



3515 Grandview Ave. Louisville, KY 40207

August 1, 2023

Dear Preschool Parents,

This letter is to inform you about some of our requirements (mandated by the Commonwealth of Kentucky) regarding "Emergency Preparedness." This preparedness is not to alarm you—it is merely an informational sheet for you to keep as a reference. We are required to have monthly fire drills, quarterly tornado and earthquake drills, as well as lockdown drills.

In the event an emergency occurred which required us to relocate to a different site, we have included (on the back of this letter) a parent information form for reunification. If we simply need to evacuate the building, but we are still on the premises, the form indicates where to locate us on church property. **Please keep this information sheet as a reference.**

As always, we strive to have a safe environment for your children. Thank you for your attention to this information.

Blessings,

A handwritten signature in black ink that reads "Missey McMillan". The signature is written in a cursive, flowing style.

Missey McMillan
Director

CHILD CARE EMERGENCY/DISASTER PREPAREDNESS

PARENT INFORMATION FORM FOR REUNIFICATION

This information is to be shared with parents and updated annually.

Name of Provider/Program	St. Matthews Baptist Preschool																		
Program address	3515 Grandview Ave. Louisville, KY 40207																		
Emergency/ Disaster contact at the child care program	Missey McMillan, Director Stephanie David, Assistant Director																		
Phone number of emergency/disaster contact	(502) 992-9000																		
Cell phone of emergency/disaster contact (Please do not call cell phone number during non-emergencies; it will not be turned on.)	(502) 644-3986, Missey McMillan																		
In the event the facility/home must be evacuated because of an emergency/disaster, the staff and children will leave the building and gather in the immediate area at	Outside parking lot by Nanz Ave.																		
In the event the facility/home must be evacuated because of an emergency/disaster in the immediate area the children and staff will be transported by <u>cars/vans</u> to	Our Lady of Lourdes Catholic Church 510 Breckenridge Lane Louisville, KY 40207																		
The address, phone number, and contact person at the relocation site is	Our Lady of Lourdes Catholic Church (Preschool) 510 Breckenridge Lane Louisville, KY 40207 Dana Payton, (502) 893-5881																		
The address, phone number, and contact person of the alternate relocation site (#2) if the first relocation is not accessible, is																			
If necessary, children will be transported to this health care facility	Norton Children's Hospital, (502) 629-6000 Baptist Hospital East, (502) 897-8100																		
Address, phone number, and position title of contact at health care facility	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Norton Children's Hospital</td> <td style="width: 50%;">Norton Children's Hospital</td> </tr> <tr> <td>231 E. Chestnut</td> <td>Emergency Room</td> </tr> <tr> <td>Louisville, KY 40206</td> <td>(502) 629-7225</td> </tr> <tr> <td>(502) 629-6000</td> <td></td> </tr> <tr> <td> </td> <td></td> </tr> <tr> <td>Baptist Hospital East</td> <td>Baptist Hospital East</td> </tr> <tr> <td>4000 Kresge Way</td> <td>Emergency Room</td> </tr> <tr> <td>Louisville, KY 40207</td> <td>(502) 897-8141</td> </tr> <tr> <td>(502) 897-8100</td> <td></td> </tr> </table>	Norton Children's Hospital	Norton Children's Hospital	231 E. Chestnut	Emergency Room	Louisville, KY 40206	(502) 629-7225	(502) 629-6000		 		Baptist Hospital East	Baptist Hospital East	4000 Kresge Way	Emergency Room	Louisville, KY 40207	(502) 897-8141	(502) 897-8100	
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* Please see your childcare provider if you would like to review the complete emergency/disaster preparedness plan.

* The Director will use Reach Alert to communicate in an emergency.