

St. Matthew Preschool
*Connecting Children with Jesus
Christ*



Family Handbook

2021-2022

816-524-4354

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www.gracefaithlove.org

On behalf of St. Matthew Lutheran Church, Welcome!

St. Matthew Preschool provides your family with a quality Christ-centered preschool. We are looking forward to working with you and your child. Our doors are always open. Feel free to call or stop by for a visit any time. We encourage parents to share their talents, skills, information or objects of interest with the children. With your active participation and support, your child, family and staff will have a successful year.

Who Are We?

St. Matthew Lutheran Church – Missouri Synod sponsors St. Matthew Preschool. The preschool is for children ages 2 – 5; the youngest must be 2 by July 31. Our maximum number of children per day is 61. The preschool will make sure all lessons are developmentally appropriate and children are prepared for all day kindergarten and life. The maximum staff/student ratio we try to use is 1 teacher to 8 children. The preschool follows the Health and Safety guidelines set by the State of Missouri Health Department for license-exempt programs. A manual of state health guidelines is available in the preschool office.

We believe that Christian early childhood teachers have a special invitation from our Savior. **Let the children come to me. (Mark 19:14)** Patient, loving teachers translate the meaning and power of Christ's love through their person and the classroom environment they create. Teachers, by the power of the Holy Spirit, have accepted Christ as their personal Savior, and play a vital role in providing each child with a positive school experience. They have a keen awareness of, and sensitivity to the special capabilities, qualities, and characteristics of the young child.

Where St. Matthew Preschool is located:

The preschool occupies four (4) classrooms in the educational wing of the church. The wing is located in the center of the building. The preschool entrances is in the front of the Family Life Center (glass doors to the right)

Worship Opportunities

If you and your family do not have a church home, you are always welcome at St. Matthew Lutheran Church. Children are always welcome in worship. Our worship schedule is:

Saturday – Worship – 5:00 PM

Sunday – Worship – 8:00 AM and 10:45 AM in the sanctuary
Sunday School – 9:30 for ages birth – adult

Wednesday – Midweek Classes all ages

The purpose of this handbook is to:

- Promote understanding and cooperation between home and St. Matthew Preschool
- Answer questions parents may have concerning St. Matthew Preschool
- Familiarize parents with St. Matthew Preschool
- Compile, in concise form, pertinent information about St. Matthew Preschool; to be used as a parent reference

Our Mission Statement

Our mission is to offer families a Christ-centered preschool program. The preschool is part of the outreach ministry of St. Matthew Lutheran Church to families in the community. We want children and adults to grow in their relationship with Jesus Christ.

Philosophy of Education

We believe it is our responsibility to bring the saving grace of God to all people, in response to Jesus' Great Commission (Matthew 28: 19-20). This preschool was established as a means of preserving and extending His kingdom. We believe each child is a unique gift from God. A child who feels loved for who he/she is will behave differently from the child who is loved because of what he/she does. Our program recognizes that children need emotional, social, cognitive, physical, and spiritual growth. We strengthen each area, building on the foundation of God and family, St. Matthew Preschool provides a safe setting for children to learn how to interact positively with other children and adults. In partnership with the family at home, we can bring out the best in each child.

Christ-Centered Environment

A Christ-centered environment can foster spiritual growth and human relations with children and adults, especially in one's own family. It is essential that the preschool and home work together to meet the needs and provide the best education for the child. In a Christ-centered environment a child will learn to love, accept, help and forgive others because Christ first loved and forgave them. Children are encouraged to develop their God-given talents in a secure atmosphere of love and acceptance.

Family Chapels

Parents and siblings are invited to chapel once a month in the sanctuary of the church. Dates will be posted and provided in the teacher newsletters. After Family Chapel, the director will visit with families about upcoming preschool events.

St. Matthew – a Child-Oriented School

St. Matthew is a preschool where children are allowed to actively participate and initiate their own learning. The preschool has learning centers in the classrooms, promotes learning through play-activities, encourages child interactions and cooperation and provides interesting and meaningful activities. Children are encouraged to be self-learners, so as they progress through school they know how to learn rather than relying on someone else to tell them what to learn and when. Through child-directed activities teachers act as facilitators and guides helping the children learn by asking questions, and allowing the children to communicate their own ideas and feelings.

The environment of the classrooms is positive and supportive, allowing the child to be actively involved. Children in child-initiated classrooms suffer less stress and feelings of inadequacy that often develops when worksheets are used to teach skills. This reduction of stress helps to alleviate “test Anxiety” in later school years. The children are not compared to others, so they do not suffer from feelings of inadequacy or being “behind” because they don't meet others' standards. Studies have shown children learn best when:

- They are interested in what they are doing
- They have readily available adult support
- They are involved in hands-on activities
- These activities are related to what they already know.

Children are given the opportunities to interact with different children and the adults in the classroom. Through this interaction the children learn to communicate, compromise, accept differences, show or practice tolerance, as well as other social skills that will prepare them for life after school. Language and verbal skills develop quickly, because of the communication that is done in a child-directed classroom. Reading, literacy, science and mathematics are included in the everyday activities. Reading and writing become natural to the children because they are able to participate at their levels and accomplish success based on their learning environments, which includes developmentally appropriate activities. The ability to receive information and use that knowledge is increased in learning environments, which includes developmentally appropriate activities.

The children can achieve success when they have:

- A strong knowledge base to support comprehension, able to draw inferences, and make predictions
- Problem solving skills
- An ability to express knowledge and thoughts through language (expressive language)
- The ability to develop knowledge based on incoming information (receptive language)
- Self-management skills that include being able to pay attention, be persistent, and able to control one's own actions.
- The ability to get along with others
- Ability to use decision making skills

Organization of St. Matthew Preschool

Preschool Board is comprised of three St. Matthew Lutheran Church members with an interest in young children. Each member serves for three years serving as the Chairman during the third year. The board is responsible for setting policies, tuition, fundraising, and many other functions similar to that of a school board. Preschool Board meetings are held on the third Tuesday after the first Sunday of each month. The Preschool Board, the Director, a representative of the Finance Department, and Associate Pastor attend the meetings.

Director is the administrator of the preschool's daily operations. The Director's job is to oversee all programs, teaching staff, curriculum, state regulations, procedures, and provide a liaison between the Preschool Board and the staff. The Director also handles collection of tuition, enrollment and scheduling of activities. The Director is available to answer questions during scheduled office hours, 7:30 AM – 3:30 PM Monday – Friday, August – May. Summer hours vary. An appointment may need to be made to enter the center to meet personally with the Director during the summer. The Director is always reachable via email or phone. The phone number and e-mail are on the front cover of this handbook.

Staff is composed of four groups of people. Teachers are responsible for the planning and implementation of the daily curriculum activities. Assistant teachers assist the teacher in carrying out the lessons for the day. Substitutes are former parents, former teachers, college students, and members of the church who are willing to step in whenever a staff person is ill or unable to come into work.

Program Goals

St. Matthew Preschool program:

- Provides a Christ-centered environment conducive to the physical, emotional, mental and spiritual growth of the whole child.
- Provides experiences in Christian living both in formal settings, such as the classroom or chapel time, and informal settings, such as the playground and free time.
- Nurtures developmental readiness skills for a successful kindergarten experience.
- Offers opportunities to explore individual interests and differences through a wide variety of hands-on activities.
- Provides opportunities for the children to develop social skills that will be with them for a lifetime.
- Encourages children and their families to accept God's unconditional love as it is experienced through His word and the loving, caring staff at St. Matthew Preschool.
- Maintains ongoing communication between teachers and parents through written & electronic newsletters, parent meetings/conferences and other parent participation opportunities.

Communications

Telephone Number: 816-524-4354, office

E-mail: stmatthewps@gracefaithlove.org Website: www.gracefaithlove.org

Brightwheel (app to track sign-ins and outs, manage ratios, capture classroom milestones, communicate with families, share photos and videos, manage tuition, and much more.)

Please feel free to contact the school anytime. Most communication will be through Brightwheel. Teachers may be unable to answer telephone calls during class hours, but they will be happy to return your calls when possible. Please make sure the school knows your preferred method of communication and has all necessary information needed for good communication. Please update the school of any changes that may occur during the school year.

Administration – Parent Interaction

- **Parent Newsletters** containing the coming events will be sent out electronically through Brightwheel during the first week of each month.
- **Notes, Permission Slips** about coming events, field trips, fundraisers, etc. will be placed in your child's basket or sent through Brightwheel.
- **Family Events** are included in the calendar to expand the teamwork between the staff and parents.

Teacher – Parent Interaction

Remember the teachers have 13–17 children in their care each day; please be respectful of the teacher's time and responsibilities at drop-off & pick-up time.

Telephone Calls are a useful tool in building relationships with the parents. An introductory call to welcome your child may be made before the start of school.

Teachers will provide you with a contact number that can be used throughout the school day.

Tell the Teacher More sessions will be scheduled for parents, child and classroom teachers prior to the first day of school to help the teachers, parents, & child to get to know each other.

- **Newsletters** outlining activities and classroom events will be sent home monthly via Brightwheel and/or in print. Additional notes may be sent home for special events such as programs and field trips.
- **Parent/Teacher Conferences** held in November will provide the opportunity for teachers and parents to communicate about how each child is doing in the "classroom setting" vs. "home setting". A spring conference will be offered, if desired.

Under no circumstances should parent e-mails be used for private fundraising or mass e-mails other than for school related events.

Social Media Guidelines

Electronic communication is a very useful and an important method of keeping in touch with people. The following guidelines will help us maintain our communication with each other.

General Guidelines

To promote respectful discussion:

- Be courteous and productive.
- Avoid comments that are profane, obscene, sexually explicit, inappropriate, inflammatory or otherwise objectionable.
- Respect for the opinions of others
- Social media often foster debate of an issue; users are to engage in such exchanges with mutual respect.
- Assume that all postings to school sponsored sites will be publicly available on the internet and therefore publicly accessible without limitation or protection of any kind.
- Consider how much personal information to share, with the understanding that this information may be linked to your name and published on the internet.
- Exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, creating other works from, and publishing your submission.

The school reserves the right to:

- Review all comments before they are posted, and to edit them to preserve readability for other users.
- Reject or remove comments for any reason, including but not limited to the belief that the comments violate this participation policy, to determine in its sole discretion which submissions meet its qualifications for posting.
- Remove comments for any reason, including but not limited to our belief that the comments violate this policy.
- Remove any submissions that fail to follow this policy in any way or are otherwise irrelevant.
- Amend this policy from time to time in its judgment to address issues that may arise and changes in the operations or the law.

Information that is not a matter of public record, please follow these guidelines:

- Do not post confidential information
- Do not post proprietary information about the organization, its student, its alumni or your fellow employees
- Use good ethical judgment and follow school policies and federal requirements, such as the Health Insurance Portability and Accountability Act (HIPPA) of 1996 and the Family Education Rights and Privacy Act (FERPA)
- Do not discuss a situation involving named or pictured individuals on a social media site without their permission.
- Do not post anything that you would not present in any public forum.
- Respect school time and property.
- Do not harm.
- Understand your personal responsibility.

- Be mindful that what you publish will be public for a long time – protect your privacy.
- Be aware of liability.
- Be responsible for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be copyright infringement, defamatory, proprietary, libelous, or obscene (as defined by the courts). Increasingly, employers are conducting web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.

Think Before You Post

There's no such thing as a "private" social media site. Search engines can turn up posts and pictures years after the publication date. Comments can be forwarded or copied. Archival systems save information even if you delete a post. If you feel angry or passionate about a subject, it's wise to delay posting until you are calm and clear-headed. Post only pictures that you would be comfortable sharing with the general public (current & future peers, employers, etc.).

Social Media Do's

1. Be Professional
2. Be Courteous
3. Be Accurate
4. Be Useful
5. Be Intelligent
6. Be Conversational
7. Be Non-Confrontational
8. Be Prompt
9. Be Identifiable
10. Be Transparent

Social Media Don'ts

1. Don't share secrets
2. Don't badmouth – avoid slamming people or companies
3. Don't complain – if you don't have something nice to say...
4. Don't do stupid things
5. Don't defame – show everyone respect
6. Don't forget your day job – moderate, balanced use

Parent Guidelines

1. Social media, when used wisely, provides many safe and positive ways to learn and stay in touch with friends and loved ones. The following cautions and rules are outlined:
 - Refrain from posting anything including photographs that would compromise anyone's privacy or that are used to demean, humiliate or otherwise embarrass anyone.
 - Any postings that identify the school do not officially represent the school.
 - Do not post material that the school determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
 - Do not post phone numbers, email addresses or other confidential information of students, faculty, or any other person other than yourself.
 - If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
 - Refrain from tagging students in school pictures.
 - Refrain from using social media sites for any illegal activity, including violation of data privacy laws.
2. Parents will have the opportunity to 'opt out' if they do not wish their student's likeness to be used in school publicity materials.
3. Parents will consult the family handbook and be aware that all existing policies and behavior guidelines extend to school-related activities in the online environment as well as on school premises.
4. Parents should expect communication from teachers prior to their child's involvement in any project using online social media applications, i.e., blogs, wikis, podcasts, etc.
5. Parents will need to sign a release form for students when teachers set up social media activities for classroom use.
6. Parents are highly encouraged to read and/or participate in social media projects.
7. Social networking can help kids connect to each other and broaden their world. Here are some guidelines that can serve rather than harm kids:
 - Get your kids talking about their social media lives just so you know what they are doing.
 - Check in with them daily about cell phone and computer use. Keep yourself in the loop.
 - Keep your computer in a public area of your home so you can see what's going on.
 - Discuss with your kids of every age what "good judgment" means and the consequences of poor judgment, ranging from minor punishment to possible legal action in cases of "sexting" or "bullying"
 - Consider formal monitoring systems to track your child's email, chat, IM, and image content.
 - Be sure you are where your kids are online. Have a procedure that you and your child "friend" each other.

Class Descriptions and Fees

Tots – 2 years old by July 31 - The Tots class is comprised of children who are self-sufficient in toileting needs and ready for group activities.

Preschool – 3 years old by July 31 – children participate in individual, small group & large group activities.

Pre-Kindergarten – 4 years old by July 31 - children participate in individual, small group & large group activities.

The staff will establish classroom routines. Chapel Time is held in the Sanctuary at the start of class every day. In the classroom the children participate in individual, small group & large group activities.

Monday/Wednesday/Friday	\$190/mo	9:00 AM – 12:00 Noon
Tuesday/Thursday	\$145/mo	9:00 AM – 12:00 Noon
Monday – Friday	\$325/mo	9:00 AM – 12:00 Noon

Prekindergarten + (4 years old by July 31)

This class is a good preparation for all-day kindergarten. Children will participate in all the activities of the traditional 3-hour class with the following additional activities:

- Lunch will be provided by parents from home in an insulated container with an ice pack. **(See sections on FOOD & PEANUT SAFE ENVIRONMENT for specific details.)** Interaction at lunch helps develop social skills.
- 15 minute” rest time” after lunch (required by state)
- Additions classroom instruction to enrich the learning experience including Interactive play, science-cooking, creative art, dramatics
- Additional gym play or recess

Monday/Wednesday/Friday	\$315/mo	9:00 AM – 2:00 PM
Tuesday/Thursday	\$230/mo	9:00 AM – 2:00 PM
Monday – Friday	\$520/mo	9:00 AM – 2:00 PM

Invoices will be available 12 days prior to the first of the month through Brightwheel.

All fees are divided into 9 payments from September - May

Lunch – 12:00/12:30 Lunches will be provided by parents in an insulated container with an ice-pack. **(See sections on FOOD & PEANUT SAFE ENVIRONMENT for specific details.)** Helps strengthen language development.

- 15 minute “rest time” after lunch (required by state)
- Interactive play, recess time, creative art

Early Bird – early arrival can be accommodated. However a \$10.00 a day fee for regular scheduled will be charged.

Late Pick-up Fee – A \$1.00 a minute will be charged up to the first 10 minutes late picking up child. After 10 minutes it is \$5.00 a minute. (If you have an emergency which results in delay please notify child’s teacher or director as soon as possible.)

Discounts –

- 10% discount is available if tuition is paid in full for the school year by September 15, 2020.
- 10% discount is available for 2nd, 3rd, 4th child enrolled in the same school year.

Tuition Policies

- All fees are divided into 9 equal payments September – May
- Invoices will be available in the Brightwheel app.
- Payments can be given to director, dropped in designated box, mailed to St. Matthew Preschool or paid directly online through the Brightwheel app.
- Payments can be made by cash, check, money order, credit, or ach withdrawal. Cash payments should be given directly to the Director so a receipt can be written. Other forms of payments are being reviewed. Parents will be notified of new option.
- Payment of tuition are due by the 1st of the month.
- Tuition including Early Bird is non-refundable.

Tuition, Late or Non-payment Policies

- Tuition is late if unpaid by 15th of month and may be charged a \$5.00 a day late fee if arrangements are not made with Director.
- A meeting with the director, pastor and/or PS Board member will take place to discuss payment plan if tuition is late.
- After a plan is created and tuition is not paid, child will not be able to return.
- All tuition and fees must be paid by May 1st so the child may participate in End of Year activities.

Enrollment

Enrollment is accepted throughout the year as space is available. Early enrollment for next year takes place in mid-February. Families currently enrolled and members of St. Matthew Church are given first priority. New families to the program enroll a week later. Tours are given upon request. A \$105.00 non-refundable fee holds a space for the coming year & includes the cost for the two field trips taken each school year. (Fees for the next school year are subject to change.)

Forms for each child are required by the Missouri State Health Department. These forms are given to the parents before the coming school year and must be returned within 30 days of the start of school. Any child with incomplete files may be asked to not return until everything is complete. The following forms are kept in each student's file:

- **Child Enrollment for License-exempt Facilities**, a two-sided form, is filled out completely with **all addresses** and phone numbers. The name of child's physician, office phone number, preferred hospital and parent signature must be on the back page.
- **Medical Examination Report** must be signed by the child's physician and include the name, address, and phone numbers of the clinic or office.
- **Immunizations** must be current and a copy of the immunization record from the doctor's office placed in the student file. The preschool reserves the right to refuse a child for incomplete immunizations or to ask the child not to come if a large number of students are ill. *(If parents have chosen not to immunize their child, a signed immunization form from the Missouri Department of Health must be placed in the child's file.)*
- **Child Care Plan** is an action plan for children with life threatening illnesses diagnosed by a physician – asthma, food allergies, etc. This form must be filled out and signed by the child's physician. This form will provide the emergency protocol to be followed before the arrival of an ambulance in the event of a medical emergency.
- **Notice of Parent Responsibility** provides the dates of state inspections, lists the student/teacher ratios and preschool policies. Parents' signatures are required.
- **Photo Release Form for Minors** authorizes pictures to be taken of each child. Children's pictures are used to document progress and favorite activities. Pictures may be displayed on Brightwheel, bulletin boards, brochures, projects, etc. Only first names will be used, if at all.
- **Anti Bullying Policy Form** is included in the back of the handbook. This form needs to be signed by the parents and returned to the preschool office.

Preschool Curriculum

Our preschool curriculum focuses on guiding children through active play to gain skills that they will need to be “Kindergarten Ready”, to enjoy learning, to become confident and independent, and to have fun. Our preschool models after One In Christ Curriculum bringing “Jesus time” into the classroom. Classroom environments are designed to give children the opportunity to select materials and activities that interest them; participate in a wide variety of projects and activities specifically chosen to increase their skills & Christian faith development. The **One in Christ** religion curriculum for early childhood is centered on our Savior, Jesus. The curriculum provides a comprehensive presentation of major Bible stories to help young learners learn the bible and grow in faith. **Creative Curriculum** is... Innovative: delivering cutting-edge resources that are unique, effective, and based on the latest research.

Faith Development

- Experience daily chapel time
- Learn songs of faith
- Begin learning how to pray
- Hear Bible stories
- Begin developing compassion and empathy for others

Social Development

- Learn how to make friends
- Learn about being a good friend
- Learn to share
- Learn to take turns
- Solve problems together
- Learn to behave in safe ways
- Work and play with others
- Learn to work with adults

Emotional Skills

- Understand their own feelings
- Learn to respect the feelings of others
- Use words and other appropriate ways to express strong feelings
- Control their own behavior in a group setting
- Develop a sense of confidence in their own competence and abilities

Skills to Promote Health and Safety

- Follow teachers’ directions
- Stay with a group
- Watch out for others
- Practice and participate in cleanliness, including frequent hand washing
- Follow playground safety, fire and emergency procedures
- Be aware of personal safety and stranger awareness
- Use tools (scissors, staplers) safely

Developing Independence

- Learn to dress themselves –snap, zip, button
- Pour liquids
- Pick up after themselves
- Choose an activity they enjoy
- Gain confidence in their ability to solve problems by themselves
- Learn how to navigate around the school
- Walk into the building on their own

School Readiness Skills

- Increase the length of time the child can focus on a task
- Develop listening skills
- Learn to use playground, sidewalks, and other places in the school
- Listen and follow directions
- Work productively with others in a group
- Talk in front of others
- Speak in complete sentences

Reading Skills

- Learn the names of the letters in the alphabet
- Learn the sounds of the letters
- Recognize the letters of the alphabet in many contexts
- Listen to the teacher read
- Respond to and discuss story content
- Predict what will come next in a story
- Repeat phrases from a familiar book
- Participate in shared reading of books with teacher and other children
- Choose to read books independently
- Establish phonemic awareness – rhyming, letter sounds

Writing Skills

- Learn to hold a pencil
- Write letters of the alphabet
- Learn to write their name
- Use pictures and symbols to convey a meaning

Math Skills

- Count in many contexts
- Recognize numbers
- Learn to write numbers
- Combine numbers in many contexts
- Measure and learn to estimate
- Learn about geometrical shapes
- Sort shapes by size, color
- Matching like objects

Science Skills

- Perform basic experiments and ask what and why
- Read and learn about animal behavior
- Plan seeds; observe how plants grow
- Use magnifying glasses, binoculars, scales and other scientific tools
- Observe and chart changes in the environment

Large and Small Motor Skills

- Increase large motor skills such as jumping, hopping, throwing, catching, improving balance, strength, and endurance
- Increase small motor skills by practicing finger plays, using pencils, crayons, scissors, small tools, threading beads, sewing and manipulating small objects

Art and Music Skills

- Create art using a wide variety of objects
- Learn to use art materials such as paint, glue, etc
- Exhibit and talk about their art work
- Learn songs
- Participate in dance, rhythm and movement exercises
- Play musical instruments

Age Level Goals

By the end of the year, each child will have accomplished:

Tots – 2's

- Adjust to being away from primary caregiver
- Respect authority other than parents – teachers
- Respect others
- Begin to share & participate in cooperative play
- Learn to wait
- Use words to interact with peers
- Introduced to letters, numbers, colors, shapes
- Fine motor experiences

Preschool – 3's & 4's

- Provide an environment that includes structured and self-directed time
- **Social**
 - Play with others
 - Share
 - Take turns
- **Communication**
 - Express thoughts into words
 - Talk in front of others
 - Speak in complete sentences
 - Speak up to defend themselves
 - Follow directions (3 steps)
- **Self control**
- **Fine motor**
 - Cut, color, glue, draw, write, paint
 - Strengthen pincer grip
 - Begin to hold pencil, crayons, markers properly (pincer grip)
 - Begin to hold scissors properly
 - Begin to cut with purpose
- **Self-confidence**
 - Independent
 - Adapt to change
 - Begin to follow 3-step instructions
 - Begin to put on clothing/shoes – try to snap, zip, button
- **Cause & Effect**
 - Consequences
 - Safety
 - Trial & error
- **Exposure to art, science, outdoors, nature, & cooking**
 - Explore
 - Get messy
- **Numbers**
 - Count objects to 10 by May
 - One to one correspondence
 - See, hear numbers 1 – 10
 - Exposure to shapes & colors
- **Sing & listen to music**
- **Literacy**
 - See & hear alphabet – non-order
 - Read books by pictures
 - Retell stories – key points
 - Begin to recognize rhyming words

Age Level Goals

Pre-Kindergarten – 4's & 5's

- **Provide an environment that includes structured and self-directed time**
- **Social**
 - Play with others
 - Share and take turns
 - Work as a team
- **Communication**
 - Express their thoughts into words
 - Talk in front of others
 - Speak in complete sentences
 - Speak up to defend themselves
 - Follow directions (3-step)
 - Know difference between question and comment
 - Learn to listen; participate in a conversation
- **Self-control**
- **Fine Motor**
 - Cut, color, glue, draw, write, paint (process art)
 - Be able to write first and last name by May (proper form)
 - Hold pencil, crayons, markers properly (pincer grip)
 - Hold scissors properly
 - Cut straight lines, curve lines, & shapes
- **Self confidence**
 - Independent
 - Adapt to change
 - Follow 3-step instructions
 - Put on clothing/shoes – snap, zip, button
- **Cause & Effect**
 - Consequences
 - Safety
 - Trial & error
- **Exposure to art, science, outdoors, nature & cooking**
 - Explore
 - Get messy
 - Ask questions and make predictions
- **Numbers**
 - Count to 30 by May
 - One to one correspondence
 - See, hear, & write numbers 1 – 10
 - Exposure to shapes & color
- **Sing & listen to music**

- **Literacy**
 - See, hear, write alphabet – non-order
 - Read books by pictures
 - Retell stories – key points
 - Recognize rhyming words
 - Daily writing

Prekindergarten +

- Same age level goals as Prekindergarten
- Extended day to mimic all day kindergarten
- Socialization over lunch time
- More exposure to lesson or theme
- Additional recess or gym time

Policies

Absences should be reported to the preschool teacher via Brightwheel, 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. **All students will be required to use drive up drop-off service at the beginning of the day.**

- Parents dropping off their child shall pull up parallel to the designated class entrance, forming a line along the sidewalk.
- Child will use hand sanitizer upon exiting the vehicle.
- Please pull forward and away from the front of the building when your child is safely away from the car to keep the line moving.

Once in the building, staff will guide your child to their classroom where they will put their things in their basket, put their lunch where it belongs, wash their hands with soap for twenty seconds, and go into the room to start their day.

Pick-up will be at 12 pm and 2 pm. Parents are allowed to come into the fellowship hall and wait for their children to be released from the Preschool hall or to use the pick up line.

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. Unless it is for Extreme Cold Weather and roads are clear then we WILL be Open.
- Preschool will open at the regular times on R-7 Late Start Wednesdays.
- All classes will end at 12:00 on Early Release days.
- Current School calendar is on the last page.
- Preschool will not be in session on any days that the R-7 schools implements a 2 hour weather delay unless it is temperature related
- In the case of weather delay or snow days, preschool teachers may provide online preschool opportunities (Brightwheel, 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 in Brightwheel. Some of these updates parents maybe able to do themselves in Brightwheel.

Chapel Time is held in the sanctuary/gym 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.

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 may include and are subject to change:

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

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.

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.

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. Please be mindful of 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. (Treats must be from a bakery or commercially packaged.)

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. We will need a medical treatment plan of file addressing any Allergies.

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.

www.lancesnacks.com

Nutrition Facts	Amount/Serving	%DV*	Amount/Serving	%DV*
Total Fat 7g		14%	Total Carb. 20g	40%
Sat. Fat 1.5g		3%	Fiber 2g	4%
Cholest. 0mg		0%	Sugars 2g	4%
Sodium 230mg		5%	Protein 6g	12%
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 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

Health screening at drop off – parents will be asked a series of questions in Brightwheel when signing their child in for the day.

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 every year.**

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.

- A sick child is one with signs of bumps, coughing, 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.

1. Temperature of 100° or above. (Child will be allowed to return 72 hours after temperature returns to normal without medication)
2. Vomiting (child may return 72 hours after vomiting stops)
3. Diarrhea (child may return 72 hours after diarrhea stops)
4. Ear infections, discharging ears, or earache
5. Red or inflamed eyes, red or swollen joints
6. Persistent cough
7. Sore throat or swollen glands
8. Skin eruptions or rash (if contagious)
9. Lice or nits

Children on antibiotics may return 72 hours after they begin taking medication and a doctor's release. **In order to protect the health of all children at preschool, the staff reserves the right to not accept an ill child.**

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 COMPELTELTY 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. A Brightwheel Alert will go out notifying parents.

Discipline Policy

All staff will react calmly, consistently and effectively in the classroom with regard to correcting a child's behavior. Corporal punishment is not permitted. When dealing with students, staff will exhibit self-control at all times. The ultimate goal for each classroom is a child who has self-control and is self-sufficient. Several staff members have completed Love & Logic training and share information with the remainder of the staff.

Steps to Correct Inappropriate Behavior:

1. Clarify – example: *"Blocks are for building. Can you help me build a tower?"*
 - State the appropriate behavior in positive terms.
 - Demonstrate appropriate behavior
2. Problem Solving – example: *"How can we use the blocks safely? What are blocks used for?"*
 - Ask questions about appropriate behavior
 - Have a discussion with the child about the appropriate behavior

3. Redirection – example: *“I have noticed you are having problems with the blocks. Let’s play with the cars for a while.”*
 - Make a statement about observed behavior
 - Suggest an alternative behavior
4. Time-Out – example: *“We have tried many different ways to play with the blocks properly. I would like you to sit in this chair to help you think about how to play with the blocks properly”*
 - Use sparingly; child is visible at all time
 - Opportunity for child to gain self-control
 - Length of time can be determined two ways
 - Child may join the group when ready to behave appropriately
 - 1 minute for each year of age

Severe Discipline Problems are defined as endangering himself, others or abusive, the child will be brought to the director immediately. The director will supervise the child and communicate with parents. For children who exhibit physically violent behavior to himself, another child or a staff member the procedure is:

1. Isolate the child from the group and talk to the parents
 - Removal of child from the classroom and talk with parents
2. Removal of child from the program for a period determined by all parties involved.

Children’s Responsibilities

Children need to be responsible for:

- Learning to accept consequences for their actions.
- Respecting the rules that guide them during the school day.
- Expressing their feelings so their actions do not harm anyone in the program.
- Not willfully harming or destroying any equipment or property in the building or anyone else’s while they are in the program.
- Sharing equipment and facilities with all children in the program.
- Remaining with a staff member at all times and notifying them if they need to go to another area.
- Dress appropriately for indoor and/or outdoor play.
- Returning materials and equipment to the place where they were found.
- Carrying out an activity they committed themselves to doing.
- Sharing the love and attention of the staff with other children in the classroom.

Parents' Responsibility

Each parent has the responsibility to:

- Provide the staff with all appropriate forms with CURRENT emergency information.
- Meet the financial obligation of attending the program.
- Advise staff if the child will not be attending for the day.
- Notify a staff member of any changes in the child's schedule.
- Treat staff with respect and demonstrate for their children how to do the same.
- Share their concerns with staff members, if their child's needs are not being met.
- Listen to the concerns staff members have about their child's behavior, and to work through to an agreeable solution to any problem.
- Know about any changes in policy or procedure.
- Know the discipline procedure of our programs as explained in the handbook.
- Replace any equipment that their child is responsible for abusing.
- Inform staff immediately if child has been exposed to a contagious illness or COVID-19.
- Notify staff of planned vacations and other extended absences in advance when possible.
- Notify staff of withdrawal at least 30 days in advance.
- Pick up children on time.
- Understand all children are important and should not have limited attention from teachers because of the demands of one parent or child.
- Provide a weather appropriate change of clothes daily.
- To sign their child in and out daily on the Brightwheel app.

Children's Rights

Every child has the right to:

- A safe and reliable environment.
- Use developmentally appropriate equipment and space on an equal basis.
- Find equipment that is stored in an orderly fashion and in good working condition.
- Have their ideas and feelings respected.
- Discipline that is fair, equal, and respectful.
- Express their feelings and emotions in an appropriate manner.
- Express their creativity.
- Explore and discover.
- Continue developing to their full potential.
- Have an environment that is age appropriate and free of hazards.
- Have an environment that offers a variety of choices: physical, quiet, indoor, outdoor, creative, and exploring.
- Have a right to voice their opinion of the rules and activities in an orderly and respectful manner.
- Have staff members that care about them; enjoy being with them and helping them grow.

Parent's Rights

Each parent has the right to:

- Know their child is in a safe environment where they are free to select from a variety of activities.
- Participate in all levels of decision-making concerning how their children spend the day.
- Know what types of programs and activities are being planned, and to be offered feedback on the kinds of activities the children enjoy.
- Share concerns with the staff about anything they do not feel is in the best interest of their children.
- Know if their child is misbehaving, and to spend time talking with the staff creating a solution.
- Know when their child does not report to the program as intended.
- Know when the children will be going any place other than where the program is usually held.
- Voice special concerns and considerations not covered in this handbook, and discuss special cases where occasional exceptions may be made from the guidelines set forth in this handbook.

Anti-Bullying Policy

St. Matthew Preschool recognizes that bullying is a serious form of violence that can hurt a person in a permanent way affecting the rest of their lives. We understand that bullying is the repeated physical or psychological intimidation of one person on another, which creates a pattern of harassment and abuse.

We realize that efforts to stop bullying must involve the entire school community; beginning with a school wide policy that states clearly that **bullying is not acceptable and will not be tolerated by anyone regardless of age, gender, or position.**

St. Matthew Preschool has established the following policy:

- 1)
- 2) Acts of bullying will not be ignored; adults will be pro-active in confronting bullying behavior in a loving, Christian manner.
 - a. All adults will intervene promptly whenever and wherever acts of bullying occur
 - b. Parental support and assistance is needed to help children be aware of the anti-bullying policy
 - c. Teachers will incorporate anti-bullying strategies into the already existing curriculum
- 3) Children cannot “handle” acts of bullying on their own – they need the support of adults as well as procedures and practices in place for responding to bullying behavior in a fair, age appropriate and consistent manner.
 - a. Children will be instructed to tell an adult if they see or experience bullying
 - b. The child who is bullying will help form a plan for how they will manage their feelings in the future, as well as ways to atone for past actions. A copy of a plan will be placed in the child’s file.
- 4) The child being bullied will have input as to how he/she would like to address the situation such as:
 - a. Speaking directly to the person doing the bullying (telling the bully to stop)
 - b. Work with the teacher and parties involved
 - c. Work it out with the director and parties involved
- 5) **If all other strategies have not corrected the situation the child engaged in the bullying will be removed from school**

Parent signature _____ Date _____

A signed copy of this form is in your child’s file

As long as local, state, and federal government or CDC does not require us to follow policies from 2020 we will not use the following policy:

COVID POLICY

Staff and children (3 and older) will be required to wear a mask entering and exiting the building. Children will not be required to wear a mask while in their classroom. Teachers are required to wear their masks at all time. Each classroom has two teachers who will remain with a certain set of students throughout the day unless they participate in Lunch Bunch. There will be no mixing of classes. Children will not be required to wear mask at recess. If parent prefers their child wearing a mask all day teachers will do their best in enforcing it.

Each teacher and child is encouraged to bring a water bottle. Our water fountains will not be in use.

COVID DAILY SCREENINGS

Staff and each child will be screened upon arrival to the school. Persons who have a fever of 100.0 degrees Fahrenheit or above or other signs of illness will not be admitted into the facility. Parents/Staff need to be on the alert for signs of illness in their children and to keep them home when they are sick. Staff and children will be screened throughout the day and required to wash hands often.

COVID DROP-OFF AND PICK UP PROCEDURES

All students will be required to use drive up drop-off service at the beginning of the day as well as drive up pick-up service at the end of the day (No parents will be allowed to enter the building). Each teacher will have a door which you are to drop off at. Please discuss with your teacher which door that will be.

- Each teacher will be designated a color for their classroom. Parents will be given a card to place on their car window with their child's name on it.
- Parents dropping off child pull up parallel to the designated class entrance, forming a line along the sidewalk.
- Parents remain in the car with a mask on.
- Preschool staff will open the car door, may take child's temperature, unbuckle the child, and help the child out of the vehicle.
- Children 3 and up need to wear a mask when entering the building.

- Child will use hand sanitizer upon exiting the vehicle.
- Please pull forward and away from the front of the building when your child is safely away from the car to keep the line moving.

Once in the building, staff will guide the child to their classroom (each class will have a color set of foot prints that lead to their classroom) where they put their things in their basket, put their lunch where it belongs, take off their mask, wash their hands, and go into the room to start their day.

COVID 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. **Due to COVID children/staff will be required to use hand sanitizer as well as wash their hands before and after entering the building and their classrooms.** 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. All play equipment inside as well as outside will be sanitized to help prevent the spread of germs. Sanitation information is available in the preschool office.

COVID ILLNESS POLICY

Individuals who have a fever (**100.0 degrees or higher**) or other signs of illness will not be admitted. Individuals with history of COVID-19 exposure, including travel within the last 14 days in a state or country identified as a hotspot for COVID-19, and those showing signs of illness will need to stay home for 14 days or provide a negative COVID test. Children who become sick, with the typical reasons kids get sick (vomiting, rash, diarrhea, pink eye etc.) will have parents notified to come pick up immediately. Sick child will be isolated away from other students and staff to help prevent exposure. **The child will need to stay home for 72 hours medication free. Individuals should be fever free for at least 72 hours, without the use of fever reducing medications (Tylenol® or Advil®) before returning.**

- If children exhibit any of the following symptoms, they will not be allowed to stay. **(No exceptions and even if you believe symptoms are due to allergies, teething, etc.)**

This is to be proactive and limit exposure.

- Flushed cheeks

- Runny Nose
- Cough
- Sore throat
- Shortness of breath
- Headache
- Chills
- Fatigue
- Loss of taste/smell
- Extreme Fussiness
- Diarrhea/Vomiting

COVID VISITOR POLICY

St Matthew's love having special visitors but due to the Pandemic we are having to limit who is allowed into the building for the safety of the children and staff. Special visitors will be allowed in if wearing a mask, six feet distancing can be obtained at all times, and one group at a time may attend so we do not have mixing of classes.

COVID TOY POLICY

Toys are to remain at home except for Show & Share Day or with permission from the teacher. Toys will be kept in the child's backpack. **However, Show & Share Day may be suspended until the COVID threat is reduced or over. Please discuss with teacher.**

OTHER COVID PERTINENT INFORMATION

- If immediate family members are diagnosed, exposed, or potentially have coronavirus, children/staff cannot attend school for 14 days.
- Please notify us immediately to report absences.
- After the 14 day absence, children/staff can return with a doctor's medical release
- If a child, staff member, or any of their family members have been diagnosed with coronavirus, we will close for 48 hours (at minimum) for mandated cleaning and disinfecting. (Virtual classes of some sort will be offered if possible.)

What should you do if you have been exposed to someone with COVID?

- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other [symptoms](#) of COVID-19.
- Take your temperature and follow CDC guidance if you have symptoms.

If staff or children are sick:

Require sick children and staff to stay home.

- Communicate to parents/staff the importance of keeping children/self home when they are sick.
- Communicate to staff the importance of being vigilant for symptoms and staying in touch with facility management if or when they start to feel sick.
- Establish procedures to ensure children and staff that come to the school sick or become sick while at school are sent home as soon as possible.
- Keep sick children and staff separate from well children and staff until they can be sent home.
- Sick staff members should not return to work until they have met the [criteria to discontinue home isolation](#).

- Plan to have an isolation room or area (such as a cot in a corner of the classroom) that can be used to isolate a sick child. Additional information about isolation in related settings can be found here: [isolation at home](#) and [isolation in healthcare settings](#).
- Be ready to follow CDC guidance on how to [disinfect your building or facility](#) if someone is sick.
- If a sick child has been isolated in your facility, clean and disinfect surfaces in your isolation room or area after the sick child has gone home.
- **If COVID-19 is confirmed in a child or staff member:**
 - Close off areas used by the person who is sick.
 - Open outside doors and windows to increase air circulation in the areas.
 - Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
 - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
 - If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

- Continue routine cleaning and disinfection.
- We will follow guidelines from the health department on when to reopen.
- **During this time, tuition will still be due.**

- The CDC states that masks for children 2 years old or younger are not recommended.
- Masks are encouraged for ages 3 and up (however, grace is given if the children remove them).
- If your child is 3 years old and older, please provide a mask for him/her to wear (**MUST WEAR INTO THE BUILDING TO CLASSROOM**).
- Everyone over the age of 6 years old are required to wear a mask at all times.

Sign _____

Date _____

