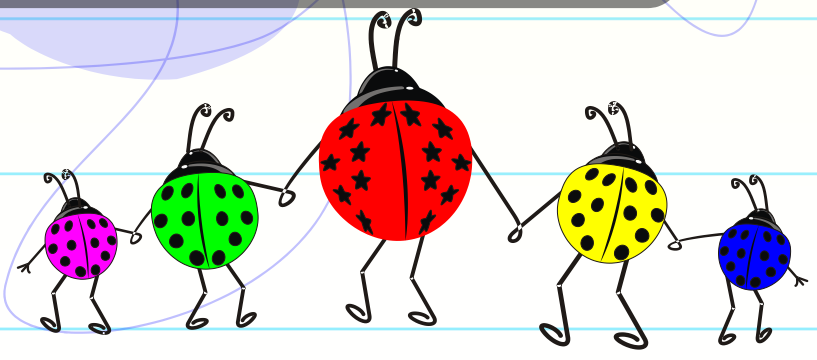


St. Matthews Baptist
**Weekday
Preschool**

St. Matthews Baptist
**Parents
Day Out**

2023-2024
Student Handbook



Welcome

St. Matthews Baptist Weekday Preschool and Parents Day Out (PDO) 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, musical, 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 2023-2024

Director.....Ms. Missey McMillan

Assistant to the Director.....Ms. Stephanie David

Bookkeeper..... Ms. Mary Stuart Thomas and Ms. Betsy Cherry

Preschool Teachers

Ms. Terri Adams

Ms. Stephanie Bell

Ms. Sarah Blumenstock

Ms. Brittanie Breidenbach

Ms. Kim Clifford

Ms. Jeanne Davis

Ms. Annie Kline

Ms. Colleen Mackey

Ms. Katie O'Malley

Ms. Jane Merman

Ms. Misty Orr

Ms. Tracey Roach

Ms. Michelle Rose

Ms. Jeanette Schmidt

Ms. Suzanne Smith

Ms. Olivia Tarvested

Ms. Gayle Thomas

PDO Teachers & Substitutes

Ms. Wendy Berkhahn

Ms. Laura Bopp

Ms. Elena Brian

Ms. Laura Cooksey

Ms. Kristy Grivas

Ms. Sami Hance

Ms. Cynthia Kinder

Ms. Brittany Riley

Ms. Maria Rodriguez

Ms. Savannah Rodriguez

Ms. Lauren Weber

Calendar

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

It is also posted on our website-www.smbcpreschool.org.

Monday, August 14	Parent Night PDO: 6-7 p.m. PS: 7-8 p.m.
Monday, August 21 Tuesday, August 22	First Day of School
Monday, September 4	Labor Day No School
Monday, October 2– Friday, October 6	Fall Break
Tuesday, November 7	Election Day- No School Parent Teacher Conferences
Wednesday, November 22– Friday, November 24	Thanksgiving Break
Thursday, December 21– Friday, January 5	Winter Break
Monday, January 8	School Resumes
Monday, January 15	No School
Monday, February 19	No School Parent Teacher Conferences
Monday, April 1– Friday, April 5	Spring Break
Monday, April 8	School Resumes
Friday, May 3	No School
Friday, May 17	Last Day of School

Inclement Weather

Our school follows Jefferson County Public School's inclement weather schedule. The Director reserves the right to make a different decision than JCPS, if needed. You should always check the website, Reach Alert and text for a decision. 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.

Notice of Nondiscriminatory Policy

St. Matthews Baptist Preschool and Parents Day Out admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

2023-2024 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	\$175	\$3,000	\$300
Four-day 4-year old (M, T, W, Th)	9AM-NOON	\$175	\$2,800	\$280
Three-day 3-year old (T, W, Th)	9AM-NOON	\$175	\$2,500	\$250
Two-day Parents Day Out (ages 6 wks.—2 years old) (M/W or T/Th)	9AM-1PM	\$100	\$1,800	\$180

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 on our website)

- **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, 2023 through May 15, 2024. A non-refundable registration fee is paid at registration and guarantees your child a place in our program. Installment payments are due by the 15th of each month. 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. **As of August 14, 2023 all payments are made to the office in the form of cash or check. We do not accept credit cards. We are in the process of changing our billing system and will alert you when the new system has started.**

Snow Days- 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. However, the Director reserves the right to make a different decision than JCPS, if needed. This will be on the website, under "announcements" and via Reach Alert.**

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

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
August	\$20	\$20	\$20	\$20
September	\$30	\$40	\$40	\$40
October	\$40	\$40	\$30	\$30
November	\$40	\$30	\$40	\$40
December	\$30	\$30	\$30	\$30
January	\$20	\$40	\$40	\$30
February	\$40	\$40	\$40	\$50
March	\$40	\$40	\$40	\$40
April	\$30	\$40	\$30	\$30
May	\$20	\$20	\$30	\$30

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 \$50 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 \$50 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.

Arrival/Dismissal of Child

Arriving and leaving on time are important in establishing habits of promptness and regularity. Your child should not arrive before carpool. If you walk your child to the door, please wait until the appropriate time and your child must be received by a verified staff member. Children are not allowed to come into the building by themselves.

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. It is up to the parents to make sure the Director and your child's teacher have written consent if someone else is picking them up.

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

PLEASE REFER TO OUR CARPOOL DIRECTIONS:

Preschool Carpool Times:

Arrival: 8:45 am- 9:05 am

Dismissal: 11:45 am- 12:05 pm

Lunch Bunch Dismissal: 1:00 pm

PDO Carpool Times:

Arrival: 8:50 am- 9:10 am

Dismissal: 12:50 pm- 1:10 pm

IF YOU HAVE STUDENTS IN BOTH PROGRAMS, YOU CAN DROP OFF/PICK UP IN THE PDO LINE, BUT YOU MAY NOT DROP OFF/PICK UP A PDO STUDENT IN THE PRESCHOOL LINE.

Parking Lot

Please enter and exit the parking lot with extreme care. Small children can be hard to see, so please slow down, look carefully, and park only in designated areas.

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

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.

A participating child does not become the responsibility of St. Matthews Baptist Preschool or PDO until the child is either:

- 1) Received at the front door of Building B by a verified Staff member, or
- 2) The child is delivered to the drop off location (Building B).

St. Matthews Preschool and PDO are NOT responsible for Transportation

Neither St. Matthews Baptist Preschool or PDO 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 PDO 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 PDO.

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 48 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. Please take note of our COVID policies on our website. Please know these are subject to change as needed and the Director will inform you when or if they change.

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.

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 our school website. Depending on your child's age not all PDO classes will have calendars.

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. We do allow parents to participate in school functions, but we will limit this to a certain amount. You will have a chance to sign up, but please allow everyone a chance to participate. PDO classes will be limited on parties. Please do not send any snacks or items to be shared with the class, UNLESS they are store bought and all ingredients can be reviewed.

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.

