



Parent Handbook

"Academic Excellence and Christian Faith dedicated to Young Lives"

Welcome to St. Matthew's Montessori School! St. Matthew's Montessori School is a Christian School in the tradition of the Anglican Catholic Faith. We believe that Jesus is the Son of God and the Savior of the world. Our teachers are believing and practicing Christians. Our classrooms display symbols of the faith. Our curriculum includes age-appropriate Bible stories. We say prayers before meals, and at other times throughout the day. We observe the major feasts of the Christian year. We believe that faith is not merely one part of life; faith is the assumption that governs all aspects of our life.

Please carefully read through the following important information regarding our upcoming academic school year. Kindly read the detailed information about our school below:

- The first day of school is the second Monday in July of the current school year.
- It is required by law to sign your child in and out each day, legibly printing your name then using your full legal signature on the sign in sheet located in the school office, **your best emergency contact number each day if that changes from the file**, and the time of drop off and pick up. Sign in/out is also available through the Smartcare app and the QR code sign located in our front office.
- Our academic day begins promptly at 9:00 a.m. and ends at 3:00 p.m. St. Matthew's Montessori School offer's extended care (*Kids' Club*) from 7:35 a.m. - 9:00 a.m. and 3:00 p.m. - 5:25 p.m. at a monthly rate. Due to teacher/student ratio, school families **must** apply to the extended-care program through Ms. Marie in advance. **Kindly do not bring your child before 9:00 a.m. unless they are enrolled in our Kids' Club Program. Likewise, please sign out your child and exit the school/playground on or before 3:00 p.m. (the playground is open to Kids Club students only before and after school for safety and licencing regulations) if not enrolled in Kids' Club, otherwise the monthly Kids Club flat fee.**
- The State of California requires all enrollment paperwork including immunization records submitted or emailed school@stmatthewsnewport.com administration prior to the first day of school.

- For safety and school-wide continuity of philosophy, all children are to be in **full uniform every school day**. Please see and adhere to our Dress Code Section of the Parent Handbook for more information.
- **All students are required to keep a complete set of extra clothes, face masks in a large plastic baggie if needed, a fitted crib sheet and, small blanket** must be brought to school each week in a backpack that is left on their school hook and picked up every Friday. Kindly return cleaned linens on Monday morning in the student backpack. Additionally, students should have a lunch box and a water bottle. Be sure to label or write the students names on all personal belongings.
- Each student brings their own lunch and two snacks inside a lunch bod and, a water bottle labeled with the student's name. Water bottles are refilled after lunchtime or before as needed and there is also water available in the classrooms and a drinking fountain on the playground. Myplate.com has food guidelines and suggestions for healthy eating for optimal brain development.
- Tuition is due on the 1st of the month and is considered late after the 5th of the month, regardless of if the 5th falls on a weekend or weekday. For example: July's tuition is due on July 1st, and to be received no later than July 5th. There is a \$50.00 late fee for tuition not received by the fifth of each month.
- **Our Parent Back-to-School Night Venue is September TBD.** Although our year-round school year starts in July, this will give the ability to touch base in the new season, clarify best school/home practices, as well as re-familiarize parents with our Montessori program for the remainder of the year. Please note, **Back to School Night is for teachers and parents only.**

Thank you again for choosing St. Matthew's Montessori School. My direct contact email is marie@stmatthewsnewport.com. I welcome our communications so do not hesitate to stop by my office to visit, email or Zoom conference. I look forward to serving your families' Montessori educational experience and our Christian community in the years to come!

Serving Christ's Children,

Ms. Marie

Marie Pickard, M.A.Ed.

Director of School

St. Matthew's Montessori School

2300 Ford Road

Newport Beach, CA 92660

(949) 219-0915

Your Child's First Day of School

1. When you arrive at school please print and sign your child in at the office, **write down an emergency number on the sign-in sheet if its different than what we have on file** and we will walk your student to class. At the sign-in counter, please be sure to look for parent notes and reminders attached to the sign in/out clipboard.
2. Students should bring a lunchbox with a lunch daily (see suggested healthy lunch selections on myplate.com), two snacks (from two food groups daily) and a water bottle or canteen with fresh water. Water is also available at school for refills.
3. **Please bring a complete change of labeled clothes and shoes for your child stored in the students' backpack, including:**
 - Shirt
 - Pants or Shorts
 - Socks and Shoes
 - Underwear
 - Mask
 - Sweatshirt
 - Shoes (athletic tennis shoes)
4. For your students rest time or nap, please bring a backpack with your child's name printed on the outside. Inside the backpack, please **provide a crib size sheet (used to cover mats) and a small blanket; do not bring a pillow.** Every Friday the backpack, sheet, and blanket and backpack contents are sent home in the students backpack to be washed. Please return clean bedding in student backpacks every Monday morning.
5. A copy of your child's immunizations, first month's payment, Registration and Fees and all school and State of California enrollment and COVID-19 waiver forms are required **prior to your child's first day of school.**
6. Kindly sign and return the last page of the parent handbook prior to the first day of school.

Welcome to St. Matthews Montessori School. We are blessed to have your family join our school family!

Montessori Goals/Objectives of the Primary Curriculum

Practical Life:

The Objectives of the Practical Life exercises are:

- To help the child adapt to his/her environment.
- To care for himself/herself
- To enable the child to develop independence.
- To enable the child to develop coordinated and controlled movement.
- To establish him/herself in society through courteous relationships with others

Sensorial Materials:

The Sensorial Materials aid the child in the process of classification of his/her environment through discrimination, comparison, contrast and gradation of size, shape, color, etc. thereby helping the child to develop order

Language:

The objectives of the Language exercises are:

- To develop and expand the child's ability to communicate through spoken language
- To explore the sound/symbol relationship
- To express themselves through written work
- To use the Practical Life and Sensorial Materials to develop order, sequence, and controlled movement

Mathematics:

The mathematics work progresses from the general to the specific using concrete materials and identifying language. The mathematics exercises are foundational work exploring ways in which quantities are related to one another by:

- Identifying number symbols
- Identifying quantity
- Associating basic number symbols and quantity
- Exploring similarities and differences between quantities

Geography/Social Studies:

Geography and Social Studies help the child become aware, understand, and appreciate the history and diversity of world cultures, the reality of human interdependence, and the need for world cooperation. The child first understands the basic "Needs of Man": food, shelter, clothing, transportation, defense and spiritual needs. To examine and explore the physical (geographical) and political (cultural) context the child is provided:

- Identifying language
- Sensorial input of shapes
- Opportunities to increase manual dexterity
- Comparisons and contrasts of cultures

Science:

To examine and explore the plant and animal world through awareness and exposure to life the child explores:

- Identifying language
- Asking questions
- Providing explanations
- Demonstrating simple experiments
- Drawing and writing
- Enabling the child to care for his/her environment

Philosophy, Goals, Policies and Procedures

PHILOSOPHY AND GOALS

- Children enter the world as unformed beings. Born with tremendous potential, they possess great ability to complete the difficult task of their own construction, eventually developing into full formed, fulfilled, and responsible individuals.
- They cannot accomplish this task in an immobile state, but rather, through purposeful movement, discovery and exploration. The teacher's critical role is to foster, promote and protect this all-important evolution. Our mission is to provide academic excellence to prepare young hearts and minds for the challenges of life.
- St. Matthew's Montessori School offers an educational program for children two years nine months to six years of age. Our highly trained teachers provide a rich, individualized academic environment promoting independence and optimum scholastic achievement. All staff members are dedicated to the Montessori approach of education and lifestyle, which respects each child's self-concept and developmental needs. The teachers design individualized programs in accordance with each child's social/emotional needs, academics, and physical development, with emphasis on values and integrity.
- The Montessori concept of education allows children to experience the joy of learning at an early age, and provides an environment in which intellectual, moral, creative, physical, and social growth flourish.
- The Montessori approach to education recognizes the potential of the young child and attempts to develop this potential by means of a "prepared environment," utilizing specially trained Montessori teachers and special teaching material and apparatuses. The Montessori Method provides the vehicle whereby the child may attain inner discipline and control; he becomes the intelligent, responsible master of himself, and our purpose is achieved.
- Dr. Maria Montessori, the first woman to graduate from the University of Rome College of Physicians and Surgeons, began her work with children as a physician. In later years, she became an educator and anthropologist. Through her observations and work with the children, she discovered their remarkable, almost effortless ability to absorb knowledge from their surroundings. Children teach themselves! This simple, profound truth inspired Montessori's lifelong pursuit of educational reform, curriculum development, methodology, psychology, teaching and teacher training – all based on her dedication to further the self-creating process of the child. The staff at St. Matthew's Montessori School includes certified Montessori trained teachers who are eager to provide such an environment.

ADMISSION

- **Children 2.9 to 6 years of age may be considered for school admission. In order to be accepted, two-year old, students must have an acceptable concentration span, be able to follow directions, and must be potty trained without exception.** A personal interview is required of prospective students and parents so that proper placement may be determined. **All students are subject to a two-week trial period.**
- **ENROLLMENT**
The enrollment process includes submitting Admission forms together with the enrollment fee. **The enrollment package must be completed before the child's first day.** Prior to admission, it is required for parents to submit the State of California's physician's report which covers the child's general health, physical and emotional maturity, special needs, and immunization history. Parents may be exempt from submitting a physician's report if they provide the required health history information and a statement that indicates their (a) acceptance of full responsibility for the child's health; (b) refusal to obtain a medical examination for their child; (c) request that no medical care be given to the child. A child may be exempt from immunization requirements when (a) his physician recommends against immunization on medical grounds.

ENROLLMENT PLANS

- St. Matthew's Montessori School is open weekdays during the year except national holidays, or otherwise specified on the school year calendar (subject to change). Please refer to updated calendars that are subject to change by school administration throughout the school year and the monthly emailed news messenger.
- The enrollment period begins in July and continues for one full year (until the end of June). The annual tuition is divided into twelve equal payments which may be paid in full or monthly.

PAYMENT POLICY

- Monthly payments are the same regardless of the number of school days in a month or the number of days a child attends. If a child is enrolled mid-year, tuition is prorated monthly. **There are no reductions in tuition for illness, vacations or other reasons.**
- Tuition and extended care (Kid's Club) payments are due on the 1st of the month. The first payment is due on July 1st, or at the time of enrollment. If it is not received by the 5th, it is past due regardless of if the 5th falls on a weekend or weekday, and a \$50 Late Fee will be charged. **If payment is not received by the 5th day of the month, the child is considered no longer enrolled in the school and attendance will be terminated.**
- A ten percent discount for the second and third child applies on a financial need's basis.
- There is a \$50 fee for returned checks to cover administrative and bank charges.

- Written notice will be provided to parents thirty days in advance of annual program rate changes likely each December.

A school family of a child who is not enrolled in our regular daycare (Kid's Club) program may make use of this service on an emergency basis for the flat monthly fee. The parent must advise with the Director of school for availability if desiring for their child to attend. Please plan in advance in writing to the director of school should you need to bring your child early or leave them past their scheduled program time.

- **Our school closes promptly per California State Licensing at 5:25 p.m.; no exceptions. All children must be picked up and exit the building no later than 5:25 p.m. without exception. If there is an unforeseen emergency which prevents the parent from arriving by 5:25 pm, the parent must plan for an authorized adult to pick up their child at or prior to 5:25 pm. Children may be brought to the school as early as 8:55 a.m. and picked up as late as 3:00 p.m. without an additional fee. Students who are not enrolled in Kid's Club who are dropped off prior to 9:00 a.m. or picked up or remain at school after 3:00 p.m. will incur the monthly flat Kids Club fee. The penalty for late pick-up is automatic withdrawal from our Kids' Club Program.**
- For all students, there is a yearly, non-refundable registration and organic living program fees and program pricing is subject to increase annually.

ATTENDANCE

- St. Matthew's Montessori School offers full-day sessions. The full day begins at 9:00 a.m. and ends at 3:00 p.m. If a child is absent three days in a row, the school office must be informed of the reason for the absence as well as a probable return date.
- Punctuality is essential in all classes.

EARLY WITHDRAWAL

- **Parents are required to give the school thirty day's written notice or Withdrawal Form if it becomes necessary to withdraw a child for any reason. The child's enrollment term extends thirty days after the date of written notice whether the child attends school or not, and this tuition payment must be submitted prior to the child's last day. Under no circumstances will this requirement be waived. Children withdrawing for a vacation will be placed on an interest list to return subject to placement availability.**

EXTRA-CURRICULAR SUBJECTS

- Each year extra-curricular classes may be offered. Please refer to the current list and fee schedule. A child may attend these classes only after enrolling with the authorization of his/her parent. The specific extra-curricular application form and appropriate fee are to be submitted to the office. **All program questions and inquiries are made directly through the specialist staff via their contact information provided.**

CENTER SUPPLIES

Supplies for the children in the Children's House Program are mostly provided by the school with an added annual books and materials fee. **Our TK/Kindergarten/Virtual School program annual books and materials fee is in addition to the monthly tuition.** This may be paid in advance or added on to the start date of monthly tuition. The materials fee is listed on your enrollment form.

ARRIVAL AND DEPARTURE

- A brief, loving good-bye is the beginning step towards independence. Prolonging it only enhances frustration to both parent and child. A positive parental attitude is key to your child's successful adjustment. **Please maintain appropriate safe driving speed in our parking lot at 2 mph only. Handicap parking is reserved exclusively for those who have a plaque and require its use only. All are prohibited from leaving a child and or children unattended on foot or in a car in the St. Matthew's Church and School campus or parking lot. School staff may not and are not responsible for watching children in the parking lot at any time.**
- State regulation requires a sign-in and sign-out procedure to transfer responsibility for children between the parent/adult and the center each day. A sign-in/sign-out sheet is provided daily in the front office. **An authorized adult, 18 years of age or older must mark the time of arrival at drop off and time of pick-up with a full legible printed name and a legal signature next to the child's name on the appropriate sheet and a daily emergency phone number and or sign in electronically with on our tablet using the Smartcare Tuition Management systems QRC Code.**

DISCIPLINE

- The staff at St. Matthew's Montessori School does not use corporal punishment or other intimidating means of discipline. Our approach to discipline is that of communication with mutual respect. Problem behavior is redirected into positive action. Occasionally a child may need time to collect their thoughts and feelings. The teacher may invite the child to participate in an activity or taking a short *cool down walk* with an open invitation to return when the child feels ready. If there is a reoccurring behavior and it becomes necessary to involve the parent, it is done with a spirit of cooperation. If further professional help is required, it is done with all parties equally contributing their efforts to help the child. If such a program is entered, the child's enrollment automatically becomes probationary, contingent upon the meeting of predetermined goals within a specific time period. If the goals are not met within the allotted time, another school placement will be recommended for the child.
- This approach of school-parent-professional communication applies to academic and emotional concerns as well as to the behavioral situations.

DISMISSAL FROM THE CENTER

- **Nothing in this handbook prevents the school from disenrollment of a child from the school IF, in the opinion of the school, the school and/or child's best interest is served by dismissal and may be done so without prior notice.**

DISASTER PREPAREDNESS

- St. Matthew's Montessori School holds fire drills and earthquake drills on a regular basis. The center is stocked with emergency supplies, which are rotated and checked frequently. In case of emergency, children will be supervised at the center until parents arrive or a maximum of 48 hours following a major earthquake, crises or disaster. After this time, students are deployed to the nearest central disaster site where additional assistance and counseling are available. Kindly refer to our emergency disaster plan located in the school office and classrooms for more specific and detailed information.

DRESS CODE

- All children must come to the center with a clean, neat appearance, and be dressed appropriately in **school uniform and closed toe athletic shoes** and socks for the day's activities; all must observe basic rules of personal hygiene. **A daily bath, clean hair, clipped fingernails and brushed teeth are expected. All children attending St. Matthew's will be expected to wear uniforms, Monday through Friday. Please visit vickimarsha.com for more information on colors and special mass day dress. Note: Three (5) Free Dress Passes are awarded to students to use throughout the year.**

CHANGE OF CLOTHING

- **Each child must bring a complete change of clothing in a clearly labeled inside their backpack. If the child uses them, they will be sent home and must be replaced on the following school day. It is the parent's responsibility to replace clothing as the child grows into a new size or as weather changes.**

**If your child runs out of extra clothes, replacement clothes/clothing may be provided, with your account charged for replacement items on the next month's billing cycle.

NUTRITION (LUNCH, SNACK)

- St. Matthew's Montessori School observes a "low sugar" (sugar listed as fifth ingredient or lower) policy in the interest of the children's health and behavior.
- Children bring their own lunches to the center, standard-size lunch pails should be used. For an on-sight all-day field trip, children should bring their lunches in a labeled, disposable lunch bag including a juice box. We suggest that the children participate in the preparation of their lunches as an extension of their cooking, chef school and nutrition lessons at school. Any uneaten food will be sent home to help parents determine appropriate portions for their children. Forgotten lunches will be replaced with Emergency Lunches and your account charged a fee accordingly.

Birthday Celebrations:

- To support individual student's healthy lifestyle program and the potential of allergies, there are no food items brought in for birthdays or at any time. A book or classroom material donated to your student's classroom in honor of their Birthday is a wonderful way of celebrating a legacy for your student! Kindly see the school director for approval of your student's birthday celebration.

GUIDELINES FOR STUDENT LUNCH

Organic Foods from the Four Basic Food

Groups:

- fruits and vegetables
- meat, chicken, fish
- milk or soy based product
- grains, cereals

Sandwich Ideas (whole grain bread / organic and without nitrates)

- beef
- chicken
- turkey
- cheese
- egg salad
- hard-boiled egg
- fruit preserves or sunflower seed butter

Raw Cut Vegetables

- carrot strips
- celery sticks
- radish slices
- cauliflower
- cucumber strips
- cherry tomatoes cut in half
- green pepper strips
- jicama strips
- turnip strips
- lettuce

To Drink

- organic milk
- organic green vegetable juice
- pure organic juices (apple, grape, pineapple, orange, etc.)
- water

Organic Dried Fruit

- apples
- mango
- pineapple

Organic Fruits

- apples
- bananas
- cherries (cut in half)
- grapes (cut in half)
- tangerines
- pineapple
- peaches
- plums
- strawberries
- oranges
- pomegranates
- pears

Organic Treats

- 100% fruit bar's
- granola cereal and yogurt
- wheat crackers and hummus
- seeds: pumpkin, sesame, sunflower, etc.
- baked breads (date, zucchini, pumpkin)
- pretzels (unsalted)
- rice round crackers / rice cake

Please refer to the following lists to help in your lunch and snack preparation.

Acceptable: raw brown sugar

Unacceptable: (unless at 5th on list of ingredients) sugar, corn syrup, sucrose, all corn syrups.

Please bring your child's lunch in an insulated lunch box with appropriate ice packs as necessary or thermos to keep healthy food choices hot/cold. We are unable to refrigerate or heat up children's lunches.

REST TIME

- By state law, the school provides a rest period for all children. This is part of the Montessori experience as well. Inside the backpack, please provide a crib sheet (used to cover mats) and a small blanket; do not bring pillows. Every Friday the backpack, sheet and blanket will be sent home with your child to be washed. Please return clean bedding every Monday morning.

FIELD TRIPS

- Children, on special occasions, may participate in an **on-site field study**. Children participating will need to have a permission form completed and in the school's possession prior to the trip. Parents will be given at least two weeks notice of upcoming trips. Sack lunches are requested the day of the trip.

TOYS

- **At school, toys, valuables or sentimental items can become lost or broken and this can be very distressing to a child. Parents are asked to monitor carefully what the child brings to school. Items labeled keep out of reach of children such as hand sanitizer, lotions, etc. may not be brought to school in backpacks.**

MARKING OF ALL BELONGINGS

- Parents are advised to clearly label all of the child's belongings, including sweaters, jackets, extra clothing, educational items brought to share, books, and school supplies. Children are taught to be responsible for their own possessions.

RELEASE AUTHORIZATION

- **Children will not be released to any person other than a parent, legal guardian, or someone duly authorized in writing in the students file.** At the time of enrollment, parents are asked to list those people authorized to pick up their children, and we ask that notification be given to school if one such authorized person shall come for pick up of your child. We have a form in the office you are able to fill out; email notification is acceptable with the addition of a personal phone call by

the parent. If it becomes necessary to have someone not listed pick up a child, a written release and a phone call must be provided by the parent. **All persons other than parent or legal guardian must be able to identify him or herself with pictured ID at pick-up and be a minimum of eighteen years of age.**

ILLNESSES AND MEDICATION

- **An ill child will not be allowed to enter the classroom. If a child becomes ill at school, the parent will be contacted to arrange for the child's care.** The child may be kept in the front office for a brief period until the parent arrives. **The child must be picked up by the parent or authorized person within 15 minutes of notification. We regret that no medication may be administered at St. Matthew's Montessori School. Parents may administer medication during the school day as required. There is great danger in sending any medication or items labeled "keep out of the reach of children" amongst your child's belongings to the school and is prohibited.**

INCIDENTAL MEDICAL SERVICES POLICY

St. Matthew's Montessori School (Licensee), will provide incidental medical services to children enrolled at the Center providing the Center can meet the child's needs at the time of admission and throughout the child's attendance at St. Matthew's Montessori School.

Types of incidental medical services that may be provided include: Blood-Glucose Monitoring for Diabetic Children; Administering Insulin by Injection or Pump; Administering Anti-Seizure Medication; Administering Inhaled Medication; EpiPen JR. and EpiPen; Glucagon Administration; Gastrostomy Tube Care; Emptying an Ileostomy Bag; and any other incidental medical services contingent upon approval from the Department of Social Services – Community Care Licensing.

Incidental medical services may be provided only when the child's doctor or authorized representative (any person or entity authorized by law to act on behalf of any child such as, but not limited to, a minor's parent, a legal guardian, a conservator or a public placement agency, has provided written authorization and obtained written instructions from the child's physician.

The licensee obtains express written consent from the child's parent/authorized representative to permit the licensee or designated medical staff member to carry out the physician's medical orders for a specified child.

The licensee has obtained from the child's parent/authorized representative a copy of a written medical order prescribed by the child's physician. The medical orders will include:

- A description of the incidental medical service needed, including identification of any equipment and supplies required.

- A statement by the child's licensed physician that the medical orders can be safely performed by a layperson.
- Description from the child's licensed physician of the training required of the facility licensee or designated responsible staff to carry out the physician's medical orders for a specified child and whether the training can only be provided by a licensed medical professional.
- If the medical orders include the administration of medication by the licensee or designated responsible staff, the physician's orders shall include the name of the medication; the proper dosage; the method of administration; the time schedules by which the medication is to be administered; and a description if any potential side effects and the expected protocol, which may include how long the child may need to be under direct observation following administration of the medication, whether the child should rest and when the child may return to normal activities. The licensee will be responsible to ensure the following:
 - Provide a locked storage cupboard and/or refrigerator, located in the Office and or classroom, to store all medication, equipment and supplies.
 - The facility has obtained from the parent/authorized representative of the child the medication, equipment, and supplies necessary to carry out the medical orders of the child's physician.
 - The licensee or a designated responsible staff member who carry out the medical orders prescribed by the child's licensed physician will not in any way assume to practice as a professional, registered, graduate or trained nurse.
 - The licensee or a designated responsible staff member who has been trained to carry out the physician's medical orders will be onsite or present at all times when the child is in care.
 - The licensee or a designated responsible staff member is to gather all medication, equipment, and supplies to transport with the children in case relocation of the children is necessary due to a disaster.
 - In the case of an on-site field trip, a designated responsible staff member and/or the child's parent/authorized representative will accompany the child. The child's medication, equipment and supplies will be brought along in the classroom's emergency backpack.
 - The licensee or designated responsible staff members who are to carry out the physician's medical orders have completed the training indicated by the child's physician. This training may be provided by the child's parent/authorized representative or medical personnel depending on the physician's orders
 - The licensee or designated responsible staff members who are to carry out the physician's medical orders shall comply with proper safety precautions, such as, wearing gloves during any procedure that involves potential exposure to blood or body fluids, performing hand hygiene immediately after removal and disposal of gloves, and disposal of used instruments in approved containers

Facility Record Keeping and Notification

- Maintain a written record of when the medical orders have been performed, including if medications have been administered and inform the parent/authorized representative of each occurrence when the medical orders have been carried out. In the case of an emergency, the child's parent/authorized representative will be contacted immediately by telephone to the number that is indicated on the medical orders/emergency contact card.
- Maintain, in the child's file, a copy of the parent/authorized representative written authorization.
- Maintain, in the child's file, a copy of the written medical orders of the physician.
- Maintain, in personnel files, a copy of the written verification that the licensee and designated responsible staff have completed the training required by the physician's medical orders.
- The Department of Social Services – Community Care Licensing is to be notified if any serious incidents occur per the timeframe dictated by DSS.

EMERGENCY CARE

- In the case of illness, accident, or injury to a child, the parents will be notified, and instructions for the course of action will be obtained from the school or designated hospital. Parents will be informed of minor scrapes and bruises at the end of the day, in the form of a parent meeting, communication or accident report.

CALIFORNIA CAR SAFETY SEAT LAW

- Children under age 8 must be properly buckled into a car seat or booster in the back seat. Leaving a child unattended in a car at any time is prohibited. For answers to your child safety seat questions, contact your local health department or visit [cdph.ca.gov/vosp](https://www.cdph.ca.gov/vosp).

LEAD ADVISEMENT

- For information on Lead Poisoning Facts, please visit the California Department of Public Health's website at <https://www.cdph.ca.gov>

OBSERVATION OF CLASSROOMS

- Parents are encouraged to visit the school and observe the classrooms following state and school policy by appointment with the Director of School.

PARENT-TEACHER CONFERENCES AND REPORTS

- Parent-teacher conferences are traditionally scheduled in November and May/June. Additionally, written reports are completed twice a year. Additional meetings may be scheduled at times that are mutually convenient for the parent and teacher. Please see your child's teacher to pre-schedule a good time to meet so that you will have her full attention, and so that she can be available for all children during program hours.

NONDISCRIMINATION

- St. Matthew's School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered program

Important Health Information

Please be aware that we will send students home for any of the following reasons:

- **Biting**
- **Fever**
- **Rash**
- **Vomiting**
- **Dysentery**
- **Persistent cough**
- **Persistent runny nose**
- **Suspect of a communicable disease**
- **Any wound or sore not properly covered that is oozing or draining**
- **COVID-19 exposure**

FEVER

- **A student with a fever over 100F, or who is sent home from school due to having a fever, must be fever free for at least 24 hours before returning to school without having taken fever reducing medication.**

ANTIBIOTICS

- If antibiotics are prescribed for a student, they must be on the antibiotic for a minimum of 24 hours before returning to school AND in compliance of the school Illness and Medication Policy.

CALIFORNIA CAR SEAT POLICY

- As stated above, California law requires that children remain in rear-facing car seats until they are age 2 or either weigh more than 40 lbs. or are more than 40 inches tall.
- However, the American Academy of Pediatrics (AAP) has issued guidelines encouraging parents to keep children in rear facing car seats as long as possible. Many rear-facing car seats accommodate children who are larger than the California limits. AAP recommends that children who are older than 2 years old are advised to continue use of the rear-facing as long as they fit within the car seat manufacturer's recommended size for their car seat.
- Generally, the AAP has moved away from age-specific recommendations and toward criteria related to the height and weight of the child.
- The California Car Seat Policy is posted in our school office

CALIFORNIA LEAD IN WATER NOTICE

- St. Matthew's continues best practices in our classrooms for fresh daily filtered water, outdoor drinking fountain and posting of public water information in our school office.

CALIFORNIA INTEGRATED PEST MANAGEMENT (IPM)

- The goal of St. Matthew's Montessori School's IPM Policy is to implement IPM focusing on long-term prevention or suppression of pests through accurate pest identification, by frequent monitoring for pest presence, by applying appropriate action levels and by making the habitat less conducive to pests using sanitation and mechanical and physical controls. Pesticides that are effective will be used by a licensed pest control business in a manner that minimizes risks to people, property, and the environment, and only after other options have been shown ineffective.

SCHOOL EMPLOYEES – OTHER EMPLOYMENT

While employed by SMCS, employees are expected to devote their energies to your student's priority and their jobs with SMCS. Employment that directly conflicts with SMCS' essential business interests and disrupts school operations is strictly prohibited. For example, **employees, school and extra-curricular staff are strictly prohibited from babysitting, tutoring or working for current or past SMCS families or students.** EMPLOYEE's ONLY who wish to engage in additional employment that is not any way related to, or conflicts with, their employment with SMCS must submit a written request for employment to the Director of School. If the additional employment is authorized, SMCS assumes no responsibility for it. SMCS shall not provide Workers' Compensation coverage or any other benefit for injuries occurring from, or arising out of, said additional employment. Authorization to engage in additional employment can be revoked at any time. Employees are prohibited from pursuing, or engaging in, outside employment (including self-employment) while on any type of approved absence or leave from SMCS, paid or unpaid. **Violation of this policy subjects the employee to disciplinary action up to, and including, termination and termination of student enrollment.**

Children's House (Preschool) Daily Schedules*

Room 1

8:45-9:00	Arrival to classroom
9:00-9:20	Potty/wash hands, morning attendance, sharing, stories, calendar, group presentations
9:20-10:15	Montessori work time: Practical Life, Sensorial, Math, Language, Geography & Science
10:15-10:30	Potty/wash hands, group snack
10:30-11:00	Outside recess (weather permitting)
11:00-11:30	Bible lesson/art project/story time/music/poems
11:30-12:00	Lunch (exercise grace & courtesy with prayer)
12:00-12:15	Clean up/potty
12:20-2:00	Naptime/quiet time
2:00-2:45	Montessori work time, other activities (art, music, story time)
2:45-3:00	Departures / Clean-up, prepare to go home or Kids' Club

Room 2

8:45-9:00	Arrival to classroom
9:00-9:20	Potty/wash hands, morning attendance, sharing, stories, calendar, group presentations
9:20-10:15	Montessori work time: Practical Life, Sensorial, Math, Language, Geography & Science
10:15-10:30	Potty/wash hands, group snack
10:30-11:00	Bible lesson/art project/story time/music/poems
11:00-11:30	Outside recess (weather permitting)
11:30-12:00	Lunch (exercise grace & courtesy with prayer)
12:00-12:15	Clean up/potty
12:20-2:00	Nap /quiet time
2:00-2:45	Montessori work time, other activities (art, music, story time)
2:45-3:00	Departures / Clean-up, prepare to go home or to Kids' Club

**Please note that this schedule is a typical day for our preschool rooms. This schedule may change due to special activities or celebrations.*

T/Kindergarten Daily Schedule*

Room 3

8:45-9:00	Outside recess (weather permitting)
9:00-9:30	Wash hands, morning attendance, sharing, stories, calendar, group presentations
9:30-11:15	Individual snack & Montessori work time: Math, Language, Reading, Workbook, Story Writing, etc.
11:30-12:00	Outside recess (weather permitting)
12:00-12:10	Wash hands, prepare for lunch
12:10-12:40	Lunch (exercise grace & courtesy with prayer)
12:40-12:45	Clean-up
12:45-1:15	Outside recess (weather permitting)
1:15-1:45	Nap / Rest time / Quiet Time
1:45-2:45	Cultural Studies: Geography/Spanish/Art/music/story time
2:45-3:00	Departures / Clean-up, prepare to go home or Kids' Club

Room 4

8:45-9:00	Outside recess (weather permitting)
9:00-9:30	Wash hands, morning attendance, sharing, stories, calendar, group presentations
9:30-11:15	Individual snack, Montessori work time: Math, Language, Reading, Workbook, Story Writing, etc.
11:30-12:00	Outside recess (weather permitting)
12:00-12:10	Wash hands, prepare for lunch
12:10-12:40	Lunch (exercise grace & courtesy with prayer)
12:40-12:45	Clean-up
12:45-1:15	Outside recess (weather permitting)
1:15-1:45	Nap / Rest time / Quiet Time
1:45-2:45	Cultural Studies: Geography/Art/music/story time
2:45-3:00	Departures / Clean-up, to Kids' Club

**Please note that this schedule is a typical day for our classrooms. This schedule may change due to special activities or celebrations*



**Acknowledgement of the Receipt of
St. Matthew's Montessori Parent Handbook**

I have received, as well as read and understand the contents and agree to the expectations of the Parent Handbook and COVID-19 Assumption of Risk and Waiver.

Primary Parent Signature

Date

Child's Name