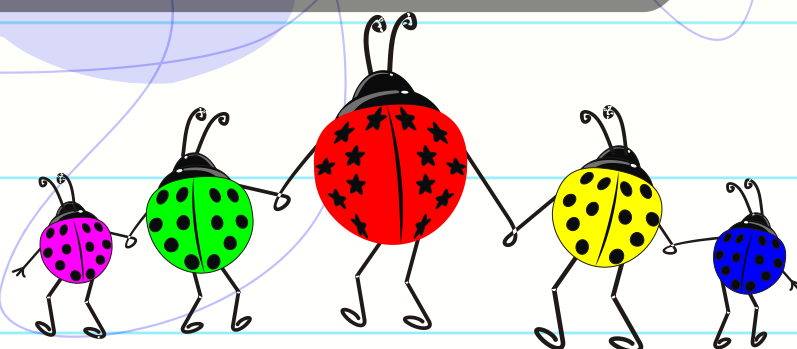




St. Matthews Baptist  
**Weekday  
preschool**

St. Matthews Baptist  
**Parents  
Day Out**

2021-2022  
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 students 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 2021-2022**

Director.....Ms. Missey McMillan  
Assistant to the Director.....Ms. Stephanie David  
Bookkeeper..... Ms. Mary Stuart Thomas and Betsy Cherry

**Preschool Teachers**

Ms. Terri Adams  
Ms. Stephanie Bell  
Ms. Sarah Blumenstock  
Ms. Jill Broyles  
Ms. Sherri Fort  
Ms. Annie Kline  
Ms. Colleen Mackey  
Ms. Meghan Purcell  
Ms. Katie O'Malley  
Ms. Tracey Roach  
Ms. Michelle Rose  
Ms. Jeanette Schmidt  
Ms. Suzanne Smith  
Ms. Lisa Snyder  
Ms. Mary Stuart Thomas

**PDO Teachers & Substitutes**

Ms. Frances Bell  
Ms. Wendy Berkhahn  
Ms. Brittanie Breidenbach  
Ms. Hailey Burnett  
Ms. Laura Cooksey  
Ms. Peyton David  
Ms. Jeanne Davis  
Ms. Alyssa Freitas  
Ms. Misty Orr  
Ms. April Rhodes  
Ms. Lowe Silander  
Ms. Tracy Winters

**SMBC Preschool Committee 2021-2022**

Kellie Powell, Chair  
Nancy Porter  
Susan Rhodes  
Brina Stephens  
Audrey Torstrick  
Matt Yantis

## **Calendar**

Please refer to our school calendar for necessary information and events. It is posted on our website- [www.smbcpreschool.org](http://www.smbcpreschool.org)

## **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. Also, it will be posted on our website- [www.smbcpreschool.org](http://www.smbcpreschool.org)

2021-22	
Date	Event
Monday, August 16, 2021	Parent/Teacher Orientation
Monday, August 23, 2021	First Day of School
Monday, September 6, 2021	Labor Day - No School
Wednesday, September 29, 2021 to Friday, October 1, 2021 (return to school on Monday, October 4, 2021)	Fall Break - No School
Monday, October 11, 2021	Parent/Teacher Conferences - No School
Wednesday, November 24, 2021 to Friday, November 26, 2021 (return to school on Monday, November 29, 2021)	Thanksgiving Break - No School
Monday, December 20, 2021 to Monday, January 3, 2022 (return to school on Tuesday, January 4, 2022)	Winter Break - No School
Monday, January 17, 2022	Martin Luther King, Jr. Day - No School
Monday, February 21, 2022	Parent/Teacher Conferences - No School
Friday, April 1, 2022 to Friday, April 8, 2022 (return to school on Monday, April 11, 2022)	Spring Break - No School
Thursday, May 19, 2022	Last Day of School

**Please See COVID Policies & Protocols addendum for changes  
effective for the 2021-2022 school year.**

## 2021 -2022 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 August 15, 2021 to May 15, 2022. 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. our child may attend based on availability. Lunch Bunch will begin on Monday, August 23, 2021. You must have all your forms returned to me prior to the start of school, August 23rd. 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 you 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
August	\$20	\$20	\$10	\$10
September	\$30	\$40	\$40	\$40
October	\$30	\$40	\$40	\$40
November	\$50	\$50	\$30	\$30
December	\$20	\$20	\$30	\$30
January	\$30	\$40	\$40	\$40
February	\$30	\$40	\$40	\$40
March	\$40	\$50	\$50	\$50
April	\$30	\$30	\$30	\$30
May	\$30	\$30	\$30	\$30
TOTAL	\$310	\$360	\$340	\$340

### 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 2021-2022 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.

**Beginning and Termination of St. Matthews Baptist Preschool and PDO Responsibility**

A participating child does not become the responsibility of St. Matthews Baptist Preschool or Parents Day Out, until the child is either -

- 1) taken to his or her classroom inside Building B, and the teacher acknowledges the child's arrival; or
- 2) the child is delivered to the drop off location (Building B for PDO and Building A for Preschool). St. Matthews Baptist Preschool or PDO responsibility for a participating child terminates when the child is picked up by his or her parent, guardian, or other authorized adult

**St. Matthews Preschool and Parents Day Out Not Responsible for Transportation**

Neither St. Matthews Baptist Preschool or Parents Day Out provide transportation of participating children to, or from, the church premises. In the event a participating child's parent or guardian should for any reason arrange for an adult who happens to be a St. Matthews Baptist Preschool or Parents Day Out teacher or other employee, to transport a participating child to or from the church premises, this will constitute a strictly private arrangement between those parties. Any person so transporting the participating child to or from the church premises does so in their individual capacity, and is not acting as an agent, employee, or representative of any kind of St. Matthews Baptist Preschool or Parents Day Out.

**Please See COVID Policies & Protocols addendum for changes  
effective for the 2021-2022 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 2021-2022 school year.**

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