



St. Matthews Baptist Church Weekday Preschool
3515 Grandview Avenue, Louisville, KY 40207

July 13, 2025

Dear Preschool Parents,

This letter is to inform you about some of our requirements (mandated by the Commonwealth of Kentucky) regarding "Emergency Preparedness". This preparation 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 and quarterly tornado and earthquake drills.

If 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 our children. Thank you for your attention to this information.

Blessings,

A handwritten signature in black ink that reads "Missey McMillan".

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	Miskey 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 _____ cars/vans _____ 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	Norton Children's Hospital 231 E. Chestnut Louisville, KY 40206 (502) 629-6000	Norton Children's Hospital Emergency Room (502) 629-7225
	Baptist Hospital East 4000 Kresge Way Louisville, KY 40207 (502) 897-8100	Baptist Hospital East Emergency Room (502) 897-8141

* Please see your child care provider if you would like to review the complete emergency/disaster preparedness plan.