St. Matthew’s United Methodist Day School
Parent Handbook of Policies and Procedures

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PARENT HANDBOOK FOR ST. MATTHEW’S UMC DAY SCHOOL
This handbook is a revolving document changes will take place. In the event that change does occur you will be given notice one the approval of the change has been made.

Revised 04/2019
# St. Matthew’s UMC Day School

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OPEN DOOR POLICY

Please remember we have an open door policy. If at any time you have any question, concern or praise feel free to come by the front office to speak with the one of the directors. If the topic of discussion seems as though it may require more than just a few minutes, please call or email to schedule a meeting with the Director. This will allow a time to devote undivided attention and gather appropriate notes when necessary.

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Mission Statement:

Proclaiming Excellence through Agape and Christian Education. P.E.A.C.E.

St Matthew’s Day School Vision:

St Matthew’s Day School provides the highest quality of care by:

❖ Assisting the children on their journey through exploration and play by providing both children directed and teacher directed activities.
❖ Providing a stimulating and nurturing environment with an equal balance of social, emotional and intellectual support.
❖ Continually assessing our program and making improvements based on the results.
❖ Introduce, practice and reinforce Christian principals
❖ Foster a positive self-concept in children
❖ Encourage creative expression and appreciation of the arts
❖ Expose children to a variety of diverse cultures
❖ Encourage children to think, reason and experiment
❖ Promote independence
❖ Develop social skills
❖ Encourage language development
❖ Enhance physical development
❖ Support healthy choices and physical fitness

St Matthew’s Day School Staff:

All staff, including teachers, are hired because they are the best of the best at what they do. Specialized training is acquired annually and on an ongoing basis. Each staff member has had an FBI background check, maintains current First Aid and CPR certifications and receives a minimum of 24 hours of professional development every year. Visit our website www.smumcsa.org for pictures and experience information about our current staff.

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St. Matthew’s UMC Day School

POLICY: WELCOME

Welcome to St Matthew’s United Methodist Day School. We are delighted you have chosen St Matthew’s Day School to fulfill your educational needs. Caring for your child is a responsibility we take very seriously. It is our goal to provide a loving atmosphere that emphasizes the development of the whole child—mind, body, and spirit. We have been serving the NEISD community for over 50 Years. We have qualified teachers and staff who are dedicated to providing quality child care and education for your children. Please take time to read this handbook, as it will answer majority of the questions you may have concerning our policies and procedures. Our goal is to supplement your parenting and support you in your role as parent/educator. We encourage you to become an active participant in our school activities and programs we offer. If you have any questions, concerns or problems, feel free to talk to your child’s teacher or the school’s director. We want the best for you and your child.

POLICY: PROGRAM PHILOSOPHY

You should feel at ease and confident about the place where your child spends their day. Daily interaction with the loving, caring people who work at St Matthew’s Day School can positively influence your child’s future. We strive to meet the physical, cognitive, social and emotional growth of each individual child in a caring and supportive atmosphere. We believe that good childcare depends upon consistent caregiving in a home-like atmosphere.

Children grow and learn best in a safe environment that provides opportunities to explore, create and communicate with other children and adults. This group functions independently but cooperatively, following routines appropriate to individual needs.

The program is designed to be inclusive of all children, including those with identified/unidentified disabilities and special learning and developmental needs. The School’s program is designed to include both planned and spontaneous activities in response to children’s interests. Experiences with music, movement, art, and language building are incorporated into daily lesson plans. Regularly scheduled snacks and meals, rest time, indoor and outdoor play; routines in physical caregiving promote the child’s health, comfort and ability to care for him/her self.

There is maximum flexibility for the children as a group and as individuals. Children are encouraged to develop a positive self-image, to learn inner controls and to cooperate with peers and caregivers. Clearly defined limits help them recognize and accept their emotions and express their feelings as they grow and feel secure in the world around them.

St Matthew’s Day School prides itself in being a strong educational facility. We utilize multiple published curriculums, along with teachers’ created lesson plans. Texas Early Learning Guideline are used to structure the lesson according to developmental appropriateness. The core domains focused on are

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physical health, motor development, social & emotional development, language, science & math, art and Bible. Age appropriate copies of these standards are available at www.littletexans.org

POLICY: LICENSING INFORMATION

POLICY NO.: 4

We are licensed by the Department of Family and Protective Services. A copy of DFPS Minimum Standards is available for review in the front office upon request. You may review all of St Matthew’s most recent inspections, which are posted in the front office. If you would ever like to contact our licensing representative please contact them at:

Texas Department of Family and Protective Services (TDFPS)
PO Box 23990
San Antonio, TX 78223
210-932-5200
Texas Abuse & Neglect Hotline: 1-800-252-5400
Website: www.DFPS.State.Tx.US

POLICY: ENROLLMENT

POLICY NO.: 5

Enrollment at St Matthew’s Day School is open to children from six weeks to age twelve. Our hours of operation are Monday through Friday 6:30am-6:00pm. Enrollment shall be granted without regard to a child’s race, color, creed, religion, national origin, gender, or disability; without regard to a parent or guardian’s race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Parents can apply for enrollment of their child in St Matthew’s Day School by completing the enrollment application and paying the $100.00 registration Fee. The registration Fee is non-refundable.

Initial enrollment is contingent upon receipt of the completed enrollment application, including the signed fee agreement, signed Parent Handbook receipt, and registration fees. Immunization records and health assessment must be received within the first 7 days from the child’s start date in order to continue care.

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

St Matthew’s Day School reserves the right to dismiss any parent or child at any time with or without cause.

St. Matthew’s Day School does offer part-time enrollment into our program. However, in the event that another student would like to enroll for a fulltime slot we do offer the current part time family to take the full time spot first. In the event that the part-time family does not take the full time spot, other arrangements are made for the part-time student.

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Continued enrollment at St Matthew’s Day School is contingent upon the parent’s emergency contact persons’ and child’s adherence to the policies and procedures of St Matthew’s Day School as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify St Matthew’s Day School immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child (ren) being dis-enrolled from the program and forfeiture of any deposit. Located by the office front entrance is a clip board with change of information sheets located on it. Parents are always welcome to use these forms with or without the assistance of a Day School staff member. Please place the completed forms in the tuition drop box located next to the change of information forms. However, you are always more than welcome to email, use classroom messenger, call the school, or leave a voicemail with the change of information.

AFTERSCHOOL PROGRAM

Your child will spend their afternoon in a safe and nurturing environment. A staff member from St Matthew’s Day School will walk to the Regency Place campus to pick up the children. Should the weather not permit walking safely to St Matthew’s, other transportation will be determined according to DFPS standards. Transportation is provided for Oak Grove Elementary children.

Upon arrival, after school students will be given a nutritious snack, homework assistance, playground time and Chapel time. Chapel is held Wednesday afternoons at 4pm. Classes participate by singing songs and sharing developmentally appropriate Bible lessons.

Please make sure you notify SMUMDS if your child did not attend school that day or would not need to be pick up from school for any reason.

Summer Attendance

Most classrooms will participate in sprinkler play each Thursday. You must bring your child with their swimsuit on, underneath their clothes. Also, please bring a towel and water shoes, in addition to proper shoes to change into. Sandals are only permitted during these specific water play times.

“Summer Camp” is intended to engage children Kindergarten through 12 years old in memorable, exciting learning opportunities. For elementary school aged children participating, a $15 supply fee is due by May 1st. Other permission slips and minimal fees will be reviews upon enrollment.

St Matthew’s United Methodist Church hosts an annual Vacation Bible School available for children 4 years old through fifth grade. In addition to Day School children, families and friends are invited to attend VBS. Please inquire for further details and volunteer opportunities.

When you enroll your child, you will be given a unique number combination to enter into the keypad located at the front door for independent entry. There is a front doorbell should you forget the procedure. Please do not give out the entry code to others who are authorized to pick up your child. Photo I.D. is required and kept on file for who is authorized to pick up your child. The doors to the school are kept locked at all times in order to limit access and to keep children from exiting ahead of supervisors/parents.
All custodial parents and/or legal guardians are required to sign a Fee Agreement prior to enrollment of their child in St Matthew’s Day School. Parents are required to indicate to whom all billing information and correspondence are to be addressed.

Cash, check, money order, or credit card may be used to pay tuition. St Matthew’s Day School accepts Master Card, Visa, Discover and American express. Receipts will be given for all payments made to St Matthew’s Day School. There will be a $36.00 fee charged for tuition checks returned by the bank. Returned Tuition checks will try to be re-deposited. If at any future time the bank returns a parent’s check, all future payments must be made by cash, certified check, money order or credit card. Payments made with a credit cards are accessed a 2.75% service fee on swiped transactions. On transactions where the payment has to be manually entered there is a 3.75% service fee as well as an addition $0.15 service fee. Payments can be made online at https://squareup.com/market/st-mathews-umc-day-school.

Tuition DOES NOT include fees for field trips. Most of the summer camp field trips are included in the tuition except for the last field trip of the summer.

6.1 Tuition is due every Monday. After close of business Tuesday, tuition is considered late. A $20 late fee will be applied Wednesday. In the event you have made arrangements to pay monthly, tuition is due on the first of the month. After close of business on the second, it is considered late. If the first of the month falls on a weekend, please pay the Friday before. If one week has passed and your child’s tuition has not been paid, your child may not attend until tuition is paid in full. In the case that your child will be out on vacation for an entire week, St Matthew’s does have a vacation policy that allows each child enrolled a week of vacation tuition free. The vacation credit reset every June 1st. In order to simplify this process, the school should be notified before the week of vacation begins. Tuition charges are calculated based on the schedule you specified upon enrollment. Be sure to communicate any need for adjustments to the Director. In order to provide the best educational experience, please bring your child according to a predictable routine. If your child will be absent, please notify the office promptly. We appreciate your cooperation to help the school run smoothly.

There is no refund given for scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God. Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at St Matthew’s Day School. However, if you anticipate difficulty with paying on time, please discuss the matter with the Director immediately. If alternative arrangements for payment are approved you will be notified by the Director.

6.2 St Matthew’s Day School offers a scholarship program to families who meet our qualification guidelines. For a copy of the scholarship application and guidelines please inquire with the Director.

6.4 St Matthew’s Day School offers a multiple child discount for one or more siblings enrolled during the same school year. Discounts are only applicable when tuition payments are made on time. The full tuition
rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.

POLICY: CONFIDENTIALITY  POLICY NO.: 7

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Within St Matthew’s Day School, confidential and sensitive information will only be shared with employees of St. Matthew’s Day School who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as St Matthew’s Day School strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with St Matthew’s Day School.

Outside of St Matthew’s Day School, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of St Matthew’s Day School, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on agency property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing agency property.

You may observe children at our school who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. Employees of St Matthew’s Day School are strictly prohibited from discussing anything about another child with you.

Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of this Confidentiality Policy.

________________  ________________________________  __________________
Signature & Date

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POLICY: MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT

POLICY NO.: 8

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Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of St. Matthew’s Day School are considered mandated reporters 24 hours a day, under this law. The employees of St. Matthew’s Day School are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect within 48 hours of suspicion. We at St Matthew’s Day School take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of St Matthew’s Day School cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in “good faith.”

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child’s body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school OVERLY medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation

As a parent you can also report abuse & neglect through the Texas Abuse & Neglect Hotline at 1-800-252-5400

POLICY: PARENT CODE OF CONDUCT

POLICY NO.: 9

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St. Matthew’s Day School requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of St Matthew’s Day School is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of St Matthew’s Day School, but is the responsibility of each and every parent or adult who enters the school. Parents are required to behave in a

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manner that fosters this ideal environment. PARENTS WHO VIOLATE THE PARENT CODE OF CONDUCT WILL NOT BE PERMITTED ON AGENCY PROPERTY THEREAFTER. Please refer to the Policy on Parent’s Right to Immediate Access for additional information regarding disenrollment of the child when a parent is prohibited from accessing agency property.

9.1 SWEARING/CURSING:

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

9.2 THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADULTS ASSOCIATED WITH ST MATTHEW’s DAY SCHOOL:

Threats of any kind will not be tolerated. In today’s society, St. Matthew’s Day School cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.

9.3 PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT St. Matthew’s Day School

While St Matthew’s Day School does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the school. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent’s child. If a parent should witness another parent’s child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child’s inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director’s attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our school

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have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the school.

9.4 SMOKING:

For the health of all St Matthew’s Day School employees, children and associates, smoking is prohibited anywhere on school property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of St Matthew’s Day School. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

9.5 SAFETY

For security reasons, we will only release your child (children) to the person(s) whom you have specified on the enrollment form. Please be aware all release persons must be prepared to present photo id. You may add or remove names from release permission with written consent. If a parent is not permitted to pick up your child, we are required by law to have a legal document explaining the restrictions (ie: restraining order, divorce decree).

St Matthew’s United Methodist Church & Day School are in a Gang Free Zone. This means that the school is a designated area where gang activity is strictly prohibited within a 1000 square feet perimeter. Anyone breaking this code is subject to an increased penalty under Texas Law.

The Director receives daily updates on all toys, equipment and consumable recalls. We check our equipment to ensure that nothing at St Matthew’s has been recalled. This information is available to you if you would like to check your home.

9.6 VIOLATIONS OF THE SAFETY POLICY:

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of St Matthew’s Day School. Please be particularly mindful of St Matthew’s Day School entrance procedures. However, we need to be careful to not allow unauthorized individuals into the school. Holding the door open for the person following you may, in fact, be polite; however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the School Director.

9.7 CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF ST MATTHEW’S DAY SCHOOL:

While it is understood that parents will not always agree with the employees of St Matthew’s Day School or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

9.8 VIOLATIONS OF THE CONFIDENTIALITY POLICY:

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St Matthew’s Day School takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with St Matthew’s Day School. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

POLICY: PARENT’S RIGHT TO IMMEDIATE ACCESS POLICY NO.: 10

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Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at St Matthew’s Day School, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) St Matthew’s Day School must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with St Matthew’s Day School, both parents shall be afforded equal access to their child as stipulated by law. St Matthew’s Day School cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, St Matthew’s Day School suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. St Matthew’s Day School staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the School Director, and are allowed in the school facility only at the discretion of the School Director. An employee of St Matthew’s Day School will accompany visitors at all times, throughout the school.

St Matthew’s Day School will dismiss any child whose parent is prohibited from entering upon agency property. Due to the parents’ right to immediate access policy, as well as state and federal regulations, St Matthew’s Day School cannot have a child at the agency when the child’s parent is prohibited access. St Matthew’s Day School will not agree to any request to maintain a child’s enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.
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POLICY: DISMISSAL

POLICY NO.: 11

St Matthew’s Day School reserves the right to dismiss any child at any time, with or without cause.

An invoice detailing the past due balance will be forwarded to the address indicated in the child’s file within one week of the dismissal. Any past due balances must be paid within 10 days of the dismissal letter being sent. Any balances remaining after a 30 day period will be referred to the school’s legal counsel for collection.

The School Director or designee will assist the parent in gathering their child’s belongings at the time of dismissal and parents are required to leave agency property in a calm and respectful manner, immediately.

St Matthew’s Day School will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child’s belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the School Director if they wish to return to the school following a dismissal. Appointments are made at the discretion of the School Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by St Matthew’s Day School.

POLICY: WITHDRAW

POLICY NO.: 12

Two weeks written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged tuition for two additional weeks.

The parents and child, following their last day of enrollment, are not permitted to re-enter school property without prior permission of the School Director. A withdrawn child and his/her parents are required to call and request an appointment with the School Director if they wish to return to school following the last day of enrollment at St Matthew’s Day School. Appointments are made at the discretion of the School Director and are not a right of the withdrawn child or parent.

Parents, who wish to change their child’s days or times of enrollment at St Matthew’s Day School must submit a request to do so two weeks in advance of the proposed change. Schedule changes are subject to availability.

The School Director will notify the parents in writing if the new schedule is available. A schedule change will not be considered to be final until a new fee agreement is signed. If the requested schedule is not available parents may choose to continue with the current schedule until such time the request is available.

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POLICY: COURT ORDERS EFFECTING ENROLLED CHILDREN          POLICY NO.: 13

When an enrolled child is the subject of a court order (ex… Custody Order, Restraining Order, or Protection from Abuse Order) St Matthew’s Day School must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with St Matthew’s Day School administration, both parents shall be afforded equal access to their child as stipulated by law. St Matthew’s Day School cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, St Matthew’s Day School suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed. Once presented with a Protection from Abuse Order or a Restraining Order, St Matthew’s Day School is obligated to follow the order for the entire period it is in effect. Employees of St Matthew’s Day School cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. St Matthew’s Day School will report any violations of these orders to the court.

POLICY: ARRIVAL PROCEDURES          POLICY NO.: 14

Upon arrival at St Matthew’s Day School, the parents or the adult dropping the child off must sign the child into care on the sign-in sheet located in the lobby. This procedure is extremely important for attendance records and safety measures in emergencies. Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom. Children are required by law to be supervised at all times while in the school. Parents are required to help children put away their outerwear and belongings; get settled for the day.

St Matthew’s Day School discourages parents from sneaking out of the school. Some children exhibit separation anxiety when it is time for their parent to leave. St Matthew’s Day School believes it is best for parents to tell the anxious child upon arrival that after all of the child’s things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of St Matthew’s Day School are available

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to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day.

Parents are required to notify the child’s teacher or School Director of any special instructions or needs for the child’s day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or School Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the school should be aware to best meet the needs of your child throughout the day.

Parents may visit the center at any time. However, if there are problems arising from parent visits that interfere with the deliverance of quality childcare, then the parent(s) will not be permitted in the classroom.

Children should arrive no later than 9:00am. The general school day schedule will vary slightly according to your child’s classroom and age. Breakfast is served at 8:30am, school day begins promptly at 9am, lunch is served at 11:30am, day school pick up is at 12pm, snack is served at 2:30pm, and we close at 6:00pm. Chapel is held at 9:15am on Wednesdays and Fridays.

Late morning arrivals in our younger classrooms are sometimes difficult on the other children. Additionally, late arrivals in our older classrooms make maintaining the classroom routine difficult. Activities are begun promptly and a late arriving child may feel uncomfortable walking into a setting in which all the other children are busily involved in their morning activity. We ask that you please consider this and make the necessary arrangements to have your child at school on time every day. Daily attendance is vital to the success of your child within the St. Matthew’s Day School program. Similarly, children not picked up on time also experience distress and it is advised that you make arrangements to arrive on time.

14.1 NOTIFICATION OF ABSENCE

Parents are required to inform the school by 9:00am if a child will not be at school on a scheduled day. This will enable the school to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

If your child is ill, we request that you notify the school director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the School Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. St Matthew’s Day School will take all measures necessary to protect your child’s confidentiality. Parents are not required to disclose this information by
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law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child’s absence from school.

Parents who know in advance of a child’s absence or they will be late, are required to notify the school by 9:00, to maintain the appropriate staff to child ratios upon your child’s arrival at school.

14.2 AGENCY’S RIGHT TO REFUSE ADMISSION

St Matthew’s Day School reserves the right to refuse admission to any child at any time with or without cause. St Matthew’s Day School strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a “first come first served” basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms. Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child to ill to attend.
4. Domestics Situations that present a safety risk to the child, staff or other children enrolled at St Matthew’s Day School if the child were to be present at the center.
5. Parents’ failure to maintain accurate, up to date records.
6. Parents’ failure to complete and return required documentation in a timely fashion.

Parents WILL NOT be reimbursed tuition for days when their child is refused admission to the program.

POLICY: PICK UP PROCEDURES

Parents or other authorized adult are required to sign their child out of care on the sign-out sheet located in the front lobby. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on agency premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground.

Parents are required to handle all business issues prior to signing out their child, and are required to directly exit the building once they have signed their child out of care.

Parents or persons designated to act “in loco parentis” are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or other

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authorized adult at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

Our concerns for the children’s safety, both physical and emotional, ask that once the child has been released to your care at day’s end, your child not be permitted to run in the hallways, roam unattended or enter the kitchen.

Parents who spend a little time in their child’s classroom at day’s end need to also remember that while your child is in his/her classroom with you, class rules that encourage appropriate behavior still apply for your child.

Parent’s visiting in classes at day’s end may also have an anxious effect on other children waiting for their parents, so please take the gentle cue from the teacher if it time to leave. Being that we cannot allow for the children to take open snacks from the school, if your child would like a snack upon leaving that may be necessary for the drive home, we have provided single packaged snacks in the classrooms for this purpose.

15.1 LATE PICK-UP:

All measurements of time are to be according to the St Matthew’s Day School clock located in the office. There is a flat rate fee of $10.00 and a $1.00 a minute for after closing per family.

15.2 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP

The staff of St Matthew’s Day School will contact local police and/or the other custodial parent should a parent appear to the staff of St Matthew’s Day School to be under the influence of drugs and/or alcohol. The parent’s right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, St Matthew’s Day School staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services. Any other authorized person who attempts to pick-up a child, and appears to the staff of St Matthew’s Day School to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of St Matthew’s Day School will contact the child’s parents, local police and Child Protective Services to notify them of the situation.

15.3 EMERGENCY/ALTERNATE PICK-UP FORMS

At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from St Matthew’s Day School. In an emergency situation the child’s parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached. Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.
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Parents will be asked to determine which persons (if any) on the Emergency/Alternate Pick-up form have the rights to act “In Loco Parentis.” In Loco Parentis status affords the pick up person the right to discuss confidential information about the child’s day including but not limited to, incident/accident reports, and behavior issues. In the absence of this designation the people on the Emergency/Alternate Pick Up Form are only afforded the right to pick up the child. Staff is not permitted to discuss the child’s day with them. The persons on the Emergency/Alternate pick-up form will be required to provide Government issued photo ID prior to the agency releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form. St Matthew’s Day School reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

POLICY: TRANSPORTATION

St Matthew’s Day School offers transportation from the local elementary school for those children that attend St. Matthew’s Day School after school program.

POLICY: SCHOOL CALENDAR

Closing Schedule

In order to honor these holidays, St Matthew’s campus will be closed. If a holiday falls on a weekend, St Matthew’s will be closed the Friday before or the Monday after.

New Year’s Day
Martin Luther King Day
Good Friday
Battle of the Flowers
Memorial Day
Independence Day
Teacher work day (Monday prior to first day of school year)
Labor Day
Thanksgiving Day and the day after
Christmas Eve
Christmas Day

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Any school closing day will be on the parent board of the month in which it falls.

**POLICY: EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION**

POLICY NO.:18

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In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by checking NEISD website.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child’s parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call; of the pickup location should the children need to be evacuated from the school. Parents or emergency contact persons should report directly to the alternate location if one is indicted.

Should the school need to close for any reason, tuition will not be refunded or reduced for closures of less than 10 school days. If the closure extends beyond 10 school days, parents will have their tuition reduced.

**POLICY: CURRICULUM INFORMATION**

POLICY NO.: 19

19.1 DAILY SCHEDULE OF ACTIVITIES

Curriculum

Activities in all age groups are based on the most up-to-date practices recognized by experts in the field of early childhood education. Our staff has access to publications and conferences on the latest developments available. We use a literacy approach to curriculum.

The classroom teachers prepare lesson plans, which are handed in to the Director for review and input. We use a wide variety of curriculums for classroom activity ideas, however our main curriculum is the WEE Learn Christian Curriculum.

St. Matthew’s first commitment is to the rights and interest of the children. In that regards, we believe that children shall be enrolled and provided for without bias and not on the basis of their sex, race, national origin, religious beliefs, age, disability, or sexual orientation. Materials and equipment reflect the diversity that exists in society and avoids stereotyping of any group.

During the summer months our curriculum is more flexible; our themes tend to be more playful, as compared to our typical school year lessons. The classes continue to practice writing skills and learn Biblical curriculum.
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Observations

We value your child’s experiences. When your child starts at St Matthew’s Day School observations will occur throughout their time here. This will help us provide the best care academically and socially for your child. We respect each child as an individual and set up their goals accordingly.

19.2 CLASS ASSIGNMENTS

Children are assigned to classrooms typical by age and cognitive ability. When it is time for your child to move to the next classroom, you will be given notice and a transition plan for the child to gradually try the new classroom out. We encourage being an activity participate in the child’s decision to move into a new classroom. Your teacher will discuss the decision to move your child’s classroom prior to any transition. Whether a child transfers to another classroom or another educational setting we will work to ensure a smooth transition. At your written request we will transfer your child’s records as long as all financial obligations have been met upon request.

19.3 STAFF TO CHILD RATIOS

<table>
<thead>
<tr>
<th>If the specified age of the children in the group is…</th>
<th>Then the maximum number of children one caregiver may supervise is…</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-11 months</td>
<td>4</td>
</tr>
<tr>
<td>12-17 months</td>
<td>5</td>
</tr>
<tr>
<td>18-23 months</td>
<td>9</td>
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<tr>
<td>2 year olds</td>
<td>11</td>
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<tr>
<td>3 year olds</td>
<td>15</td>
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<tr>
<td>4 year olds</td>
<td>18</td>
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<tr>
<td>5 years olds</td>
<td>22</td>
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<tr>
<td>6-8 year olds</td>
<td>26</td>
</tr>
<tr>
<td>9-13 year olds</td>
<td>26</td>
</tr>
</tbody>
</table>

19.4 NAP/REST TIME

All children are encouraged to nap between 12:00 and 2:30. The pre-k classroom typically has children who do not nap. If your child does not nap please make the director and teacher aware of other quiet activities that may interest them. Parents are responsible for providing and laundering (weekly) towels, bibs, blankets and sheets, and nap mats. Sheets & blankets need to be taken home every Friday to be laundered and returned on Monday.

Operational Policy on Infant Safe Sleep

This form provides the required information per minimum standards §746.501(9) and §747.501(6) for the safe sleep policy.

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Directions: Parents will review this policy upon enrolling their infant at and a copy of the policy is provided in the parent handbook. Parents can review information on safe sleep and reducing the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death (SIDS/SUIDS) at:
http://www.healthychildren.org/English/agesstages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx

Safe Sleep Policy

All staff, substitute staff, and volunteers at St. Matthew’s UMC Day School will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

• Always put infants to sleep on their backs unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [§746.2427 and §747.2327].

• Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full-size cribs and for non-full size cribs [§746.2409 and §747.2309].

• For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415 and §747.2315]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].

• Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415 and §747.2315].

• Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].

• If an infant needs extra warmth, use sleep clothing (insert type of sleep clothing that will be used, such as sleepers or footed pajamas) as an alternative to blankets [§746.2415 and §747.2315].

• Place only one infant in a crib to sleep [§746.2405 and §747.2305].

• Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal or the infant’s clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2415 and §747.2315].

• If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health-care professional [§746.2426 and §747.2326].

• Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].

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• Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].

• If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327].

• Awake infants will have supervised “tummy time” several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].

• Do not swaddle an infant for sleep or rest unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant’s health care professional [§746.2428 and §747.2328]. Privacy Statement HHSC values your privacy. For more information, read our privacy policy online at: https://hhs.texas.gov/policies-practicesprivacy#security.

St. Matthew’s Day School follows the Back to Sleep campaign when it comes to infant sleeping arrangements. Due to the prevention of SIDS, we are not allowed to use blankets until your infant is twelve months old. This is why we request a sleeveless blanket with Velcro closures (aka “sleeper sacks”). St. Matthew’s follows the following guideline for sleeping infants.

• Babies are placed to sleep on their backs
• A Safe mattress is provided and is firm, clean, flat, & right size for crib
• No blankets, toys or cushion items in bed until the age of 12 months
• There is no sharing of cribs
• Laundry is washed weekly
• When the infant is able to roll a sign indicating the child is a roller will be placed on crib
• Levels of cribs are adjusted with the child’s development.

19.5 EDUCATIONAL/PERSNAL CARE SUPPLIES NEEDED

All children need to bring a change of clothes, sheets for crib or cot, and blanket. Infants need to bring bottles, diapers and wipes.

Your bi-annual supply fees cover your child’s classroom supplies but there are several items you will need to bring for your child’s first day of school. Please help us by writing your child’s name in/on every item brought to school. A child may bring one soft toy to sleep with as long as it does not become a distraction. Toys from home are not allowed in the classroom.

❖ Reusable water bottle or sippy cup. (please bring daily)
❖ Art smock or an old button up men’s shirt
❖ Complete change of clothing in a labeled zip lock baggie(include socks and shoes)
❖ Non-porous/non-absorbent nap mat (may not have any tears or holes)
❖ Light nap blanket (please bring clean set every Monday)
❖ Laundry bag with drawstring to store nap items
❖ Backpack(please bring daily)
❖ Insect repellent/sunscreen

Infants have their own set of unique needs. Due to the prevention of SIDS, we are not allowed to use blankets until your infant is twelve months old. This is why we request a sleeveless blanket with Velcro
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closures (aka “sleeper sacks”). All ointments, including teeth gels, diaper ointments, etc. must have an “Authorization for Dispensing Medication” form completed. We will send home used bottles on a daily basis. All items, especially bottles, must have your child’s name on it. One bottle will remain at school for emergencies.

❖ Diaper bag or backpack(for soiled clothes, bottles, etc. to be sent home)
❖ Diapers(minimum of 6 per day)
❖ Wipes
❖ “Sleeper Sack” (must be sleeveless with a zipper closure)
❖ Several change of clothes
❖ Jacket during cooler weather
❖ Teething gel(optional)
❖ Diaper ointment(optional)

19.6 BIRTHDAY/HOLIDAY CELEBRATIONS

We allow parents to bring in cupcakes or other special treats to school to celebrate a child’s birthday. Birthday celebrations are welcome. Please notify us a few days ahead of time if you would like to celebrate your child’s birthday with their class. Be sure to ask the teacher how many children are enrolled in their classroom to ensure that all children are included. If you plan on bringing edible goodies, please bring only store bought and purchased items and no peanut products.

19.7 PARENT/TEACHER CONFERENCES/COMMUNICATION

A getting to know you conference is offered at enrollment and 45 days after enrollment. St. Matthew’s encourages parent-teacher conferences. Two conferences, phone or in person, a year will be scheduled, but please feel free to request a conference with your child’s teacher or Directors at any time. If your child is having a problem that the teacher is unaware of, please let her know through a phone call or note. Short classroom visits to discuss any concerns should be limited to before or after school to enable the teachers to keep a watchful eye on their class and proceed with their daily activities. St. Matthew’s Day School also utilizes Classroom Messenger as a form of communication. However, you are more than to email, call, or leave a voicemail for any staff member to contact you.

All age groups are assessed formally and informally to ensure that the teachers plan their curriculum goals and activities to support individualized learning. Our teachers observe, record and document children’s development, participation and learning throughout the year. The assessments are ongoing, systematic and gathered from natural play activities and realistic setting that reflects children’s actual performance. Our center uses variety of methods such as observations, checklists, rating scales, and individually administered tests. The assessment results are used to benefit children by informing sound decisions about children, teaching, and program improvement. When assessments identify concerns, appropriate follow-up, referral or other intervention is used. Our formal assessments are done twice a year. All our assessments are kept in the child’s portfolio, which follow the child from group to group to show the progress in cognitive, language, physical social and emotional areas of development that are consistent with our program curriculum and philosophy. Our families are part of assessment process with regular
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communication, partnership and involvement. Once the formal assessments are completed the head teacher will schedule a parent conference.

19.8 EDUCATIONAL PROGRAMS

INFANTS

The infant program serves children from the age of six weeks until the age of 17 months. The program is designed to promote feelings of belonging and the loving care which help infants to grow and develop to their full potential. Children eat, sleep, and play according to his or her own schedule. Every infant is an individual with unique abilities, desires and emotions. Our program is designed to meet the individual needs of each child and to provide them with educational experiences. In our infant classrooms, we provide a creative and stimulating program which encourages visual, language, gross motor and small motor experiences to enhance learning through their own natural curiosity.

Our highly qualified and professional teachers will guide and encourage your child in every stage of his or her development. We firmly believe in the need for open and thorough communication between teachers and each family to provide loving care for each child and confidence for each parent.

TODDLERS

Our toddler program serves children from 18 months to 36 months. The toddler classrooms are designed to provide stimulating experiences for the children where they can learn through their own inquisitiveness. The emphasis during the toddler years is on building self-confidence and fostering the natural curiosity that toddlers possess.

Throughout the day toddlers enjoy the large variety of play materials that are readily made available to them, as well as creative centers where children can dress-up, build with blocks, and experiment in the sensory table. Art, music, language and science activities geared to little hands are also introduced.

Our teachers offer the tenderness, warmth, and patience so essential to this young age. Children feel comfortable in our toddler class settings when their parents leave. Deep respect for each child ensures that your toddler will truly love his or her school environment and, from that, develop a long lasting love for learning.

TOILET LEARNING

Toilet learning typically begins around the age of two years old, while some young children begin sooner, and others may not be quiet ready. Sign your child may be ready can include diapers remaining dry for longer periods of time, physically capable of pulling their clothes up and down, and becoming verbally able to communicate they need to use the restroom. We expect children to be wearing underwear, having few accidents, by the time they are three years olds. When your child is demonstrating that they are ready to learn to use the toilet, notify your child’s teacher. A Toilet Learning Contract will be prepared at school and sent home in your child’s folder. Its purpose is to ensure that the toilet learning is approached with the same tenacity as school and at home. WE encourage families to share words that are used at home, as

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well as techniques. Due to sanitary policies, St Matthew’s Day School cannot utilize special toilet seats. Children are taught to use regular toilets. St Matthew’s staff will take the children to the restroom approximately every 15-30 minutes. Anatomically correct terms will be used for genitals. Families must send a minimum of five complete outfits (including pants, shirts, underwear, socks and one pair of shoes). It is vital to check your child’s backpack for soiled clothing and send the proper quantities of clean items the following day. Per DFPS Minimum Standards, we are not permitted to rinse soiled clothing. Soiled clothing will be bagged and placed in your child’s backpack.

PRESCHOOLERS

Our Preschool program serves children from three through five years.

Our preschool program prepares children socially and academically, as well as, supports and encourages the development of independence, responsibility, and confidence, all of which are essential for the child’s ongoing success in kindergarten.

Our educational program focuses on each child’s social, emotional, intellectual, and physical development by offering concrete, hands-on activities for the child to explore.

The preschool curriculum is designed to actively engage each child in developmentally age appropriate activities exploring the content areas of literacy, mathematics, science, social studies, the arts and technology. Our skilled teachers prepare curriculum that is exciting and challenging, as well as supportive of each child's own learning style.

Our preschool rooms’ arrangements create the optimum learning environment. It allows children easy access to educational toys, materials and books, enabling them to initiate and expand their activities. Each classroom is organized with areas for block play, manipulative toys, art creativity, dramatic play, and reading in addition to larger spaces for group activities. To enhance learning experiences in our preschool we offer class trips to theatre, farm and children’s museums.

19.9 GRADUATION

We have a graduation ceremony every year at the end of May or beginning of June for the Pre-K children entering Kindergarten.

POLICY: DISCIPLINE, SEPERATION PROCEDURE & GUIDANCE POLICY  POLICY NO.: 20

Discipline

At St Matthew’s, we believe that keeping children busy and actively engaged decreases the frequency of behavior problems in the classroom. Transition activities help the children move smoothly from one activity to another. Our teachers use only positive guidance and redirection. Setting consistent, clear, understandable limits fosters the child’s ability to become self-disciplined, which is our ultimate goal. We encourage staff to try to ignore negative behavior as much as possible (since much of it is an effort for...
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attention) and reinforce appropriate behavior. Hopefully this will draw the child into the group and thus avoid the need for frequent discipline. When these methods do not work, your child will be spoken to and removed from the situation as a first step. Children are born with enormous creativity! We feel that too much discipline (correcting a child for every little thing) destroys their spirit. By teaching the child that each choice they make has a direct consequence, they will begin to learn to be responsible for their own actions. A negative choice will result in a negative consequence. St Matthew’s prohibits corporal punishment of any kind, cruel, or severe punishment, humiliation, or verbal abuse. No child will be denied food as a form of punishment nor punished for soiling or wetting their clothing. If a behavior problem presents itself, every attempt will be made to remedy the situation. However, dismissal of a child for behavior problems will be at the sole discretion of St Matthew’s staff. Please do not be discouraged if your child is disciplined. Children act out and test our limits at all stages of development. The behavior will pass as long as we are all consistent. You will be notified of any behavior we feel should be reinforced at home.

Separation Procedure

Occasionally, a child will experience some difficulty in adapting to the daycare's environment or abiding by the daycare rules of behavior. A conference will be scheduled if your child should experience some difficulty. We will work closely with you to see if the problem can be resolved. If the child's behavior continues to be disruptive to the group, we reserve the right to ask you to withdraw your child from daycare.

You must give a two weeks’ notice when voluntarily withdrawing your child from St. Matthew’s. You will be responsible for all final payments through the end of the notice period, whether in attendance or not.

If the rules and policies set forth are not followed, we reserve the right to terminate the daycare contract agreement at any time. In such an event, we will be paid in full through the end of the week in which such termination occurs.

The child care arrangements will be terminated immediately for any of the following reasons (but not limited to):
* Failure to comply with the policies set forth in the parent handbook.
* Failure to comply with the contract.
* Destructive or hurtful behavior of a child that persists even with parent cooperation in stopping the behavior.
* Non-payment of childcare or late fees and/or recurring late payment of fees.
* Repeated failure to pick up the child at scheduled times.
* Failure to show up for 5 consecutive days without any communication.
* Inability to meet the child's needs without additional staff.
* Blatant disrespect towards the provider or provider's family.
* If a parent knowingly brings their child ill.
* Consistent child-rearing style differences between the parent and provider.
* False information given by a parent either verbally or in writing.

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If for any reason legal services are needed, St. Matthew’s Day School, or Nikki Irving will not be responsible for any legal or court costs incurred.

Guidance

Your children will be treated with the utmost respect and positive attitude. The discipline and guidance practice in our school focuses on redirection, verbal communication, and as a last resort, time out. Please review our discipline and guidance policy for a detailed description. If you have any questions or concerns, please let me know.

As all children are different, some children experiment with rough behavior. We understand that young children must learn to control their bodies and learn self-control. Most children are not aware of how their actions affect others and truly have no malicious intent behind their behavior. Part of this process can vary greatly from child to child. Our goal is to work with the children through a team effort with families and the staff. Occasionally, certain behaviors and habits of a child can endanger others. Some behaviors that are considered unacceptable are biting, hitting, kicking, or any other action that would endanger herself/himself, other children in the learning center, or staff at St Matthew’s United Methodist Day School. Once it has been determined that a child’s behavior is putting other children at risk, a meeting will be scheduled with the Director and the family of the child. The purpose of the meeting is to find a solution to help the child promptly. Typically, most children will show signs of improvement once a consistent plan has taken action. Families and SMUMDS staffs are encouraged to openly communicate with each other in order to benefit the child. It is important to remember throughout all communication, we respect our families’ privacy; therefore, information about another child cannot be shared. As a general rule, if the child has 5 similar documented incidents without signs of improvement, it is considered a reoccurring behavior. If the undesired behavior continues or escalates, the family will be asked to find a different learning center. We want what is best for every child and consider all children’s safety and wellbeing our top priority. Thank you for assisting us in ensuring an organized operation and a stress-free, emotionally satisfying experience for you and your child.

Ultimately, the Director may use discretion regarding continuing enrollment based on circumstances such as parent involvement (or lack thereof), severity of incident, as well as age appropriateness. We want what is best for every child and consider all children’s safety and well-being our top priority. Thank you for assisting us in ensuring an organized operation and a stress-free, emotionally satisfying experience for you and your child. If you have any questions or concerns, please let me know.

A METHOD OF DISCIPLINE WHICH FRIGHTENS, DEMEAN, OR HUMILIATE A CHILD IS STRICTLY PROHIBITED.
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POLICY: DRESS CODE

POLICY NO.: 21

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21.1 CLOTHING

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable, and clothing.

Coats and hats must be provided in the winter months.

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children ages 3 through 5 are required to have one seasonably and size appropriate complete change of clothing at the school at all times. Children under 3 years of age are required to have two seasonably and size appropriate, complete changes of clothing at the school at all times. A complete change of clothing includes shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child’s first and last name. This includes coats, hats, and gloves. St Matthew’s Day School is not responsible for lost or damaged items of clothing.

21.2 JEWELRY

Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, St Matthew’s Day School will not to be responsible for lost or stolen valuables. It is the parents’ responsibility to enforce this policy with their children. St Matthew’s Day School is not responsible for damage to or loss of and articles of clothing.

POLICY: FIELD TRIPS

POLICY NO.: 22

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St Matthew’s Day School frequently supplements the in class curriculum with off premise field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including, destination, date, time, reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

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St. Matthew’s United Methodist Day School (SMUMDS) encourages the teachers to incorporate field trips often. You are invited to help chaperone our educational adventures, in fact, parent volunteers are necessary for fun, safe field trips. In many cases, DFPS requires that chaperone to child ratio to be 1:1. SMUMDS takes every precaution to assure each child’s safety. Teachers and chaperones must keep the following rules in mind:

❖ The only children allowed to attend the field trip are ones that have written permission and are currently enrolled. Unfortunately, this means that other young family members and friends may not accompany the school field trip.
❖ All children must be transported utilizing the proper safety restraints mandated by Texas law.
❖ Keep a working cell phone with each group of children at all times.

Pre-approved drivers will be provided the following items that must accompany children in transport:

❖ Emergency Medical Authorization Form on each child in the car
❖ The Emergency Information Folder has detailed instructions for minor emergencies.
❖ First Aid kit.
❖ Each driver must provide proof of valid driver’s license and vehicle insurance.
❖ A permission slip signed and dated by parents for each field trip.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child’s teacher at least three days prior to the date of the trip. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class. An additional day fee of, as well as the cost of the trip and signed permission slip will be due prior to the date of the trip.

POLICY: PARENT PARTICIPATION/VOLUNTEERS  POLICY NO.: 23

Parents are invited and encouraged to be involved in their child’s school activities. There are many different ways in which parents can participate and volunteer at St Matthew’s Day School. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available. Parents not interested in volunteering directly in the classroom may donate items, do maintenance work, or assist in the front office.

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Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, the parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

St Matthew’s Day School reserves the right to make volunteer assignments. St Matthew’s Day School does not guarantee the volunteering parents will be assigned to locations where their child (ren) is present.

POLICY: PARENTAL RESPONSIBILITIES

The success of any child development program is largely dependent upon parent involvement. The most important way for you as a parent to become involved in your child’s learning experiences is simply by showing interest in what your child is doing while in school. Take time to talk with your child about what they did in school. Give special attention to art projects and other things that get sent home. Find a place in your home to display their artwork. Remember that the process that your child went through in making the project is far more important than what the final results are. Do notice the colors, textures and the imagination that went into making the project.

Your child’s teacher will be sending home a folder which will include class work, art work, monthly calendar marked with upcoming events, material requests, Parent Newsletters and much more. Please be sure to read notices that get sent home and feel free to come by anytime to observe your child’s activities. It will make your child proud and important to know that you care and are involved. Please abide by these guidelines to lay a strong foundation to a successful school experience.

❖ Submit all registration paperwork, medical forms, emergency forms, immunization records and other necessary paperwork before your child’s first day.
❖ Immediately report any changes in address or phone number to the office.
❖ Provide change of clothing (weather appropriate) for your child.
❖ Read and respond to all information from teacher and office in a timely manner.
❖ Take an active part in school affairs.
❖ Set up a good health routine at home, including plenty of rest and adequate diet.

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❖ Encourage wide interest in reading materials, sports, music, hobbies and other desirable activities.
❖ Provide stimulating and readable materials at home, such as children’s magazines, encyclopedias, fictional books, biographies, and historical books. Encourage your children to join and use the local library. If you do not have books at home please let us know and you may borrow some.
❖ Show confidence in your children and their ability to make small decisions for themselves.
❖ If possible, volunteer your services when help is needed for various school functions.
❖ Exhibits and encourage students to follow good role models in manners and etiquette.
❖ Make every effort to provide for the physical needs of the child.
❖ Participate in meaningful parent-teacher conferences to discuss your child’s school progress and welfare.
❖ Keep informed of school policies and academic requirements of school programs.
❖ Cooperate with Director and teachers.

23.1 DAY SCHOOL BOARD

In order to gather opinions from a variety of sources, St. Matthew’s United Methodist Day School operates utilizing a School Board. Topics discussed include events hosted by the school, rates, areas of improvements and much more. The board meets on a monthly basis in the evenings, typically the third Thursday of each month at 6pm. Please notify us if you can commit to sharing your opinion for the sake of improving St Matthew’s and volunteer your time once a month.

POLICY: HEALTH AND SAFETY POLICY NO.: 25

“The risk of transmission of the agents that cause infectious diseases is increased when children are gathered into groups for any reason. This risk is particularly significant in day care because of the many close physical interactions between children and adults. The majority of daycare programs attempt to exclude ill children. However, illness among young children is frequent and many parents want to bring mildly ill children to day-care programs. This results in a struggle between staff and parents and a desire for absolute criteria to use to determine when a child’s illness requires exclusion. Day-care personnel criticize parents for demanding care for sick children. In turn, parents criticize day-care programs, believing that their children acquire their illnesses from day-care contacts. The resulting tensions strain parent/staff relationships, negatively affecting the quality of the day-care experience. Unfortunately, an absolute criterion for exclusion of ill children does not exist. Day-care programs base their exclusion policies on two issues:

(1) Risk of transmission of infectious diseases and
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(2) The demand of sick children for increased adult attention, which may exceed the resources of the day-care program”

(Quoted from Pediatrics in Review)

25.1 PRE-ENROLLMENT REQUIREMENTS

Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the school’s office prior to the child’s first day of attendance. All children are required to have a complete up to date immunization record on file at St Matthew’s Day School. This is per our licensing regulations. If you have chosen not to have your child immunized, please provide the director with an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the Day School director to determine whether you have the right to be enrolled and not have your child immunized.

Parents are required to have a waiver on file in place of an immunization record, so that the school can maintain compliance with licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend St Matthew’s Day School. The Physical Examination Form, indicating the child’s fitness to attend St Matthew’s Day School, must be completed by a licensed healthcare professional and returned to the Day School Director. Information can be updated at any time. Outside the office doors under the tuition box you will find Change of Information sheets. These forms can be filled out with updated information and given to office staff or classroom teachers. The information will be update and you will be alerted of the date of change on the information.

25.2 CHILDREN WITH SEVERE ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the “Authorization for Emergency Care for Children with Severe Allergies” form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child’s physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician’s orders and procedural guidelines relating to the prevention and treatment of the child’s allergy. This form can be obtained by request from the school director.

Parents must also execute a “Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies” form. This form releases St Matthew’s Day School from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the “Authorization for Emergency Care for Children with Severe Allergies” form, provided St Matthew’s Day School exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

25.3 COMMUNICABLE DISEASES

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St Matthew’s Day School follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the school Director and is available upon request for review. Additionally, copies can be purchased, for a nominal fee, from the National Association for the Education of the Young Child (NAEYC).

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick their child up, it becomes the parent’s responsibility to arrange for alternate pick up with someone listed on the child’s emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up. Late fees start occurring after 45 minutes of the first notification of the child’s illness.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor’s note stating they are no longer contagious and can return to the program. St Matthew’s Day School reserves the right to refuse to allow a child to return if the school director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 100 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for lose bowels or diarrhea which occur 3 or more times in a 24 hours period of time. Parents are given a courtesy call when the child is on number one so that necessary preparation can be made if the child reaches their third loose BM, vomiting episode, etc. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the school director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the school director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. St Matthew’s Day School will take all measures necessary to protect your child’s confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child’s absence from school. A few examples are listed below.

**DAILY HEALTH CHECK**

Staff will perform a daily health check on each child upon drop off every morning. The daily check will examine whether or not the child has:

**COMPLAINS OF PAIN**

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Signs/symptoms of disease including: Severe coughing, sneezing, breathing difficulty, discharge from the nose, ears or eyes, diarrhea or vomiting.

Should any of these symptoms present themselves the child will be excluded until a medical evaluation allows inclusion. A doctor’s note must be submitted stating that the child is not contagious and indicating the date that they can return to school.

FEVERS

A temperature of 100° F or higher is reason for exclusion from school. A child who has been sent home with a fever of 100° F or higher may return to the school after being fever free for 24 hours without any medication.

SEVERE COLDs

Colds with extreme symptoms of excessive coughing, sneezing, nose drainage that is yellow or green and that interferes with a child’s ability to eat, sleep or play are reason for exclusion.

DIARRHEA

Bowel movements that are extremely loose, watery and frequent are reasons for exclusion. A child should be free from diarrhea for 24 hours before returning to the school.

EXPLANATION – Diarrhea in children is an extremely contagious illness. Bowel movements that cannot be contained in a diaper or a toilet pose a high risk of contagion. Young children, especially infants, may have frequent or loose stools regularly or in response to a variety of conditions, but these are different from diarrhea. One or two meals should be eaten during the “24 hours free from diarrhea” (overnight with no meals eaten should not be considered 24 hours free from diarrhea). Secondary symptoms of crying, pain, refusal to eat, etc., must be considered.

VOMITING

Vomiting is a reason for exclusion. As with diarrhea, 24 hours should pass (with at least one meal eaten) without an episode of vomiting before a child returns to the school.

EXPLANATION – Infants can spit up or throw up for many different reasons. With no other symptoms present we would wait to see if an infant threw up a second time before calling the parent to pick up the child.

RASHES

Rashes must be physician diagnosed for a child to be in the school.

MOUTH SORES

Mouth sores with drooling are reason for exclusion, unless the child’s pediatrician states the child is non-infectious.

CONJUNCTIVITIS

Revised 04/2019
Pink or red conjunctiva with white or yellow discharge, often with matted eyelids after sleep, and including a child with eye pain or redness of the eyelids or skin surrounding the eye is reason for exclusion. A child may return to school 24 hours after medication is begun.

**TEETHING**

Teething is not a reason for exclusion. Teething can cause low-grade fever (under 100 F), crankiness, loose bowel movements and a clear, runny nose. Teething does not cause the exclusionary conditions described above, though.

**SYMPTOMS OF CONTAGIOUS CHILDHOOD DISEASE**

Symptoms of contagious childhood diseases are reason for exclusion. The center however, adheres to the Americans with Disabilities Act in the application of its disease policies. Parents should notify us if their child has been exposed to Measles, Chicken Pox, Roseola, Conjunctivitis (pink eye), Impetigo, Pediculosis (head lice) RSV, Bronchiolitis, Strep Throat, Ringworm and Coxsackie. Exposure to contagious disease is not reason for exclusion.

**SIGNS OF POSSIBLE SEVERE ILLNESS**

Signs of possible severe illness, including unusual lethargy, undefined irritability; persistent discomfort crying or difficult breathing are reasons for exclusion.

In all situations, the St Matthew’s Day School policy will override your child’s doctor’s recommendation. School conditions differ from individual care situations.

**25.4 BITING**

St Matthew’s Day School recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of St Matthew’s Day School cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

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25.5 DISPENSING MEDICATION

St Matthew’s Day School will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor’s note with explicit dosage and administration instructions. St Matthew’s Day School will only give medication to the child for whom the doctor’s note is written and for whom the medication container is labeled. One doctor’s note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor’s note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Form each day that medication is to be dispensed. Medication Forms can be obtained from your school director. Medication Forms, doctor’s notes and medication are to be turned into the center director.

St Matthew’s Day School will dispense over-the-counter, fever reducing/pain medication (ex. Children’s Tylenol, Children’s Motrin) on an as needed basis, with a doctor’s note detailing the recommended reasons for administration and appropriate dosage. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child’s name. (One note and bottle of fever reducing/pain medication is required per child.) Prior to administering fever reducing/pain medication, staff will contact a parent or person listed on emergency contact form, if a parent cannot be reached, to inform them of our need to administer the medication. Staff will also inform the parent or emergency contact person if it is necessary for the child to be picked up due to illness. Refer to the policy listed above regarding picking up ill children. Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

Medication may be administered to your child under certain conditions. The medication is kept in a secure labeled location in the classroom, out of the children’s reach, so you must first check the medication into the front office and complete a medication consent form before giving medication to the teacher. This form must be completed even for over the counter items such as, teething gels, and sunscreen and diaper ointment. Medication cannot be administered to reduce fever. Medication can only be given as directed on the bottle and by the prescribing doctor. The medication must be in the original container, labeled with the child’s full name, and the expiration date. Medication will only be given to the child for whom it’s intended. Please be sure to bring appropriate utensils to dispense medication.

25.6 SUNSCREEN AND INSECT REPELLENT

Sunscreen and insect repellent are community items here at St. Matthew’s. We ask that each parent provides a full bottle of each at the beginning of the year. The teacher will use the sunscreen/insect repellent on each outside visit that the class takes. In the event that your child is brand pacific please let the teacher know so that, they can be sure to only apply that brand to your child. The teacher will alert parents when supplies are getting low and they would like for more donations. Sunscreen and insect repellent should be applied to a child at least once at home to test for any allergic reaction. Aerosol sprays are preferred.

Sunscreen/sun block must provide UVB and UVA protection with an SPF of 15 or higher. Sunscreen may not be used on infants under 6 months of age unless accompanied by a doctor’s note.

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The repellent must contain a concentration of 30% DEET or less. Insect repellent may not be used on infants under 2 months of age. Oil of lemon eucalyptus and para-methane products may not be used on children under the age of three.

All sunscreen/sun block and insect repellent provided by a parent/guardian must be:

- Provided in the original container;
- Clearly labeled with the child’s full name;
- Within the expiration date;
- Appropriate for the age of the child;
- Free of nut ingredients.

### 25.7 FIRE/EMERGENCY DRILLS

St Matthew’s Day School conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the school. Parents must wait until the drill is complete and children have returned to the building to sign their child into school. Parents may feel free to wait with the child’s class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the school during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the school is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the school. If the school is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and school administration during these important and critical situations.

### 25.8 ALTERNATE SAFE LOCATION

Should the administration of St Matthew’s Day School or any emergency services personnel determine the building which houses the school to be too dangerous to be occupied, the staff and children will be
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taken to the location designated in the evacuation plan located in the office by the front door. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

25.9 INCIDENT/ACCIDENT REPORTS

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report.

Parents or persons designated to act as “in loco parentis” are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

Should a person other than the parent or one designated to act as “in loco parentis” pick-up the child, a parent or person designated to act as “in loco parentis” must sign the Incident/Accident Report and return a copy to the school director within 24 hours. Failure to sign and return an Incident/Accident Report in this time period will result in your child’s exclusion from the program until such time as the Report is returned signed.

25.10 FOODS

St Matthew’s Day School participates in the Federal Food Program and provides all necessary food and beverages throughout the day. Outside food is prohibited without director permission due to the Food Program guidelines. All meals are prepared in the kitchen on the property by a staff member that is trained and certified as a Food Manager. All liquids and food that is hotter than 110 degrees F are kept out of the reach of the students. All staff members are trained and educated on food allergies and the necessary precautions that may need to be taken to ensure students are protected. Allergies list are posted in each classroom, the office, as well as the kitchen. Breakfast, lunch and a mid-afternoon snack will be served daily. Supper and an afternoon snack is served to students who arrive after 2:30 in the afternoon. All meals are family style, with the children sitting at tables, to promote good manners, eating habits and socialization skills. Staff will encourage children to eat their main entrée first, followed by healthy snacks. St. Matthew’s Day School is currently a part of the CACFP to help promote a healthy lifestyle and eating habits, by ensuring that healthy meals and snacks are served to all students enrolled within the Day School.

All age groups:

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For the safety of your child, parents are required to provide notification, in the form of a doctor’s note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information. Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets) St Matthew’s Day School never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

Infant classrooms:

Parents are required to complete a feeding schedule for their child on a monthly basis, or as the child’s feeding requirements change. Staff will complete a daily chart for each child detailing for the parent what the child ate, when, and how much. Breastfeeding mothers are welcome to come to the center during the day to feed their child. As well as store frozen breast milk. Appropriate, private feeding locations will be made available. Please discuss your desire to come to the school to breastfeed your child with the director. Upon request, breastfeeding education and support resources within the community can be provided to parents.

25.11 FIREARMS AND WEAPONS

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

POLICY: PHOTO

St Matthew’s loves to show off all the smiling faces of the children we care for. However, that is not always the case for parents or guardians. You as a parent or guardian have the right to opt out of picture taking of your child.

Public places pictures are a different aspect. Example pictures taken in a fieldtrip setting to a public place such as the Zoo or the park overrides the picture policy that is in place.

Here at St Matthew’s we know parents like to share class and group photos on social media sites. This is a violation of privacy if more than your child is in the photo.

As a general rule only take photos of your own children if you don’t have direct permission from the Day School or the child’s parent that must be in writing.

POLICY: NUTRITION/ PHYSICAL ACTIVITY

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Obesity rates among American infants, toddlers and young children have risen along with rates among school-aged children. Over the past four decades, obesity rates among preschool children ages 2 to 5 have nearly quintupled, from 4 to 19 percent. At the same time, the number of young children receiving care in child-care settings has increased. At least 60 percent of infants and children up to age 5 currently spend an average of 29 hours each week in some form of child care setting. Child care centers and family child care homes serve an important role in helping young children develop good eating and physical activity habits. St. Matthew’s Day School cares about the health of the children that we serve. In an effort to improve the health of the children that we serve, we are implementing the following nutrition and physical activity policies.

Physical Activity

- Screen Time Limitations
  - a) Children younger than 3 years will not have any screen time (TV viewing, video games, computer time, etc.).
  - b) Children over the age of 3 years will be limited to no more than 60 minutes per day of screen time (TV viewing, video games, computer time, etc.).
  - Programs are educational in nature or actively engage the child (ren) in movement.

Physical Activity Standards

Day School staff will interact with infants in daily physical activities that encourage active exploration of the infants’ environment. All Day School students will engage in at least 60 minutes of structured/unstructured physical activity daily. Structured physical activity time will utilize evidence-based curriculum on a regular basis as set within their classroom schedules. Withholding entire physical activity time is not allowed to be used as a form of discipline. Students are not allowed to be sedentary for more than 60 minutes at a time except when sleeping.

Nutrition

- Drinking water is freely available for children throughout the day.
- Only 1% percent milk is served to children older than 2 years.
- Juice served if any is limited to a total of 4-6 oz. or less per day for all students, and only 100 percent juice is served.
- High-calorie, low nutrition foods (cakes, cookies, chips, candy, frozen treats and other sweets) will be served infrequently, if at all.
- Day School staff members dine with the students to encourage them to eat a variety of food and observe table manners.
- Food is not allowed to be used as a basis for discipline, reward or incentive.
- Students are encouraged, but never forced, to eat.
- For special celebrations and birthdays we will encourage parents to provide healthier options like fruits and vegetables or low-fat goods instead of sugary treats.

POLICY: ADDITIONAL INFORMATION

POLICY NO.: 28

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NONDISCRIMINATION STATEMENT

The US Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of color, race, national origin, age, disability, sex, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities)

TUITION RATES

Full Time Day School
6:30am-6:00pm
Breakfast, lunch and snack included

<table>
<thead>
<tr>
<th>Age</th>
<th>Weekly</th>
<th>Monthly</th>
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</thead>
<tbody>
<tr>
<td>6 weeks-12 months</td>
<td>$170</td>
<td>$725</td>
</tr>
<tr>
<td>12-24 months</td>
<td>$160</td>
<td>$700</td>
</tr>
<tr>
<td>2’s</td>
<td>$150</td>
<td>$675</td>
</tr>
<tr>
<td>3-5</td>
<td>$140</td>
<td>$650</td>
</tr>
</tbody>
</table>

Late Fee’s $20

Day School
6:30am-12:00pm
Breakfast, and lunch included

Late Fee’s $20

Holiday Season
Impromptu students only

$45 daily

Supply Fee (Due Sept 15 and Jan 15 $50 every year)
Late Fee’s $10
Drop in Students $25

Before School Care
Student must be enrolled in after school care
$20 weekly

After School Care:
$50 weekly

Full Day (school holidays):
$45 daily

Summer Camp:
$170 weekly

Summer Camp Supply Fees:
$50 (due May 1)

Return Check Fee $36.00

10 % Sibling Discount

Registration (non-refundable)
Due upon enrollment Per child
$100

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