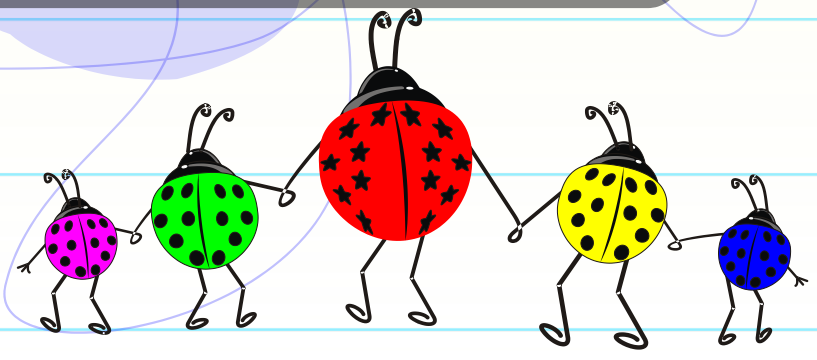


St. Matthews Baptist
**Weekday
preschool**

St. Matthews Baptist
**Parents
Day Out**

2020-2021
Student Handbook



Welcome

St. Matthews Baptist Weekday Preschool and Parents Day Out has been a part of the ministry of St. Matthews Baptist Church for many years. We love preschoolers and their families. There is a real sense of care and community at this church and school. We strive to meet the needs of the whole child and provide a happy environment in which each child can grow.

Mission Statement

We believe that all children should feel good about themselves and their world. We strive for children to know they are worthy as individuals and to recognize the worth of others.

Philosophy of Education

We believe that St. Matthews Baptist Weekday Preschool and Parents Day Out shall provide a happy environment in which the child may grow ...

Physically—We help each child participate in a variety of motor activities to improve muscular coordination and fine motor skills. We establish desirable health habits and teach the child to know and follow the simple rules of safety.

Socially—Children learn through play. They learn to share and work together. We encourage them to respect personal and property rights of others. We aim to develop attitudes of kindness, cooperation, courtesy, and helpfulness towards others. We expect children to accept appropriate individual and social responsibility in their groups; we believe this to be essential in establishing relationships with peers and adults.

Mentally- We feel children have the right to be children, and we will not push them into areas and experiences for which they are not ready. At the same time, we want children to stretch their thought processes and their imaginations. We try to broaden their range of interests, and help them grow in their ability to concentrate. We urge them to express themselves through language, music, and art experiences. We encourage the development of listening skills.

Emotionally- We keep our classes small so we can know each child. We try to understand the needs of each child and help them grow in self-confidence as they learn to become more independent. Any information you can offer your child's teacher will be helpful and appreciated.

Spiritually- Our goal is for each child in our program to grow in the knowledge of God and God's love. We model God's love in our actions with other people, and we teach about God through Bible stories and prayer.

This information has been prepared to acquaint you with our school and help you to better understand our program as we work together for a successful year.

The staff at St. Matthews Baptist Weekday Preschool and Parents Day Out can be more effective with your family if you will agree to observe the following policies.

Faculty and Staff 2020-2021

Director.....Ms. Missey McMillan
Assistant to the Director.....Ms. Stephanie David
Bookkeeper.....Ms. Terri Adams

Preschool Teachers

Ms. Stephanie Bell
Ms. Jill Broyles
Ms. Chanley Burnett
Ms. Olivia Clifford
Ms. Sherri Fort
Ms. Annie Kline
Ms. Colleen Mackey
Ms. Katie O'Malley
Ms. Tracey Roach
Ms. Michelle Rose
Ms. Jeanette Schmidt
Ms. Lisa Snyder
Ms. Sherry Strohmeier

PDO Teachers & Substitutes

Ms. Frances Bell
Ms. Sarah Blumenstock
Ms. Brittanie Breidenbach
Ms. Hayley Burnett
Ms. Peyton David
Ms. Alyssa Freitas
Ms. Victoria Gilmore
Ms. Kristy Grivas
Ms. April Rhodes
Ms. Mary Stuart Thomas
Ms. Jessica Wade

SMBC Preschool Committee 2020-2021

Becky Black, Chair
Alicia Edmiston
Nancy Porter
Kellie Powell
Susan Rhodes
Audrey Torstrick

Calendar

Please refer to our school calendar for necessary information and events.

You can view your child's school calendar using the Calendar tab in HeadMaster Online.

On the HeadMaster Online tabs, select **Calendar**. Select an option from the drop-down list to narrow the focus of the calendar.

Date	Event
Monday, September 21	First Day of School (5-Day Program only)
Tuesday, September 28 or Wednesday, September 29	First Day of School (Rest of Program)
Wednesday, November 25 to Friday, November 27	Thanksgiving Break
Monday, December 21, 2020 to Friday, January 1, 2021	Winter Break
Monday, January 4	School Resumes
Monday, January 18	Martin Luther King, Jr. Day
Monday, March 29 to Friday, April 2	Spring Break *Subject to Change
Monday, April 5	School Resumes
Monday, May 31	Memorial Day
Thursday, June 10	Last Day of School

Inclement Weather

Our school follows Jefferson County Public School's inclement weather schedule. If there is a delay in the beginning of the day for Jefferson County Public Schools due to inclement weather, our school will not meet that day. If Jefferson County Public Schools are closed due to inclement weather, our school will be closed.

Please See COVID Policies & Protocols addendum for changes effective for the 2020-2021 school year.

2020-2021 CLASS OFFERINGS AND TUITION COSTS

<u>CLASS</u>	<u>HOURS</u>	<u>REG FEE</u>	<u>TUITION</u>	<u>PAYMENTS (10)</u>
Five-day 4/5-year old	9AM-NOON	\$150	\$2,800	\$280
Four-day 4-year old (M, T, W, Th)	9AM-NOON	\$150	\$2,600	\$260
Three-day 3-year old (T, W, Th)	9AM-NOON	\$150	\$2,300	\$230
Two-day Parents Day Out (ages 6 mos—2 years old) (M/W or T/Th)	9AM-1PM	\$75	\$1,400	\$140

Unless otherwise noted, we follow Jefferson County Public Schools birthday/age requirement of **August 1**. ALL classes offerings are subject to enrollment. When spaces are filled, a waiting list will be maintained on a first-come, first-serve basis.

Registration

Registration Fees are due at time of application and are non-refundable.

Equal Opportunity

The policy of St. Matthews Baptist Weekday Preschool and Parents Day Out is to provide equal opportunity in the acceptance for any and all applicants to our school as well as applicants for employment. No applicant of any kind will be discriminated against because of race, religion, color, sex, age, national origin, or handicap. This policy applies to all hiring, training and development, promotion, compensation, benefits, educational assistance, layoff and recall,, social and recreational programs, termination and retirement.

Enrollment

The Enrollment Agreement states that you are responsible to pay the tuition for the full academic year. Unless notice of withdrawal is so given and approved, no portion of the annual tuition charge paid or outstanding balance will be refunded or forgiven. This includes the decision of the parents/guardians to enroll the student elsewhere or the withdrawal of the student for any reason.

Pandemic Policy: If the State should mandate that all Day Care facilities are to be shut-down due to the Pandemic, you will be financially responsible for 2 weeks of tuition after the official close date. All payments can be made online and your account will reflect this change.

Change of Enrollment (Form available from the office)

- **Delay of Start**—If you choose not to start your child on the first day of school (more than 1 month), you may submit a form with payment of 1/2 month's tuition installment for every month of delay. This prepayment will be applied to the month your child begins school. Prepayments will not be refunded if the child does not start. No partial refund of the prepayment will be issued.
- **Temporary Leave**—If you choose to remove your child from school during the school year (no less than 2 weeks and no more than 2 months), you may submit a form with payment of 1 month's tuition installment at least 2 weeks prior to absence from program. This prepayment will be applied to the month your child returns to school. Prepayments will not be refunded if the child does not return. No partial refund of the prepayment will be issued.
- **Permanent Withdrawal**—If you need to permanently withdraw your child from our program, you may submit a form 30-days prior to your desired withdrawal date. Full payment will be required during the 30-day notification period, even if your child does not attend.

Tuition

Tuition is divided into ten (10) monthly installment payments from September 2020 to June 2021. A non-refundable registration fee is paid at registration and guarantees your child a place in our program. The first payment is due on the first day of school. Subsequent payments are due the 1st of each month. You have a 15-day grace period before a late fee will be charged on the 16th of each month. A payment that is two (2) months delinquent will be cause to suspend the student until the account is brought to date. The office will be happy to address any questions concerning tuition throughout the year.

To make a one-time payment

Log in to HM Online.

In the Overview window, locate the Family Balances section and click **Make Payment**.

Enter the total amount you want to pay, and click **Continue**.

Designate the portions of your total amount that you want to apply to your Family balance and your Lunch balance.

Click **Continue**.

Select a **Payment Method**, or click **Add a New Payment Method**.

Click **Continue**.

Review your payment information, and select **Process Payment**. You will receive an email receipt.

Click **Print** to immediately obtain a copy of your receipt for your records.

To add a scheduled payment

Log in to HM Online.

In the Overview window, locate the Family Balances section and click **Manage Scheduled Payments**.

Click **Add New Scheduled Payment**.

Enter the amount you want to pay.

Designate the portions you want to apply to your family balance and your lunch balance.

Select a payment frequency.

Select the day you want the payment to start and an end date or number of recurrences.

Enter your payment method.

Select schedule payment.

You can create and manage your payment methods via the **My Account** link that appears in the upper-right corner of the Overview window. A warning message displays with red text if a credit card is close to expiration.

If your credit card expires, it's not included as a payment option when you enter your transaction.

Lunch Bunch

Program

Lunch Bunch is designed to give your child an extra hour after Preschool. They will bring their lunch and then have free play. The program is in session Monday - Thursday from noon until 1:00 pm. Your child may attend based on availability. Lunch Bunch will begin on Tuesday, September 28, 2020. You must have all your forms returned to me prior to the 21st of September. Due to staffing, you must sign up for the day(s) of the week you would like them to stay. Weekly and daily adjustments are not allowed.

NOTE: Participation in the program is subject to enrollment. A class must have at least 2 students enrolled per day for it not to be cancelled.

Fees

There is a \$10 registration fee due with your application. A fee of \$10 per day is charged for the program. There is not a charge for the days our school is not in session. If your child is absent for any reason, the fee will still be due. The fees are due with your tuition payment each month. Please note that all payments can be made on one check. If your child is not picked up by 1:00 pm, you will be charged a late pickup fee of \$5. Please be considerate of our teachers.

	Monday	Tuesday	Wednes- day	Thursday
September	\$10	\$10	\$10	
October	\$30	\$40	\$40	\$50
November	\$50	\$30	\$30	\$30
December	\$20	\$30	\$30	\$30
January	\$30	\$40	\$40	\$40
February	\$30	\$40	\$40	\$40
March	\$40	\$40	\$40	\$40
April	\$40	\$40	\$40	\$40
May	\$40	\$40	\$40	\$40
June	\$10	\$20	\$20	\$20
TOTAL	\$300	\$330	\$330	\$330

School Calendar

There will be no monthly fee adjustments due to snow days. However, if several days are missed due to snow, the Director may include make-up days at her discretion at no extra cost.

Holidays - We follow the Jefferson County Public School (elementary) schedule for Holiday closings and will be closed for in-service days. Notice will be posted ahead of time to remind you of those dates.

Inclement Weather - We follow the Jefferson County Public School's bad weather schedule and will be closed on days that they are closed. **Except** when they are on a delay. When they are on a delayed schedule, **we will be closed.**

Pandemic Policy - The installment payment invoiced for the month at the time of closing will be due. No additional invoices will be incurred.

The registration form with the appropriate payment must be received prior to starting the program.

Clothing

Only comfortable, washable play clothes should be worn to school. Please mark sweaters, jackets, coats, etc. with your child's name. A change of clothes should be kept in each child's classroom in case of an accident. A few extra pieces of clothing are kept in the office and will be loaned to a child in an emergency; however, children are more comfortable wearing their own clothes. Please remember that each class will be going outside almost everyday and to dress your child accordingly. Children are required to wear shoes that are a tennis-style shoe that tie, Velcro or buckle. NO flip-flops or slip-on shoes. This is for their safety on the play structures.

Toys

Other than items designated by their individual teacher, we request that toys not be brought to school. We know that we make some exceptions to this rule, such as when a comfort item can help soothe the transition during the first month of school. Consult with your child's teacher before you send anything you think will contribute to a good learning experience. We welcome such contributions, but like to plan for them. Please mark objects and containers with your child's name.

Please do not let your child come to school with jewelry, money, guns or violent toys. Gunplay is not allowed at school. We feel these things are best controlled at home. Although a child should learn the value of real money, there is nothing to buy at school and no need for money in the classrooms. Play money will be used in a learning situation in some classrooms.

We also request that children not bring umbrellas to school. The teachers will have umbrellas in carpool and raincoats and hats keep children dryer when going from a car to outdoors. These are also much safer and less trouble.

Snacks/Supplies

Parents Day Out parents are asked to provide a one-time \$25 supply fee to help with general craft supplies and cleaning supplies. This is due with your first tuition installment payment and will be invoiced at that time.

Weekday Preschool parents are asked to provide two payments of \$25 to help with snacks, general classroom supplies and cleaning supplies. The first payment is due with your first tuition installment payment. The second fee will be invoiced in February.

The fee covers the cost of general school supplies for the classroom (glue, markers, crayons), cleaning supplies (Clorox Wipes, Lysol, hand sanitizer), and snacks (peanut/tree nut free).

The fee does allow us to purchase supplies in bulk, reducing costs and making sure classrooms are well-stocked throughout the year.

No student will be denied enrollment for failure to pay the snack/supply fees.

Formula/Milk

All infant formula/milk must be prepared or brought in a pre-measured container. Bottles can be sent in a bottle carrier with an ice pack or placed in the refrigerator in the baby room.

Lunches

Lunch boxes with an ice pack and a plastic divided container work best for the children and teachers. The plastic divided containers help the teachers with a quick set-up for lunchtime.

**Please See COVID Policies & Protocols addendum for changes
effective for the 2020-2021 school year.**

Arrival/Dismissal of Child

Arriving and leaving on time are important in establishing habits of promptness and regularity. Your child should not arrive before 8:50 am. Always bring your children into the building and to the classroom door. You must stay with your child until the teacher has acknowledged their arrival.

For dismissal, always pick-up children at the door of their classroom. Please wait outside the door until the teacher opens the door. This will help facilitate a safe and calm dismissal. Because of safety, we will not dismiss a child without an adult. Children may be picked up beginning at 11:50 am.

If you want your child picked up by someone other than his/his regular transportation, please send a note to his/her teacher. The teacher will need to see a photo ID from the individual when they arrive.

A late fee of \$5 per each 15 minutes will be charged if your child is picked up after 12:10 pm.

Preschool Drop-Off

After the first week, there will drop-off service available and a staff member will be present to get your child out of the car. This service is optional and for your convenience. Under no circumstances can you leave your car when using the drop-off drive, as this is a one-way drive and creates much congestion for the cars behind you. If your child becomes upset while using the drop-off, please pull into the parking lot and walk your child into the building. If you arrive after 9:10am and a staff member is not standing at the carpool line, please park your car and walk your child to his or her classroom. Children are not allowed to come into the building by themselves.

Parking Lot

Please enter and exit the parking lot with extreme care.

The parking lot of St. Matthews Baptist Church offers an ample supply of parking. Please park only in the designated parking spaces. Do not park in Handicapped Parking. Do not park along the sidewalk or grass areas. Do not park in the drop-off drive in the morning or afternoon. This is a fire lane.

Small children can be hard to see, so please slow down, look carefully, and park only in designated areas.

Please See COVID Policies & Protocols addendum for changes effective for the 2020-2021 school year.

Health

The office must have a current Kentucky Immunization Form for your child by the first day of school. Your child will not be admitted to school without this authorized form.

We can only accept "well" children. We depend on parents to help us maintain this policy. If symptoms of illness are observed, the child will be sent home. We ask that you not bring your child when he or she has one or more of the following symptoms:

- Fever of 100 degrees orally
- Diarrhea or vomiting
- Acute cold, coughing, sneezing, or runny nose
- Earache or sore throat
- Rash or skin eruptions
- Red or discharging eyes

Your child should be free of any of the above symptoms for 24 hours before coming back to school.

We do not give children medication due to the length of our program. Any routine medication should be given to a child before or after school.

Allergy/Medication Instruction

Any allergy listed on your registration form requires an "Action Plan" from your allergist. Your child will not be admitted to school without this authorized form. If medication is required to treat the reaction, this must be provided to stay at school prescribed with their name on it. This will only be administered in an emergency

Asbestos

In keeping with our commitment to providing and maintaining a safe and healthy environment for all employees and students in our school, and in compliance with the environmental Protection Agency regulations and the Asbestos Hazard Emergency Response Act (AHERA), St. Matthews Baptist Church employed environmental experts to conduct an inspection of our facilities. Our building has asbestos-containing materials, however the areas are in good condition and do not pose any problem under our normal use and conditions. The Management Plan documentation with all laboratory analysis is kept in the Church Office and is available for your review upon request.

Curriculum

Curriculum, for all ages, has been carefully planned to help the child develop in the areas of language, spirituality, social studies, science, fine/gross motor skills, arts and crafts, and music. We plan for this to be a happy, fun-filled learning experience for your child.

Discipline

Our school adheres to Kentucky law in its disciplinary procedures which says, "Disciplinary methods shall be designed and implemented through positive guidance to help the individual child develop self-control and assume responsibilities for his/her acts."

We set limits of behavior, which consist of simple and consistent guidelines. No child will ever be subjected to any type of physical or harsh discipline, which would be degrading, threatening, or frightening. Discipline will never be associated with rest, toileting, or withholding of food.

Discipline Code

The following is a step-by-step discipline code procedure that has been established by St. Matthews Baptist Preschool and Parents Day Out for each child's safety and based on developmental stage/level.

Step 1: Encourage the child to change the behavior by calling them by name.

Step 2: Redirect the child to another area of play.

Step 3: Join the child in the specific redirection.

Step 4: Direct the child to a quiet place and moment.

Step 5: Short removal of privilege.

Step 6: Bring the child to the Director's office for discussion of behavior.

Step 7: Director calls parent for consultation.

Step 8: Remove child from program for 2 days.

Step 9: Remove child from program.

Child Abuse

At any appearance that a child may be a victim of abuse or neglect, our staff would react by following Kentucky law by: 1) Observing the child; 2) Calling Child Protective Services; and 3) Notifying the Department of Human Resources.

If any staff member of our school were suspected of any form of abuse, the staff member would immediately be put on leave of absence while an investigation was conducted. If the suspicion were confirmed, the employee would be immediately terminated.

Additional Programming

We have a wonderful church family here at St. Matthews Baptist Church. You are invited to join us for worship, educational events, counseling or any other services. We'd love to have you. As you have questions about parenting, child care, faith development, or other issues, please know we are eager to be of ministry help.



HeadMaster

HeadMaster Online helps parents stay on top of billing information and pay online by debit/credit card. You can contact a teacher via email, view the school calendar, and view the school directory. You can also use HeadMaster Online to update your basic information to keep the school aware of changes to your address, phone numbers, and other vital information.

HeadMaster Online applications are available on iOS and Android phones.

Logging into HeadMaster Online from your school's website

From your school's website, click the **HM Online** link.

Enter your user name and password.

Click **Log In**

Logging into HeadMaster Online from the HeadMaster Online website

Go to <https://secure.headmasteronline.com/>.

Enter your school's 6-digit site number (165135).

Enter your user name and password.

Click **Log In**

Creating a strong password

When you set a password, it should:

- Contain two or more numbers and both lower and upper case characters
- Be over 8 characters long
- Not contain your username or email or include any of the following characters: < & > \ / % or space.

You can edit your profile in HeadMaster Online to update the contact and personal information the school has on file for you.

To edit your profile

Under the section you want to edit, click **.** The Add/Edit dialog box displays.

Edit your information.

Click **Submit**.

Be sure to set up your contact preferences and select what information you want to be shared on the online directory.

Parent Communication

A monthly calendar describing classroom activities and providing general information will be sent by your child's teacher. School announcements will be made through HeadMaster Online as well as updated on our school website.

With the Announcements feature on HeadMaster Online, you'll always know what's going on at your child's school.

To view class announcements

On the Overview tab, under My Children's Activity, select the tab with the child's name that you want to view announcements for.

Select the class you want to view announcements for.

Useful Information

The number of announcements available in a class displays in the Announcements column. If the number is 0, then there are no new announcements pending for that class.

Under School Announcements, a portion of the announcement will display. Click **More** to view additional information.

Sometimes a note just won't do. When that happens, you can contact your child's teacher using HeadMaster Online.

To contact a teacher

On the HeadMaster Online tabs, select **Reports**.

On the drop-down list, select **Staff Directory**.

Preschool Conferences

We plan for individual parent-teacher conferences during the year. These will be conducted through Zoom, email or phone based upon the arrangements agreed upon by your teacher. If at other times you feel the need to discuss something with us, please contact either your teacher or the office.

Visitors

Visits inside the school building will be limited to a time that has been prearranged with the Director. Until further notice, class parties, birthdays, and celebrations will be handled in-house. Please do not send any snacks or items to be shared with the class.

Please See COVID Policies & Protocols addendum for changes effective for the 2020-2021 school year.

Please sign and return the Acknowledgement of Receipt of Student Handbook & Addendum.