

I. Program

A. Licensing and Accreditation

1. The Texas Department of Protection and Regulatory Services, Childcare Licensing Division licenses St. Matthew's Episcopal School as a preschool/kindergarten. These minimum standards and most recent licensing report are available in the office for your inspection. Any complaints may be mailed to TDPRS/CCL 14000 Summit Drive Suite 100 Austin, TX 78728 or call 834-3214. The National Child Abuse Hotline is 1-800-252-5400.

2. This program is accredited with the Southwestern Association of Episcopal Schools (SAES). This program is recognized by Texas Education Agency (TEA) and Texas Education Commission (TEPSAC).

B. Children Served/Hours of Operation

St. Matthew's Episcopal School serves children two years through six years of age. Children are placed in classes according to their age on September 1 of each academic year.

The school operates Monday through Friday from 9:00 a.m. to 1:30 p.m. Parents should bring children to their rooms at 9:00 a.m. Please do not arrive before then, as teachers will be setting up for the day. Children may be picked up in their classroom. The Kindergarten classes will be dismissed at the Steck parking lot at 1:30 p.m. If a child is to ride home with someone other than a parent, the appropriate information is to be recorded on a form found outside the classrooms.

C. Governance

The St. Matthew's School Board of Trustees determines policies and procedures of the School. The School Board is composed of nine elected trustees (2/3 of the trustees need to be active members of the St. Matthew's Church Congregation), the School's Director as well as the Rector of the Church. A liaison member represents the St. Matthew's Church Vestry Board.

When there is a change in school policy or procedure all parents will be notified in writing.

II. The Philosophy

A. Philosophy

The program at St. Matthew's promotes the child's total physical, mental, social, and spiritual development. We encourage in each child a love of God as we know Him in Jesus Christ, a positive view of self, creative self-expression, an attitude of cooperation and sharing, and an expanding knowledge of the world in which we live.

B. Goals

- To plan for and provide a learning environment, with which the children can interact, taking into consideration the following areas: the uniqueness of the child, development of creativity and relevance to the child.
- To create a spiritual atmosphere where the love of God is evidenced by caring and loving individuals.
- To provide an atmosphere in which learning becomes an enjoyable and exciting process.
- To promote academic development through stimulation of curiosity, individual best and interaction with the environment.
- To provide a curriculum for the Kindergarten which will adhere to the requirements of the Texas Education Agency.
- To continue existing high standards in order to maintain SAES accreditation for the preschool/Kindergarten.
- To help a child grow as a strong social being through group interaction.
- To work closely with families in a partnership to ensure high-quality care and education for children.
- To provide an environment where children of all races, religions, family backgrounds and cultures are treated with equal respect and consideration.

III. Curriculum

A. Curriculum

Curriculum assures a superior developmental program reflecting the quality acceptance of each child in regards to age, race, religion, sex and culture.

Small class size and monthly units allow us to plan our curriculum around the familiar world of each child and to address each child as a unique individual. Units of study throughout the year include the individual, home and family, community life, seasons, weather, holidays, plants and animals, pioneer life and Native Americans, to name a few.

Holidays are acknowledged in monthly units with emphasis on both secular and religious traditions. All nationally recognized holidays are included in units of study.

Children are encouraged to share their varying cultures, religions, and experiences in the classroom.

Learning Centers:

1. Large Areas for Whole Group Activities and Active Play
 - a. Gross Motor Center - The playground as well as inside climbing equipment lends them to this center perfectly. With our children we are developing balance, posture, locomotion and strength. Also, we are providing an outlet for their unending energy.
 - b. Block Center - Here we are promoting language and coordination skills.
 - c. Music Center - To develop skills of expression, rhythm, listening and coordination.
 - d. Group Gathering Center - Large-group activities such as story time and circle time. Use of a flannelboard, fingerplays and so on allows the children to actively participate in this activity.
2. Imagination Area
 - a. Housekeeping Center - Encourages dramatic play, social interaction and self-expression. It stimulates the development of language and discourse skills.
 - b. Drama and Dress-up Center - Encourages role-playing, builds self-confidence and self-esteem, provides practice in dressing and undressing skills and helps to develop language and expressive skills.
 - c. Art Center - Encourages individual expression and creativity, offers opportunities to explore a variety of media in a variety of ways, develops a sense of personal accomplishment and enhances fine and visual perception skills.
3. Sensory Exploration Areas

With our children, their entire world is exploration, classifying and decoding their environment thus the very beginning of learning to understand.

 - a. Sand-Water Table Center - Provides tactile-sensory stimulation, develops problem-solving skills, helps children use their senses for investigation, and promotes verbal expression, socialization and emotional relaxation.
 - b. Investigation Center - Objects such as measuring cups, magnifying glasses, live animals, tactile textures, sounds and small containers, magnetic toys, color wheels helps stimulate cognitive development by encouraging children to reason, analyze, explore and classify.
4. Quiet Activity Areas
 - a. Literary Center - Provides a cozy (soft areas with pillows or beanbag chairs) that promotes language and reading readiness skills and helps our children develop an appreciation for the care and enjoyment of books.

B. Teachers

The stimulus for a good educational program is a good teaching staff. The faculty at St. Matthew's is well qualified. Lead teachers at St. Matthew's school are required to have a college degree. Staff is working on continuing education in the area of Early Childhood Development.

The staff takes special pride in the loving atmosphere of our school and is excited by how young children learn. We believe the early years are the most important and the most challenging and rewarding in which to teach.

IV. Discipline and Behavior

The school day is structured in such a way as to encourage appropriate behavior at all times. Redirection and "time out" are the means of discipline used at St. Matthew's. When a child becomes out of control, the teacher first tries to redirect the child to another project or area of the room. (Encouraging the child to be the Teacher's helper usually is the most effective technique.) If a child continues to have a difficult time controlling himself, he is directed to the "time out" chair until he is able to calm down. On the rare occasion that the above procedures do not work, the child is escorted to the Director's office for an extended time-out. Parents are called and made aware that their child has not responded to the school's form of discipline. At that time the school solicits help from the Parents.

As adopted by Minimum Standards for Child Care Centers, (Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance):

- Discipline must be:
 - (1) Individualized and consistent for each child;
 - (2) Appropriate to the child's level of understanding; and
 - (3) Directed toward teaching the child acceptable behavior and self-control.

- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 - (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - (2) Reminding a child of behavior expectations daily by using clear, positive statements;
 - (3) Redirecting behavior using positive statements; and
 - (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

- There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
 - (1) Corporal punishment or threats of corporal punishment;
 - (2) Punishment associated with food, naps, or toilet training;
 - (3) Pinching, shaking, or biting a child;
 - (4) Hitting a child with a hand or instrument;
 - (5) Putting anything in or on a child's mouth;
 - (6) Humiliating, ridiculing, rejecting, or yelling at a child;
 - (7) Subjecting a child to harsh, abusive, or profane language;
 - (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
 - (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

V. Policies and Procedures

A. Calendar

The school year runs on a nine month schedule. Holidays and vacations approximate those of the Austin Independent School District but are not always exactly the same.

B. Fees

Registration Fee is a **non-refundable** fee payable at the time of acceptance into the program.

C. May Tuition

A **non-refundable** May tuition and supply/curriculum fee is due May 1st for the preceding year.

D. Tuition

Tuition and Lunch Bunch fees are due the first school day of each month. Checks are made payable to "St. Matthew's School". Payment may be made by the month, by the semester, or for the entire year. Angel Play Date and Discovery Club fees will be billed by the office. Late tuition payment fee of \$5.00 per day will be assessed beginning on the sixth day of the month. Families who have more than one child attending St. Matthew's School will be afforded a \$10 per month reduction in tuition for each additional child.

A late fee of \$5.00 will be charged if a child is not picked up by 12:10 p.m. (morning class), 1:10 p.m. (lunch bunch), 1:40 p.m. (kindergarten) or 2:40 p.m. (Angel Play Date and Discovery Club). An additional fee of \$1.00 will be charged for every minute thereafter. Every child in the car pool will be charged accordingly.

E. Safeguarding God's Children

St. Matthew's School, in its continuing quest to insure a safe environment for our children, has adopted the educational program, "Safeguarding God's Children". This program was created and sanctioned by The Diocese of Texas of the Episcopal Church. The content of this program is designed to help all adults become aware of possible symptoms of child abuse. It will aid all adults in detecting possible predators that might be present in our everyday environment.

All St. Matthew's School staff members, teachers and substitutes must attend the complete three hour seminar. Certificates from this seminar are kept in each employee's personnel file. Parents planning to drive on school sponsored field trips and /or help in the classrooms are required to attend the one and one-half hour seminar. Other parents are also encouraged to attend the program so that as many parents as possible are better informed about this important issue. Parents need to take the course only once while their child /children attend St. Matthew's School, but anyone wishing to review the material is welcome to participate in this important seminar.

F. Scholarship

St. Matthew's offers a limited number of partial tuition scholarships. Application for these scholarships may be made through the Director's office and are approved by the School Board. Forms must be submitted by March 15 so that they may be evaluated and awards made by April 15. While St. Matthew's School fund-raisers are the primary source of the scholarship fund, we also depend upon contributions from our Day School families. We appreciate your help in providing opportunities for deserving families.

G. Authorized Release of Children

Children will be released **ONLY** to parents or guardians or those persons authorized by the parents or guardians on the Emergency Card. There must be at least two alternate pick-up people on the form in the event that you are unable to pick up your own child. Please notify the office if there are any changes to your pick up arrangements.

Special arrangements must be made for any unauthorized adult to pick up your child. To ensure that your child is going home with his/her appropriate ride please follow this procedure:

1. Permission must be given in writing to the teacher or office if someone other than the parent/guardian or authorized persons will be picking up your child.
2. The parent/guardian must give the child's teacher and the office the full name and phone number of the designated adult.
3. Upon arrival of the designated adult, the teacher and/or office staff will ask for the adult's name and to see a picture ID. Children will not be released to anyone under the age of 18.
4. Parents should complete an Enrollment/Emergency form to update authorization for release information. (For example, to delete or add someone).

VI. Enrollment

A. Admissions and Class Placement

Children may be placed on the waiting list for St. Matthew's School as early as parents wish and such application will be honored in the order received subject to the following exceptions:

- Students already in attendance during the regular school session will have first priority.
- Siblings of attending students will be given second priority.
- Children of active communicants of St. Matthew's Church will be given third priority.

A **non-refundable** application fee of \$40.00 will be charged for each child applying for admission to the school for the first time. This fee must accompany the completed application form. A **non-refundable** registration fee will be charged at the time a place is offered.

Registration for the next school year must be returned by the deadline date given. Any registration and accompanying fees not received by the deadline date will result in the child's name being placed at the end of the waiting list for that school year.

Once a child is accepted into the school, it is the intention of St. Matthew's School to reserve a place for the child from year to year. Advancement into the next level of the program is subject to the child's readiness for the advancement. If, however, during the school year, a teacher recommends testing or counseling of a student and if that recommendation is not honored, or if behavioral problems become extreme, the school reserves the right to ask that the child be removed from the program.

Class placement will be made based on birthdate, the class requested by the parents along with the need for a boy/girl balance within each classroom.

IT IS REQUIRED THAT THE THREE-YEAR-OLD IS TOILET-TRAINED UPON ENTRANCE TO SCHOOL. St. Matthew's does not have the facility or available staff to change diapers at this age level. It is recognized that the young child will have toilet "accidents".

St. Matthew's School shall not exclude students because of race, creed, national origin, physical ability or economic status.

VII. Health

A. Illness

A child should not come to school if he/she

- Has any contagious disease
- Shows signs of a fresh cold
- Has had temperature of 99 or more within the past 24 hours
- Has sore or discharging eyes
- Shows signs of fatigue.

Send your child to school only when he/she is well enough to participate in all school activities. St. Matthew's does not have the provisions to keep a child inside while his class goes outdoors. If your child is ill and will miss school, notify the office by 8:30 a.m., especially if the child has a communicable disease.

B. Medications

Medication can be given at school only if it cannot be sufficiently administered at home. All medications must be in the original container and clearly show the student's name. Each time medication is given dosage, time, and person administering is noted. State law requires that a permission form be completed and on file in the office when a medication is to be given to your child by the school personnel. **All medications must be stored in the school office.**

- C. **Immunization and Vision/Hearing Screening**
Each child must have a statement of good health and an updated record of immunizations from a physician or health professional on file in the office before school begins. Any child unable to produce an immunization card by the first day of school will not be allowed to enter school until such card arrives, by order of the Department of Human Services of the State of Texas.
In compliance with state law, St. Matthew's requires a vision and hearing screening for all children who are four years old or older.
- D. **Emergency Procedure**
If a child becomes ill or is injured while at school, the staff will provide appropriate first aid. If the illness or injury is not life threatening, the parents will be contacted to come for the child. If the illness or injury is life threatening, the staff procedure is as follows:
- Provide appropriate first aid measures
 - If the situation warrants, an ambulance will be called. Parents are responsible for EMS fees.
 - Notify the parents
 - Contact the child's physician if the parents cannot be located
 - Accompany the child to the hospital if a parent is not present (the health form accompanies the child to the hospital to insure emergency treatment).
- E. **Allergic Reaction**
We want to continue to work closely with our parents and students to make sure no child suffers needlessly from an allergic reaction to food or environmental factors. With regard to any type of severe reaction please be sure that the school is aware of your child's allergy. We have asked the classroom teachers to remind the students not to share food among themselves without first checking with the teachers to make sure that it is okay. Foods that contain peanuts or peanut oil are examples of foods that might potentially cause an allergic reaction in a student. With this in mind, we ask that if you bring baked goods to your child's classroom, please determine whether or not the item contains peanut oil or nuts. If it does, be sure to inform the teacher so that she can check her records for any student in her class who might be allergic to these items. With regard to environmental allergies, if your youngster has a severe allergy to bee stings, etc. again, please be sure that the office and his/her teacher are aware of this problem. Our goal, of course, is to ensure the safety of all our students.

VIII. General Information

- A. **Angel Play Date**
An afternoon program offered on Tuesday, Wednesday, Thursday and Friday from 1:00 - 2:30 p.m. for children in the 3-year-old and Pre-Kinder classes. The charge is \$10.00 per day. The fee will be billed at the end of each month. The payment may be included with the monthly tuition check. In order to meet our staff/child ratio a maximum of 16 children will be able to participate. Cancellation must be done by 10 o'clock on the day your child will be staying. If not cancelled, you will still be charged. The monthly signup sheets are located in the hallway outside of room #3.
- B. **Birthdays**
Sharing a birthday with God is a very important part of a child's life. On the Chapel day nearest his/her birthday, the child may bring coins, one for each year of his/her life. Special prayers are said for each child presenting his/her offering. Each year the total offering is sent to El Buen Samaritano.
- C. **Chapel**
The School has Chapel with a clergy person from St. Matthew's Church on Wednesdays and Thursdays at 9:15 a.m. Parents are warmly invited to attend.

The order of service is adapted for children from the Episcopal liturgy. There are special chapel programs for Thanksgiving, Christmas and Easter, with emphasis on the meaning of these special events. All children who attend chapel are invited to bring an offering of a canned good on Wednesday or Thursday.

In addition to chapel services, our teachers show through what they say and do that God loves everyone and wants everyone to love and care for one another.

D. Clothing

Children should wear comfortable, washable clothing that is suitable for messy play. Elastic waisted pants are preferable for the two and three year old children. **PLEASE no overalls** for this age child. Please bring a complete change of clothes for your child (suitable to the season) to keep at school in the event that accidents or spills occur.

Children will go outside every day unless it is raining. We ask that you dress your child appropriately for the seasonal weather (e.g. cool, light clothing for summer; jackets, mittens, hats and leg covering during colder months).

Sturdy footwear will ensure the safety of your child both inside and outside. Closed-toe, non-slip shoes such as sneakers are preferred **NO** cowboy boots or flip-flops except during the PreKindergarten "Western Days".

PLEASE LABEL YOUR CHILD'S BELONGINGS

E. Emergency Relocation

In case of fire or danger of fire or explosion, staff's first responsibility is to evacuate the children to a designated safe area which is in the basement of the sanctuary. Emergency exit plans are posted in each classroom.

F. Field Trips

Most classes take several field trips during the year. They are an important extension of the program and a valuable and enjoyable experience. A few parents drive on each outing and accompany the class. Parents always have advance notice of field trips. Our admission forms include permission to travel with the class. In addition to following the Texas Day Care Licensing Laws, the following safety guidelines will be followed in passenger cars, light trucks or vans.

- Each child will use a seat belt. No double seat belting will be allowed. If a parent wants his/her child in a car seat, that parent must drive his/her own car.
- The back windows of station wagons and vans will be closed.
- Children's arms and legs will remain inside the car and all doors will be locked.
- A designated lead car will carry necessary field trip equipment and forms.
- The following child: adult ratios will be maintained in transporting children: 3s--3: 1; 4s--4: 1, Kindergarten--4: 1.
Depending on the field trip, ratios may change at the field trip site.
- While being transported, each child will be instructed to sit and speak quietly.
- Each child will wear a St. Matthew's t-shirt.
- The Director or a person in charge will verify **insurance** and **driver's license** for each driver.

School buses will not be used to transport children on field trips.

G. Fund Raising Events

St. Matthew's School has two major fund raising events each school year. There is the Fall Fest, which takes place in October, and the La Noche, which takes place in the spring. Please check the calendar for the appropriate dates. Funds raised from these events are used to pay for scholarships and special projects.

H. Inclement Weather

St. Matthew's School is closed on any day that Austin Independent School District is closed due to bad weather. Please listen to announcements on the television or radio regarding school closures.

I. Lost and Found

Unclaimed items will be kept in the office. Labeling your child's clothes and belongings will prevent the loss of their property.

J. Lunch Bunch

An additional hour of care is offered at an additional fee for those who wish it. Here are a few ideas and suggestions in preparing your child's lunch for school. Please understand that these are **NOT** requirements; but merely some helpful tips from a teacher's point of view.

- **LUNCH BOXES** - Recycle as much as possible; boxes are preferred to paper sacks. Rubbermaid or Tupperware containers last longer than plastic bags. If you should send real forks or spoons in place of plastic ones, we'll make sure they are sent back home.
- **DRINK CONTAINERS** - Thermos bottles are ideal for controlling the amount of the beverage you send. For younger children, please make sure the thermos has a spout lid (for inserting a straw) as well as a cover cup (to further protect from leaks). Plastic cups with lip sprouts and lids are also helpful.
- **JUICE BOXES** - Unfortunately, most of the juice in the 8.45 ounce boxes get about 3 sips and then thrown away. Plastic containers for saving the remaining juice (the kind with a plug for the straw hole) solve this problem. If your child tends to not drink very much, I recommend the "McCain's Junior Juice" boxes that are only 4.2 ounces of juice. McCain's is available at Target and Whole Foods Market if you are unable to find it at your grocery store.
- **CANDY & DESSERTS** - Special treats are fine to send in your child's lunch box, but the teachers will have an understanding with children that sandwiches, cheeses, fruits, etc., are to be eaten first. It would be helpful for you to reinforce this concept at home.

Lunch Bunch Suggestions

<u>Lunch suggestion</u>	<u>2 year olds</u>	<u>3 - 5 year olds</u>
Milk, fluid	1/2 cup	3/4 cup
Lean Meat or alternative:		
Lean meat, fish, or poultry	1 ounce	1 1/2 ounce
Or cheese	1 ounce	1 1/2 ounce
Or egg	1	1
Or cooked dry beans or peas	1/4 cup	1/2 cup
Or peanut butter	2 TBSP	3 TBSP
Or nuts or seeds	1/2 ounce	3/4 ounce
Fruit and/or vegetable	1/4 cup	1/2 cup
Bread or bread alternate	1/2 slice	1/2 slice

St. Matthew's School is not responsible for the nutritional value or for meeting the child's daily food needs because the parents bring lunch and snack from home.

K. Outdoor Policy -

Frequently parents ask if their child can remain inside during our outdoor playtime due to health concerns. If a child is well enough to be at school, the child is assumed to be well enough to go outside except in extreme weather conditions, children go outside every day. Our child-staff ratios rarely allow us to stay inside with one or two children while the rest of the children go outside. We understand that parents naturally have strong feelings about keeping their children healthy, which we share. But health experts agree that when children are properly dressed, cool weather is rarely harmful to children and that being outside in the fresh air is essential.

If you have questions about whether or not your child can participate in outdoor play you might want to consider keeping your child home until you feel your child is ready to fully participate in our daily program, both inside and outside.

We appreciate your cooperation in this issue, as we all strive to maintain a healthy and happy group of children.

L. Parties

Each class, with the exception of the two-year-old classes, has several scheduled parties a year. These parties usually carry a holiday theme and are well received when the food and the party plans are within reason. Please consult with your child's teacher regarding party details, and work together to provide an appropriate party within the school setting.

M. Personal Property

Except for show and tell, children should not bring toys from home because they often get lost or broken and are difficult to share. Please label all clothing and any item that is brought for show and tell. Teachers will try to see that they are kept safely in children's bag or hung on their hooks.

Your child needs to leave the following items at home:

1. candy, chewing gum, junk food
2. special toys that would be hard to share
3. money except for chapel on their birthday
4. guns and other toy weapons
5. pets, without prior arrangement with the teacher
6. jewelry

N. Pets

In some of our classrooms we have small pets such as fish, hamsters, and a hermit crab. Our children learn how to help take care of their classroom pets which is a valuable part of their preschool experience.

O. Snacks

A nutritious snack for mid morning break is recommended for each child. We ask that all parents send a snack from home with their child each class day. Snacks that are low in sugar and contain natural ingredients are strongly encouraged. A list of nutritional snacks is available in the office.

St. Matthew's School is not responsible for the nutritional value or for meeting the child's daily food needs because the parents bring lunch and snack from home.

P. Telephone

You are welcome to call the school for information or to express concern at any time during our school day. The school number is 345-3040. If the Director is in conference or in a classroom, the recorder will take your message and your call will be returned as soon as possible. The fax number is 345-5866. The school's email address is

stmattsangels99@sbcglobal.net

Q. Water Activities

Swim parties at private pools are not permitted during school hours. If individual parents invite classmates of their child to swim in their pool, the parents must become responsible for the safety of the children; their homeowner's insurance must cover liability claims. The school cannot be involved in issuing or delivering such invitations or in anyway be seen as involved in the event.

IX. Parent Communication

A. Helping Hands

St. Matthew's School is not operated as a cooperative; however, parents who enjoy participating with their children are most welcome. We especially encourage parents to share their talents and special interests. The Department of Human Resources, our licensing agent, requires all parents who work in the classroom to have a record of a negative TB test on file, and this record is now automatically renewed annually. Therefore, if you have a previously filed TB test record with the school, you will not need to renew it.

B. Conferences

Each teacher holds parent conferences. A complete report on the child's adjustment to school and progress in the program will be made at that time. Teachers will notify parents immediately if they believe the child has special problems in any area of development. Parents should keep their child's teacher informed of any unusual events in the home that might affect the child's behavior in school. If you have a concern, you may feel free to contact the teacher or the Director at any time.

C. Communication about Accident or Illness

While St. Matthew's School makes every effort to prevent accidents from happening, accidents with young children will occur. All of our staff is trained in CPR and First Aid procedures. In the event of a minor injury (i.e., scrape, bump, bruises, etc.) a staff member will administer appropriate first aid and comfort the child. An accident report form will be completed and sent home with your child explaining the nature and treatment of the injury. If the injury is major (i.e., broken limb, requiring stitches, etc.) a parent is immediately contacted. Should a parent be unavailable, alternate names on the child's information card will be contacted. When no one can be reached, the child's physician is contacted to determine what action should be taken. Should immediate medical attention be needed, EMS will be called to transport the child to an emergency room. The staff witnessing the accident will complete a major accident form.

D. Parent Concerns

We request parents to direct all questions, concerns, and praise! to their child's teacher. We encourage parents to discuss with the child's teacher and the Director any day-to-day school business and activities, curriculum, special programs, chapel services, field trips, building and grounds usage, staff, tuition, anything related to their child's growth and development. If after discussions with the teacher and the Director a parent feels an area of concern warrants school board attention, a written letter stating grievance must be submitted to the school board president at least one week prior to the next scheduled monthly school board meeting. Upon receipt of this letter, the president will place this matter as the first topic of discussion on the agenda and the parent(s) will be welcome to present the matter to the board. Discussion will be limited to fifteen minutes.

E. Parents' Council

The Parents' Council has been established by the Board of Trustees to provide an avenue by which all parents have access to volunteer opportunities at St. Matthew's Episcopal School. Beginning with the 2001-2002 school year, the Parents' Council became responsible for the school's two major fundraisers, Fall Fest and LaNoche, as well as establishing committees to help with other school activities. All parents are considered members of the Parents' Council, however, each class will also have a designated Parents' Council representative

who will attend monthly meetings and disseminate information.

The volunteer opportunities that exist are Class Representative, Fund-raisers, Hospitality, Teacher and Staff Appreciation and Newsletter Publication.

F. Visiting Procedure

At all times parents are welcome to visit our school. We request that all visitors and/or sign in at the school office before entering the classroom building between the hours of 9:15am and 12:45pm. A “visitor pass” will be issued to the visitor at the time of entrance and the pass will be turned in when leaving the school. This procedure is being implemented for the safety of our angels.