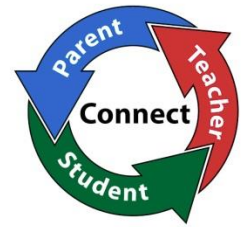


# GENERAL REMINDERS FOR PARENTS



## 1. ABSENTEEISM

--The first requisite for children's success in school is their presence. Excessive absenteeism will eventually take its toll on the child's academics. It is the child's responsibility to make up missed work.

--Parents are asked to call in absences before 8:30 a.m.

215 333-3142 – Dial #301

--After an absence of one day or more a **written note** from parent or guardian must be presented to the teacher specifying the date and reason for absence.

This is a state regulation. Children returning without a note of explanation will be marked as truant.

## 2. ARRIVAL

--Students arrive in the school yard between 7:35 and 7:50. Teachers monitor outside beginning at 7:35 so students are asked not to come before then as they are unattended. They are permitted to enter the building at 7:35 and proceed immediately to their classroom. All students should be in their classrooms, unpacked and ready to begin the day by 7:55.

--**Please Note:** Wellington Avenue is a drop-off line only. Drivers should not exit the car to walk a child to the building or drop off a child in the driving lane. This creates a serious traffic and safety issue. Likewise, there is a drop-off only line in the school yard. Parents wishing to exit their cars are asked to park in the parking lot only.

## 3. EARLY DISMISSAL

--If for any reason it is necessary for a child to be dismissed at a time other than regular dismissal time, a written note is required and the parent is asked to pick the child up in the school office at the specific time, signing that the child has left school.

## 4. LUNCH

--Children stay for lunch and eat in the auditorium as a rule. On days when it is necessary, children will eat in their classrooms. The family school fee of \$175 is used in part to pay a small stipend to those adults who monitor the students during that time. That fee is divided into ten payments and added to your monthly tuition payments.

## **5. DRESS CODE**

--The students should wear their uniforms with pride. A complete listing of uniform regulations may be found on the school website. A few general reminders:

1. Personal appearance that constitutes a distraction is not permitted.
2. Haircuts must be traditional. No highlights or stylish fads will be allowed. Elaborate hair accessories/additions are not acceptable.
3. Make-up, nail polish, and tattoos are not permitted
4. Uniforms should be clean and neat, and appropriately sized.
5. Kilts and jumper length should be no shorter than one inch above the top of the knee.

## **6. TUITION**

--All tuition payments are made to Smart Tuition and are due the 15th of each month. Questions regarding tuition may be referred directly to Smart at (888) 868-8828 / [parents@smarttuition.com](mailto:parents@smarttuition.com) or to the school office at [mlipscomb@saintmatthewschool.com](mailto:mlipscomb@saintmatthewschool.com) Tuition payments must be kept up to date.

## **7. MEDICATIONS**

--Medications must be brought into school by a parent or guardian along with the 'Request for medication' form completed by the doctor and signed by a parent or guardian. Prescription medication must be sent in the pharmacy container with instructions clearly labeled. Medications are housed in the Health Office and under normal circumstances may not be in the possession of the child.

## **8. VISITORS TO SCHOOL**

--Parents are asked not to seek to speak with a teacher during school hours, as teachers are not permitted to leave a classroom of children. All visitors to the school are asked to report to the school office. If you communicate with a teacher via e-mail, please do not expect an immediate response. It may very well be that it will not be read until after the students are dismissed.

## **9. CELL PHONES**

--Children may not be in possession of or use cell phones during the school day. Phones will be collected each morning and stored in an individual plastic bag. If some emergency necessitates a call home, this is done from the school office.

## **10. VOLUNTEERS**

--All volunteers are required to provide clearances as required by the State of Pennsylvania and the Archdiocese of Philadelphia. Updated instructions may be found on the school website.

