

St. Matthew Community Preschool



Parent Handbook

January 2026

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Introduction

Welcome to St. Matthew Community Preschool. We are happy to have your family as part of ours. St. Matthew Community Preschool is a non-profit community preschool located within St. Matthew United Methodist Church Main Campus and at our West Campus located at 5641 W Mulberry Jefferson Rd, Frankfort. Both campuses are part of St. Matthew UMC Children's ministry. St. Matthew Community Preschool is licensed by the Indiana Family and Social Services Administration and meets State and County requirements and regulations for health, safety, nutrition and program. St. Matthew Community Preschool has an open-door policy for all families. Parents are free to stop in at any time during normal business hours. The Division of Family and Children: 1-317-232-4468, and Child Care Information Line: 1-877-511-1144.

Philosophy and Goals

We believe a child's love for learning begins with positive early learning experiences. Our objective is to provide safe, loving care that will enable young children to feel secure and comfortable while away from parents and home. It is also to provide developmentally appropriate activities within a Christian environment. The program at St. Matthew Community Preschool includes quiet as well as active times to ensure positive mental, physical and emotional, social and spiritual growth and development. Our program is planned to prepare children for school by providing activities for listening and following directions, activities for getting along in a group, and by providing many language and learning experiences. Our program incorporates the Handwriting without Tears program as well as weekly themes. We include prayer before snack and a weekly chapel. Through these activities, we expose the children to a loving God, and to Jesus, who sets an example of how we should treat others.

Admission

St. Matthew Community Preschool serves children between the ages 6 weeks thru 5 years of age, who may benefit from our program. Preschool admits any race, color, and national or ethnic origin. Our preschool follows the state age guidelines that the public school follows. In-House enrollment will be offered to the current families of preschool in April followed by public enrollment on May 1. Enrollment is on a first-come, first-served basis, but children are admitted at any time during the year, provided the total enrollment has not been met. St. Matthew Community Preschool will not admit or maintain any child whose needs obviously cannot be met, or whose behavior would be dangerous for the children or staff in the center.

Fees

Enrollment Fee per program/child: \$85.00

Renewal Enrollment Fee per program/child: \$75.00

(The registration fee is non-refundable which helps cover the cost of supplies. Your child is not considered enrolled until this fee is paid, and paperwork has been submitted.)

Preschool Tuition (1/2 day classes/monthly tuition)

2 day a week program: \$120 monthly/\$1080 preschool year

3 day a week program: \$170 monthly/\$1530 preschool year

5 day a week program: \$290 monthly/\$2610 preschool year

All Day tuition (Preschool with all day childcare/weekly tuition)

Infants to 1-year olds: \$300 weekly

1 year olds through 4 year old class: \$225 weekly

Monthly Tuition Policy

Tuition fees are due monthly on the 15th. If the account is delinquent a \$10.00 late fee will be added to your account. Child will not be able to start the next month if tuition is not caught up.

Contact the Executive Director at any time if you need to make special arrangements for when the tuition is due. Your tuition is what reserves your child's spot. Therefore, a full fee is due regardless of holiday, vacations, illness, days off or building closures. Please remember that our school expenses continue when one or more children are absent.

Preschool Tuition Policy

Annual Registration/Supply Fee per program/child: \$75.00

(The registration fee is non-refundable which helps cover the cost of supplies. Your child is not considered enrolled until this fee is paid, and paperwork has been submitted.)

Financial Assistance

We are blessed to be able to offer financial relief or support for enrolled families.

1. Indiana offers for families to apply for tuition assistance through the CCDF <https://www.in.gov/fssa/carefinder/child-care-assistance/> and On My Way PreK Dollars at <https://www.in.gov/fssa/carefinder/on-my-way-pre-k/>
2. Susan Miller Benevolent Fund is available for all families that may have a temporary emergency and are not able to pay the full tuition amount. This SMBF provides partial tuition for a limited time.
3. Helping Hands scholarship is available for **all** children. This scholarship was established for the purpose of giving children the opportunity to attend with partial assistance to their full tuition amount.

Late Fee

A \$35.00 charge will be assessed for each returned check. If a check is returned **all** future payments to St. Matthew Community Preschool are to be in the form of cash or money order.

Late Pickup

Children are to be picked up at the closing of the campus time. A grace period of 15minutes is granted followed by a late fee that will be charged as follows: \$10.00 for every 10 minutes late thereafter and charged to your account.

Schedule Changes:

If your schedule changes and you no longer need our services, you will be charged normal tuition for when your child is scheduled to attend whether they attend or not. A (2) two-week written notice must be given when withdrawing your child from St. Matthew Community Preschool. If proper notice is not received, regular tuition will be charged.

School Pictures

Individual school pictures and class composites are completed in the fall. Parents are under no obligation to purchase the pictures.

Speech Screening

Speech screening is offered in the fall for a minimal fee. A local speech pathologist will administer the screening with parent consent and payment. Information is sent home prior to the screening.

Fundraisers

Each fall and spring fundraisers are held. Participating in fundraisers is optional. The funds received from the fundraisers are used to help with the continued equipment expenses of the preschool and to keep our playground in top notch shape.

Items from Home

Please do not let your child bring toys, money, jewelry, or candy to school. Items from home become a distraction for the child who brings it and the child who would like to borrow it.

Release of Children

Staff members will refer to the Authorized Escort List **or student plaques** when dismissing. Additional plaques can be purchased for \$1. West Campus will enter the building for the release of children. Photo ID is required.

Building Security

St. Matthew Community Preschool is a secure facility. The Main and West Campus both have a security system. The Main campus you enter our building using our west preschool door on the west side. Once you enter the building you will check in where you will be directed to sign-in/sign-out. Once you have signed in, ring the interior doorbell and a staff person will assist you as soon as possible. At the west campus you will enter our preschool using the entrance located on the backside of the church. Once you have signed in, ring the interior doorbell and a staff person will assist you as soon as possible. St. Matthew Community Preschool Main and West campuses are equipped with video surveillance for internal use only. Photo ID is required.

Hours of Operation

St. Matthew Community Preschool Campus hours differ according to programming at each campus.

Holiday Closures

St. Matthew Community Preschool campuses will observe the following breaks:

- Fall Break
- Thanksgiving
- Christmas and New Year's Eve
- Spring Break
- Summer shut down (**All day care – 1 week in June closed**)

Preschool Schedule

St. Matthew Community Preschool will issue a preschool calendar.

Building Closures- please refer to our school schedule

Preschool Classes - 1/2 day classes

Severe weather situations such as fog, ice or snow you may wish to check our **Facebook page, Procare** or **WTHR-TV 13 news & WILO AM 1570** radio stations for closings. We will close and not delay at the main campus.

If St. Matthew Community Preschool is closed part or all day for severe weather, our policy states that we offer a tuition credit in your April tuition if more than 5 sessions are missed on your child's assigned preschool days. St. Matthew Community Preschool reserves the right to follow the public-school closings and delays for severe weather if necessary or at the discretion of the Executive Director. The safety of our children and staff is our main priority.

Preschool with All Day Care will be based on Clinton County travel advisories at the discretions of the administration team.

Inclement weather

St. Matthew Church location only - If severe and threatening weather is in our area during our arrival or drop off time, the Executive Director will use ProCare and Facebook to alert our parents. Children will be received or released from the front of the church. We ask that parents pull up to the front of the church, enter the u-shaped drive and the children will be received or released out of the double doors under the awning.

Staff/ Substitute teachers

An effective program cannot be carried out without qualified staff. The Administrators and teachers have degrees and experience working with young children:

- A. A high school diploma and/or experience in preschool or childcare education,
- B. A degree in early childhood or education
- C. Child Development Associate Certificate (C.D.A.)

Each year the staff continues their education with twenty hours of training through early childhood conferences, in-service training, etc. All staff that work directly with children are trained in first aid and CPR. All staff have yearly Child Abuse/Neglect and Universal Precautions training. Applicants are screened carefully during the hiring process. References, education, and previous work experience are verified. A national criminal history check is done through the FBI, and drug testing is required of all staff as a condition of hiring. Substitute teachers must have a high school diploma and complete the 12 hours of training, TB test, national criminal history check and drug testing.

Arrival and Dismissal

½ Day Preschool

Please have your child unbuckled and ready for the pickup or drop off curb procedure or you may accompany children to the preschool department once you have checked into the west entrance of the church. If a child is picked up at dismissal through the west entrance, then it is important to sign your child out. Staff will require anyone picking up a child inside the building to provide picture identification. All vehicles must have the appropriate class plaque to use the dismissal outside. A teacher will unload and load children into cars. Please remain in your car, as this keeps the flow. When departing with the child pull to the west side of the building to properly buckle the child into the seat. As you drive through our parking lots, please obey all traffic signs, and go slow. If a Court Order exists preventing an individual from having contact with a child, St. Matthew Community Preschool will comply with the Order. St. Matthew Community Preschool will keep a copy of the Court Order on file. Please make sure the preschool office has all current court orders and guardianships on file. If an intoxicated or impaired person insists on removing

children from St. Matthew Community Preschool, the staff will immediately report the incident to the local Police agency.

Main Campus Preschool with All day Care

Year around Care is being offered at the main campus starting at 7:30am-5:30pm Monday through Friday. Arriving between 7:30-8am parents will enter using the WEST door to bring their child inside the building.

West Campus

West campus hours are 6am-5:30pm Monday through Friday. All children need to be onsite by 9am.

Health & Safety

Your children's health and safety are important to all of us. Within thirty (30) days after enrollment or no earlier than twelve (12) months prior to enrollment, each child must have a signed, written verification of a physical examination by a physician or a nurse practitioner. This must include a current and complete record of immunization history showing month, day and year of each immunization.

Illness & Communicable Diseases

If children become ill during the day, are vomiting, have loose stools, or have a temperature of 100 degrees or higher, parents will be notified to come for them. Children will be kept in isolation within the classroom or with the Executive Director or administrators.

Keep children home if they:

- have a fever or have had a fever during the previous 48 hours
- have a heavy nasal discharge
- have a constant cough
- seem overtired, fussy, cranky, or not their usual selves
- have symptoms of a possible communicable disease, such as sniffles, reddened eyes, sore throat, headache, or abdominal pain, especially if accompanied by fever and/or spots

Please notify St. Matthew Community Preschool if children have a communicable disease. Likewise, we will keep you informed of communicable diseases to which children have been exposed.

Illness Requirement

Children and adults must be free of a fever for 48 hours without the use of medication before returning to school.

Illness Outbreak

In the event of a serious illness outbreak (including but not limited to COVID), St. Matthew Community Preschool will make every effort to remain open. We encourage frequent handwashing and sanitizing, as well as coughing and sneezing into elbows. Part-time staff will be asked to work more hours and substitutes will be called in if regularly scheduled staff become ill and cannot work. Children and adults must be free of a fever for 48 hours without the use of

medication before returning to school. If we cannot maintain safe child-ratios, St. Matthew Community Preschool will close for a temporary time. Families of children attending St. Matthew Community Preschool, State Licensing Agency, and County Health Department will be notified if we close. We will follow guidelines and recommendations of the County Health Department for reopening.

Prescription Medications

Medicine can be given at preschool only if authorized in writing by a parent, guardian, or child's physician. If the medicine does not contain a pharmacy label, it must also be authorized in writing by the child's physician. Inhalers, puffers, or other asthma treatments may be given up to two times daily, if properly authorized. Creams, ointments, and other topical products may be applied on children if authorized by a parent and/or physician. Medicine is administered by the Executive Director, Administrators or designated staff person.

First Aid

In case of minor injury, the staff will administer appropriate first aid. Parents will be contacted immediately if an injury is more serious. If necessary, we will also call an ambulance or paramedics. Until a parent or paramedic arrives, a staff person will be in charge and make all decisions about the care of the child. It is to your child's benefit to keep us updated with all current emergency contacts, phone numbers, and medical information. All staff are trained in first aid/CPR.

Abuse & Neglect Reporting Policy

Suspected child abuse or neglect will be reported to the proper authority whether the suspected abuse took place while a child was in the care of the childcare, or whether the suspected abuse took place elsewhere. Confidentiality of all information will be maintained. The staff is trained yearly in recognizing and reporting child abuse and neglect.

Emergency Evacuation Drills

St. Matthew Community Preschool conducts monthly fire, and seasonal tornado, and earthquake drills. The staff will follow instructions from the Frankfort Police Department in case of a lockdown. If you see our Red Octagon Symbol in the window, please know that no one will be admitted or dismissed until we get an all clear from the Frankfort Police Department.

Toilet Training

We assist families with potty training to ensure all children have success. We ask that when your child shows an interest to please communicate your desire to begin potty training with your child's teacher. Some indicators that your child might be ready are:

- Your child can pull his or her pants on and off with little or no assistance.
- Your child tells you when he or she is wet or has had a bowel movement.
- Your child can sit without support for five to ten minutes.
- Your child can follow simple directions. This may include "Sit on the potty."

Remember that learning to use the toilet is a process that requires many skills and can take time and patience. If you are struggling with potty training challenges and would like free help to call The Child Care Resource Network to speak with an Infant/Toddler Specialist 1-800-932-3302 or email her at tlee@tccrn.org. St. Matthew Community Preschool students should be **fully** toilet trained prior to enrollment in the 3 and 4 year old class and PreK.

Preschool Snack

½ day Preschool classes

Your child's class calendar will be labeled "Snack" if your child is assigned to bring snack that day. Drinks are not allowed - Water is provided. We do our best to assign snack days close to the children's birthday. Take home birthday treats are also acceptable. Please note all snacks need to be store bought and in the original container. If you chose to send in purchased cupcakes, please send in mini cupcakes as they are easier for the children to manipulate and less messy than the large ones.

All Day Preschool with All Day Care Snacks

Snacks and Lunch

Breakfast is not provided at preschool. It is your responsibility to provide breakfast for your child at home prior to arrival at preschool. Each child will provide daily their lunch. Daily lunch sacks need to be labeled with child's name. Upon arrival, the teachers will place lunches in a tote and refrigerate. The State recommends that lunch is protein, vegetables/salad, and fruit. NO soda, gum or candy. Preschool will provide whole white milk as their beverage. We will not have access to heat any food items. The teacher will assist all children with their meals. We ask that you limit the number of food choices you provide for your child. If you send several items, each item will be opened. Less choices are better. Lunch containers need to be plastic or in a baggie.

No glass containers. All lunches will be disposed of following lunch.

Naps

All day preschool with all day childcare children will all participate in an afternoon nap or quiet time. Preschool will provide each child with a napping cot. Each child provides his or her travel size pillow and a beach towel size blanket. Weekly the blankets and pillows will be sent home for you to launder and return on Monday. Children are required to rest quietly during this time. If a child is not able to sleep, the child can look at a book quietly on his or her napping cot.

Special Days & Parties

If children wish to bring treats for birthdays or other special occasions, please let us know in advance. Nutritious treats are encouraged. All treats need to be in the original sealed container from the store. Homemade foods are not acceptable according to Licensing. Non-edible treats such as stickers, pencils, etc. are an alternative to bringing food. St. Matthew Community Preschool schedules your child's snack day on or close to their birthday.

Thanksgiving Feast

Children come together during their snack time or lunch to have their very own "Thanksgiving Feast." Classes will be assigned the roles of pilgrims or Indians. The teachers will share the story of The First Thanksgiving.

Christmas

All children in the 2, 3's and 4's classes will participate in a Christmas program.

Valentine's Day

Children can bring Valentine's cards for their classmates in the 2, 3's and 4's classes. Cards should not be addressed with names but should be signed by your child if possible.

Star of the Week

The 4 year old classes have a Star of the Week in each class. A packet will be sent home when your child's name is selected. This packet will have instructions on what to do to make this a special time for your child.

Mother's or Father's Night

A special evening is designated in the 2's, 3's and PreK Classes for Mother's and Father's to come and experience a little of what their child's day is like. This evening is hosted in the fall for our mother's and winter for our father's. This evening means a great deal to the children, if you are not able to attend, we ask that you invite a grandparent or another adult family member to participate. That way all children can experience the joy of bringing someone special to preschool. We do ask that all siblings remain at home, so this evening is special for parent and child.

Preschool Sing

Throughout the preschool year children will be invited to participate in our Sunday morning Worship Services at St. Matthew UMC.

Preschool Year End Celebration

In April or May, all preschool children will be recognized and honored. This special day will be held on a Sunday during a special service.

Classroom Donations

We welcome parent involvement. We gladly accept donations. If you have something specific to donate, please see the Executive Director or Administrators to arrange it. If a classroom is doing a special project, a message will be sent via the ProCare app or our Facebook page. Donation suggestions: tissues, white paper plates, googly eyes, glue sticks, etc. A suggestion list can be found in your child's orientation folder.

The 4 year old Guest Speakers

The 4 year old classes will be visited throughout our year by the Police Department, Fire Department, a local Dentist, Librarian, and our mayor.

Volunteer Opportunities

Volunteers may help with special activities in the classroom or with fundraisers, wash toys quarterly, etc. If you are interested in becoming a volunteer, please submit the form found in your child's orientation folder. Preschool will provide an unlimited free background check on all volunteer

Preschool Show & Tell

Show & tell is held periodically throughout the preschool year. The date will be posted on your child's class calendar. This is the only time when children should bring an item from home to school. Please NO GUNS, WEAPONS, or SCARY items of any kind.

Transportation and Field Trips

We do not transport the children to any location or participate in any field trip.

Backpacks & Extra Clothes

A personal area is provided in the hallways/classrooms for coats and personal belongings. Your child needs to have the following items to school in their backpack:

- Newborns through the 2 and 3 year old classes and potty-training children – Diapers and wipes or a full set of extra clothes appropriate to the current season clearly **labelled with your child's name**.
- Backpacks need to be large enough to send home crafts and paperwork. Center pockets on the backpack will be checked daily. Please use the center area of the backpack only. Other pockets will NOT be checked.

We recommend that you send children to school in clothing which is comfortable and appropriate for play. Your child will spend time playing, learning and will get dirty. WE use non-toxic paint and markers. Children need sturdy shoes for negotiating stairs, running, and climbing on the playground. Please check your child's backpack daily for receipts, newsletters, notes, artwork, etc.

Outdoor Play

Children love our large, park-like outdoor play area. This fenced playground has play centers with slides, swings, and climbers. By State regulation we are required to go outside for fresh air each day, but we do not take children outside if the weather is excessively cold/hot or windy.

Confidentiality

It is our policy to keep all family and children's information and records confidential. We will not share information with anyone. Any information we attain is solely used for educating and caring for you and your child.

Guidance & Discipline

Discipline is handled by emphasizing and praising positive behavior and by using positive statements. It is not our policy to use corporal punishment. Instead, we talk things out, give reminders, verbal warnings with explanation of the consequences, and redirect children to more appropriate behavior, then timeouts. Our goal is to help children to use their own words and solutions to solve interpersonal conflicts and assist them to make good choices. If those methods are not effective, we may remove a child from the situation for a few minutes. Usually this gives children a chance to calm down and regain control. The child may lose privilege. For more severe misbehavior, parents will be contacted so that we may work things out together. We will not permit children to interfere with the learning process or safety of our staff or other children. If the misbehavior continues, and things cannot be worked out, the Executive Director will contact the family to create an action plan for the child.

Student Evaluations

The children are evaluated daily. The teachers keep an observation log. This log is a quick reference for behaviors, goals, and achievements they wish to note about a specific child. These small group observations assist the staff when getting to know a new student and how to best prepare lessons to engage and help the child grow emotionally, socially, and developmentally. We present the families with an assessment report in the fall and have a more detailed evaluation completed in February for our parent/teacher conferences. Conferences are held to discuss the child's growth academically. Parent conferences are scheduled in February. Additional evaluations, if teachers feel they are needed, may be completed, and are sent home in the spring prior to Kindergarten Round-Up.

Communication

Communication with parents is important. This is usually done verbally and with occasional notes through ProCare from the teachers if needed. Parents are encouraged to communicate through ProCare, call directly if needed. If the parent chat is not answered by staff, we ask that you please call the preschool and make the Administrators aware of this. Communication is important and only works if both parties participate fully. If parents or staff feels it is necessary, a conference can be scheduled at any time throughout the year and scheduled through the teacher and Administrators. Newsletters are posted monthly on Playground to inform you of important dates and events. Classrooms will send home a monthly calendar with weekly themes and activities, general information, and upcoming events. Please "like" our Facebook page, St. Matthew Preschool Frankfort, to stay informed of all of exciting activities. Signing up for Playground is important to receive additional information and emergency messages. We ask that you communicate to us any changes within home or family which may affect how children feel or act at school. If you have any questions, suggestions, or concerns, please bring them to our attention as soon as possible. Please use the St. Matthew Community Preschool phone number to reach us. You may also email the Executive Director at any time. Executive Director can be reached at 765-654-4546 bakermariakay@hotmail.com

Curriculum

Our curriculum is theme based with the incorporation of Handwriting without Tears and hands on learning. Lesson plans are developed according to the Indiana Foundations to prepare each child for Kindergarten. Each class offers various activities that enrich the child's learning through large and small groups. They can explore individual learning styles through center activities such as math, science, art, dramatic play and sensory. The role of the teachers is to:

- Provide an array of materials and activities from which a child can explore.
- Involve the children with planning, to assist them with choices and problem-solving skills.
- Ask questions and make suggestions for experiences that will stimulate a child's thinking.
- Offer a balance between adult initiation and child initiation.

Schedule Example

½ Day Preschool

The following daily schedule is flexible and subject to change:

8:30-8:45am/12:30-12:45pm	Arrival time
8:45-9:15am/12:45-1:15pm	Rug time & devotions
9:15-10:30am/1:15-2:30pm	Class time & play
10:30-10:40am/2:30-2:40pm	Pick up & rug time
10:40-11:00am/2:40-3:00pm	Snack time
11:00-11:20am/3:00-3:20pm	Large motor Play
11:20-11:30am/3:20-3:30pm	Preparing for dismissal

All Day Preschool with Care

The following daily schedule is flexible and subject to change

6-7:15am	Arrival & Station time & Rug time
8:30-9:00 am	Snack time
9:00-9:15 am	1 st Rug time
9:15-10:15 am	Station work
10:15-10:45 am	2 nd rug time
10:45-11:30 am	Free play
11:30-12:30 pm	Lunch time
12:30-12:50 pm	3 rd rug time
1:00-3:15 pm	Rest time
3:15-3:40 pm	Snacks
3:40-5:30 pm	Large motor play & Dismissal

Helpful Hints

Visit the preschool with your child prior by attending the "Open House/Meet Your Teacher" event. Make sure all online enrollment paperwork is completed. Bring everything they will need for the day. If you are experiencing separation issues, please inform the teachers that you will need assistance. Please remember it is easier for both you and your child to say goodbye and leave without hesitating. If the children cry, the staff are trained in how to ease the fears and comfort them. It usually only takes a few minutes. You are always able to call and see how they are after you leave. Adjustment periods are normal, but they can be smooth if parents support the child with a positive, firm, and consistent approach.

Suggestions & Criticisms

Your suggestions and constructive criticism are most welcome at any time. We are not and probably never will be infallible, but we do care about our children and the education and care we provide them. You can help us by letting us know what you like and do not like as we are always striving to make our program better. We also ask that you complete our end of the year program evaluation and complete the NAEYC evaluation annually.

Childs Name_____

Teachers Name or Classroom_____

Parent/Guardian Signature Page

**Please sign and return to the office*

I, _____ have read and I agree to comply with **ALL** rules and regulations as documented in the St. Matthew Community Preschool Parent Handbook. Please sign below and return tonight, in your child's backpack or to the preschool office.

Parent/Guardian_____ Date_____

Parent/Guardian_____ Date_____

Parent/Guardian_____ Date_____

Parent/Guardian_____ Date_____