery

COMMERCIALY PACKAGED FRUITS – peaches, pineapple, applesauce, pears

CRACKERS, COOKIES, ETC – graham crackers, animal crackers, saltines, and other types of crackers, cookies (bakery & commercially packaged)

PREPARED SNACKS (individual) – cheese and crackers, and other types of individual snacks

Birthday Treats may be brought to St. Matthew for your child’s class. Be sure to make prior arrangements with your child’s teacher so that arrangements can be made for any child with dietary restrictions.

Party Snacks can be brought to St. Matthew for special celebrations days. A sign-up list for donations for these special events will be posted. Sometimes the celebrations are done in the individual classes and sometimes it is an all-school event.

Lunches for children staying until 2:00 will need to come from home. The lunches must be in an insulated container that will keep the lunch cold. **Lunches cannot be stored in the refrigerator or heated in the microwave.** If children with severe food allergies are in attendance, you may be asked to bring a lunch without nuts. Lunch is an opportunity for children to learn social skills and manners.

FOOD ALLERGY PROCEDURES

Children with Severe Allergies, such as peanut, tree nuts, eggs, wheat, milk, soy, shell fish, fish, sesame etc., will be asked to keep a few “safe” snacks at school. These “safe” snacks will be used when snacks are brought that the staff cannot determine positively to be safe. The “safe” snacks will be kept in sealed individual containers for each child in the classroom.

Peanut Safe Environment

If children are enrolled with severe allergies St. Matthew Preschool may become a tree nut and peanut-safe environment. **PLEASE READ ALLERGY SECTION CAREFULLY!!**

It is vitally important to the safety and well being of all children at St. Matthew that we may need to adopt a tree nut & peanut-free environment. If there are children enrolled who have severe allergies to peanut & tree nuts you may be asked to be aware. For those of us who are not living with this daily health threat it is hard to understand the possible consequences. Peanut & tree nut allergies can range from causing stomach upset to causing anaphylactic shock and even death.

Because of the possible severity of this allergy, it may be necessary that we ask that any food brought into the school not contain peanuts, peanut products, tree nuts or not be manufactured on equipment that processes peanut or tree nut products. **PLEASE READ LABELS CAREFULLY!!!** Below are examples of labels of product that should not be brought to school.

INGREDIENTS: CORN SYRUP, ENRICHED BLEACHED FLOUR (WHEAT FLOUR, NIACIN, REDUCED IRON, THIAMINE MONONITRATE [VITAMIN B1], RIBOFLAVIN [VITAMIN B2], FOLIC ACID), PARTIALLY HYDROGENATED SOYBEAN AND COTTONSEED OIL WITH TBHQ TO PRESERVE FLAVOR*, OATS, SUGAR, WATER, RAISINS, MOLASSES, DEXTROSE. CONTAINS 2% OR LESS OF EACH OF THE FOLLOWING: LEAVENING (BAKING SODA, AMMONIUM BICARBONATE, SODIUM ALUMINUM PHOSPHATE), WHEY (MILK), SALT, EMULSIFIERS (SOY LECITHIN, MONO- AND DIGLYCERIDES, SORBITAN MONOSTEARATE, POLYSORBATE 60), CORN STARCH, EGGS, INTERESTERIFIED PALM AND PALM KERNEL OIL, SOYBEAN OIL, EGG WHITES, COCOA, COCONUT (SULFITE TREATED TO PRESERVE COLOR), EVAPORATED APPLES (SULFITE TREATED TO PRESERVE COLOR), RICE FLOUR, NONFAT DRY MILK, CARRAGEENAN, COLORS (CARAMEL COLOR, TITANIUM DIOXIDE, RED 40, BETA CAROTENE, ANNATTO EXTRACT, TURMERIC, YELLOW 5), SORBIC ACID (TO RETAIN FRESHNESS), SPICES, NATURAL AND ARTIFICIAL FLAVORS, CITRIC ACID, PECTIN, SODIUM CITRATE.
* CONTRIBUTES A TRIVIAL AMOUNT OF TRANS FAT.

ALLERGY INFORMATION: CONTAINS WHEAT, MILK, SOY AND EGGS. MANUFACTURED ON EQUIPMENT THAT PROCESSES PRODUCTS CONTAINING PEANUTS AND TREE NUTS.

us at: www.lancesnacks.com

Nutrition Facts	Amount/Serving	%DV*	Amount/Serving	%DV*
Total Fat 7g		14%	Total Carb. 27g	9%
Sat. Fat 1.5g		3%	Fiber 2g	6%
Cholest. 0mg		0%	Sugars 2g	
Sodium 230mg		5%	Protein 6g	
Vitamin A 0% • Vitamin C 0% • Calcium 2% • Iron 8%				

INGREDIENTS: ENRICHED WHEAT FLOUR (CONTAINING NIACIN, REDUCED IRON, THIAMINE MONONITRATE, RIBOFLAVIN, FOLIC ACID); PEANUTS, VEGETABLE SHORTENING (CONTAINS ONE OR MORE OF THE FOLLOWING: PARTIALLY HYDROGENATED SOYBEAN OILS: SOYBEAN, COTTONSEED, SUNFLOWER, CANOLA), SUGAR, MALTED BARLEY FLOUR, SALT, LEAVENING (SODIUM BICARBONATE), Malted Barley Flour, Yeast, Paprika, Molasses, Cheddar Cheese (Cultured Pasteurized Milk, Salt and Enzymes), Artificial Flavoring, Artificial Color (Contains FD&C Yellow #6), Soy Lecithin, Enzymes.

CONTAINS: WHEAT, PEANUTS, SOY

ALLERGY INFORMATION: THIS PRODUCT IS MANUFACTURED IN A FACILITY THAT ALSO PROCESSES PEANUT CONTAINING PRODUCTS.

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Emergency Care Plan for any child with a medical condition that would require special treatment – diabetes, asthma (inhaler), life threatening allergies (Epi-Pen) – will need to have a doctor fill out an emergency care plan. This plan will inform the staff on necessary procedures to follow while waiting for emergency personnel to arrive.

Health

Hand washing techniques will be taught and encouraged. Children will be encouraged to wash hands often to reduce the spread of germs. Teachers are required to supervise the children as they wash hands before snack time, after returning from outside and other times as needed. Teachers will teach correct hand washing/toileting procedures.

Sanitation requirements of the State of Missouri are followed by the school. Teachers use a 3-step cleaning process for all hard surfaces. Sanitation information is available in the preschool office.

Immunizations must be current. A copy of current immunizations from the doctor's office must be in the child's file. If your child receives immunizations after enrollment, please let the school know. Required immunizations are:

- DPT
- Polio
- MMR
- HIB
- Hepatitis B (at any age)
- Varicella (Chicken Pox)
- PCV (Pneumococcal)
- Hepatitis A

St. Matthew Preschool reserves the right to refuse enrollment of children not properly immunized. **Parents choosing not to have their child immunized must provide a signed exemption card from the Department of Health.**

Illness Guidelines and Procedures – children sometimes become ill. Staff will care for children, until parents are notified and the child is picked up. These procedures will be followed when a child is not feeling well. **(REFER TO COVID ILLNESS POLICY)**

- A sick child is one with signs of bumps, rashes, swollen glands, eyes with mucus, diarrhea, vomiting or suspected/confirmed fever.
- If a fever is suspected, a thermometer, located in the preschool office, will be used to determine the child's temperature. A temperature over 100° is considered a fever.
- Parents will be notified if a child is ill and needs to be picked up immediately
- An FYI call may be made to let a parent know that their child is showing signs of not feeling well, but does not need to leave immediately
- If a child appears to be ill when the child is dropped off and the staff is unsure, the child and parent will be brought to the Director's office.

If symptoms of illness are seen when the child is at school, a parent will be notified and asked to pick up the child immediately. If a child has any of the symptoms listed below, he/she should remain home until the symptoms disappear. **(REFER TO COVID ILLNESS POLICY – we will be following the COVID ILLNESS POLICY.)**

1. Temperature of 100° or above. (Child will be allowed to return 24 hours after temperature returns to normal without medication)
2. Vomiting (child may return 24 hours after vomiting stops)
3. Diarrhea (child may return 24 hours after diarrhea stops)
4. Ear infections, discharging ears, or earache
5. Red or inflamed eyes, red or swollen joints
6. Persistent cough (coughing that causes child to fight to breathe)
7. Sore throat or swollen glands
8. Skin eruptions or rash (if contagious)
9. Lice or nits

Children on antibiotics may return 24 hours after they begin taking medication. **In order to protect the health of all children at preschool, the staff reserves the right to not accept an ill child. (PLEASE REFER TO COVID SICK POLICY)**

Medication Administration will occur only when proper paperwork is on file. St. Matthew needs to be aware of any physical or health conditions that require ongoing medication.

- All health conditions such as allergies and asthma should be indicated. Please indicate any medical conditions on the medical exam form.
- Medications will be administered only after a parent has completed and signed a Medication Authorization Form from the State of Missouri Health Department.
- All medication must be in its original container from current pharmacy and labeled with child's name, date, Doctor's name, medication name, quantity, frequency, dosage and route of administration
- The employee administering the medication must record signature, date, dosage and time when the medication was given
- Preschool employees cannot apply lotion/sunscreen/chap stick

Contagion Guide

Disease incubation	Symptoms	Restrictions for child	Restrictions for others
Flu/COVID-19 2-14 days after exposure	Fever, chills, cough, shortness of breath, fatigue, body aches, headache, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. Exposure to someone diagnosed with COVID-19	Quarantined for 14 days Mask may be worn upon return	Report to CDC and health officials Preschool families will be notified of possible exposure Masks may be required
Chicken Pox 14 – 16 days	Mild fever, rash of small raised pimples which are filled with clear fluid, rash usually begins on chest	Exclusion for 6 days after fully broken out, and until lesions are healed	No restrictions
German Measles 10 – 21 days	A mild rash- usually lasting 3 days	Two days after disappearance of rash	No restrictions
Head Lice Every 2 weeks	Irritation and itching of the scalp. Presence of light gray insects and eggs or "nits" in the hair, especially at the nape of neck and around the ears	Exclusion until adequately treated and COMPLETELY FREE OF NITS. Child must be examined by staff before allowed to return to school	Contacts should be inspected regularly
Hepatitis (varies with type)	See MO Department of Health Disease Guide		
Impetigo	Skin lesions with crust and loose scales	Exclude until skin lesions are healed, or until child is under medical treatment	No Restrictions
Measles 10 – 14 days	Fever, watery eyes, runny nose, sore throat 2 nd or 3 rd day, red blotchy rash appears on face and body.	Exclusion for 7 days and disappearance of rash	No restrictions

Mumps 12 – 25 days	Fever, nausea, and pain, swelling about the angle of jaw and in front of ear	Exclusion until swelling and tenderness have subsided, approx. 9 days	No restrictions
Ringworm	Round, scaly, localized patches on scalp or body.	Note from physician stating that child has been treated	No restrictions
Scabies	Intense itching –most frequently on front of fingers and folds of skin	Exclusion until adequate treatment; note from doctor stating child's return	Contacts should be inspected
Scarlet Fever 2 – 5 days	Sudden onset with sore throat, headache and fever. Fine, bright red rash with diffused spots, like a blush appears	Return after 7 days in uncomplicated cases if fully recovered, if penicillin treated after 24 hours with verification from physician	No restrictions. Prophylactic treatment of household contacts recommended

First Aid

When a child is injured, an injury form will be placed beside the sign-in book to inform the parents of the incident and what actions were taken. In the event of a serious injury, the parent will be contacted immediately. Please make sure the adults and phone numbers are listed on the emergency contacts that are willing and able to pick up your child promptly in the event you cannot be reached.

Minor Injury Procedure

1. Clean wounds with soap and water, apply ice to bumps, provide TLC
2. Apply bandage, if needed or requested
3. Fill out minor injury form,
4. Have parent initial form; make copy for the parent; place original in student file

Major Injury Procedure

1. Ask someone to call 911
2. Stop bleeding, clean wound, apply ice, if necessary. Provide TLC
3. Notify Director immediately so parent can be called
4. Fill out Accident Report
5. Have parent sign report, make copy for parents, place original in student file

Preschool building has an AED on sight. Preschool and church staff have been certified and trained to use this equipment.

Safety

Every precaution is taken to keep the children safe. It is the school's responsibility to correct unsafe conditions that could cause an accident. Unsafe conditions and fire hazards should be reported to the Director.

Playground Safety is a priority; the children have the opportunity for free play outside every day. If the playground is in use and children need outside time, there are beautiful green spaces, as well as the picnic shelter. If the temperature is over 20°F the children will be outside. Fresh air can be enjoyed during all weather if the children are properly dressed.

Emergency Procedures

Emergency School Closings will occur if building must be vacated. Children may be taken to our Safe House which is across Chipman Road from the church, home of a preschool family. From the safe house, parents will be contacted by phone to pick up their child immediately. Emergency contact information must be kept current. Staff will supervise children until they are reunited with parents.

Fire Drills will be held every three months for all classes. Unscheduled fire drills may be held at the discretion of the state fire marshal or local fire department.

Tornado Drills will be held in the fall and in the spring for all classes. The children will be taken to our safe room, designated by LS Fire Department. Unscheduled drills may be held at the discretion of the state fire marshal or local fire department.

Security

Lobby Doors will be locked. The front glass doors will be unlocked at drop-off/pick-up times & monitored by a staff person.

If entering the building is needed prior to or after times listed above, a buzzer to the right of all the doors can be pressed and a staff person will come to let you in.

During Preschool hours both sets of double wooden doors from the lobby and from the narthex (church) will be locked.

Intruder Protocol – The staff and church have established procedures in the event of an intruder in the building. All efforts will be taken to keep the children and staff safe.

Police Emergency – In the event of a police emergency in the area, the police will contact the school to lock down. Staff and children will be secured in the building. If this is near pick-up time, parents will be notified not to come to the building and will be told when their child can be picked up. Teachers will be asked to contact parents since this would be the quickest way to get the information to the parents.