

ST. MATTHIAS PRESCHOOL NEWSLETTER



July, 2017



Welcome to all of our preschool new and returning families.
We look forward to a wonderful summer together.

Ms. Sharon & Staff



NOTES

STORYTIME ~ Ms. Wendy, Redwood City Librarian, will be stopping by on Friday, July 14th, to spend time with the children. Children listen to her creative flannel-board stories and enjoy her choice of books.

PICNIC OUTSIDE

Children will enjoy eating their lunch outside in the playground under the shady umbrellas. Please do not send foods that need to be warmed up. Also, please send a drink, utensils and napkin with their lunch.



SUN SMART @ ST. MATTHIAS

To protect the children from too much sunlight and the hot summer sun, the preschool staff will be applying Rocky Mountain Sunscreen SPF 50 to each child with your parental permission.

A parental consent form has been placed in your registration packet. Please return this form, even if you do not wish your child to receive the sunscreen application.

Additional forms are available upon request.

I M P O R T A N T ~ COURTESY CALLS

Please call the preschool when your child is absent or ill. If you do not call, the preschool staff will call you as a courtesy call. This is a requirement as the preschool needs to keep their attendance records accurately recorded.

Please **DO NOT E-MAIL THE PRESCHOOL** to report your child's absence, whether it be for sick, vacation or day-off absence. Please **CALL THE PRESCHOOL OFFICE, telephone 650 367-1320, and leave a message for us.** If you know in advance that your child will be out for vacation, please put a note on the office desk. Your child's teachers will be informed.

LATE MORNING DROP-OFF POLICY

Circle time begins at 9 a.m. sharp! That is the official start time of our day, and it is important that your child is here for circle time. The children greet and welcome each other to a new day and learn about the planned activities they will be participating in.

St. Matthias Preschool "operates as a school" and not as a drop-off day care center. We understand that summer is more informal. However, it is school policy that children must be here by 9 a.m. sharp.

We appreciate your cooperation. Please know that we continue to be flexible in working with our families when emergencies arise. Please call the preschool office when that does occur.



CHECK LIST FOR SCHOOL

✓ Please sign your child in and out every day in the office. You should sign the first initial of your first name and write out your entire last name. **Only adults may sign children out and take children from the playground or classroom when going home.**

✓ Family files need to be checked every day.

✓ The family file is meant for out-going correspondence from the office and teachers. If you have any notes for us, please leave them on office desk and they will be distributed.

✓ If your child is ill, please call. All families will be immediately alerted of a contagious illness within our school.

✓ Please turn in all required forms by the due dates.

✓ Tuition checks are deposited on Monday mornings only. Tuition statements are placed in your family file.