



Dear Parents,

I would like to welcome all of you to the 2010-2011 school year! This letter includes information to help you prepare for the opening of school.

SCHOOL OPENING: Our school year will begin on Thursday, September 2 for grades K through 8. Thursday and Friday are early dismissal days. Students will be dismissed at 12:20 on both those days. Full days begin on Tuesday, September 7. The September calendar and an overview calendar of the school year are included in this mailing to help you keep track of upcoming events, particularly early dismissals and school closings.

Our Pre-K3 and Pre-K4 families will receive a separate letter from the teachers. Pre-K orientation will be on Friday, September 3.

UNIFORMS: All children in Grades K through 8 *must* wear school uniforms beginning on the first day of school. The school uniform is as follows:

GIRLS

- Plaid skirt
- Khaki slacks or shorts
- Green knit shirts (long or short-sleeved)
- Green knee socks or tights with the skirt
- Green, white or tan crew socks with the slacks or shorts
- Belt (must be worn with slacks or shorts)
- OPTIONAL: Monogrammed v-neck sweater

BOYS

- Khaki slacks or shorts
- Green knit shirt (long or short-sleeved)
- Green, white or tan crew socks
- Belt (must be worn)
- OPTIONAL: Monogrammed v-neck sweater

Uniforms are available through Flynn & O'Hara. Their phone number is 1-800-441-4122.

Gym uniforms for children in grades K-8 is the St. Matthew's yellow tee shirt and green shorts. Gym uniforms will be on sale in the main office on Thursday and Friday, September 2 & 3 after our 12:20 dismissal. An order form for gym uniforms and sweat suits will be sent home during the first full week of school.

ARRIVAL: Children should not arrive at school before 7:50 a.m. without parents. Parents may wait across the street. Children who arrive after classes enter the building and doors close are considered late. They must report to the office for a late slip.

On good weather days, children will line up by grade in front of the school. On rainy or inclement days, children will line up by grade in the main hallway of the school.

CARES: If you would like your child to attend our Before School Care Program, you may bring your child to school at 7:00 a.m. Our Before School Care is held in the Computer Room. The cost is \$5.00 per day.

Extended Care will begin on September 2.

DISMISSAL: Children will be dismissed at 2:35 p.m. on regular school days and 12:20 p.m. on early dismissal days.

DROP-OFF AND PICK-UP OF STUDENTS: *Please follow correct procedure when dropping off and picking up your children in the parking lot. Do not park in the lot by the Church. The Church lot is for buses only! Use the main parking lot across the street. Do not park in the spots that face the former convent. These spaces are reserved for faculty.*

Drop off procedure:

Main parking lot (next to the cones) – Follow a “Stop and Drop” procedure. Parents are not to sit and wait until children cross the street to their lines. This causes a potentially dangerous situation because other parents then let their children out further back in the line or drive around the stopped car.

Pick-Up Procedure:

Main parking lot – If you park your car in the row closest to the cones, you must wait until ALL classes are dismissed. We are concerned for the safety of all our students whether they are in Pre-K or Grade 8. Even though you may think that you are a careful driver, oftentimes children are not watching for you or expecting your car to move. It is also very difficult to see children as they pass between the lines of cars.

Stony Road – When dropping off children, please park at least 10 feet past the entrance into the lot. Also, children should use the sidewalk and not walk across the parking lot. This is for safety reasons.

LUNCH: Our lunch program will begin on the first full day of school, September 7. A menu and letter concerning the lunch program will go home the first day of school.

This is just an overview of information you will need for the beginning of school. A school calendar is attached for your convenience. Please note that these dates are tentative. You will be notified of any changes as they occur. The calendar is also posted on our school website www.stmatthewtheapostle.com/school.

I look forward to a successful school year with you and your children. If you have any questions, call the school office at 732 985-6633. Enjoy the remaining days of summer vacation!

Eileen Sullivan
Principal