



St. John Preschool
MAKING A DIFFERENCE

SAINT JOHN PRESCHOOL HANDBOOK

2022 ~ 2023

Saint John Preschool Philosophy:

Our Program is based upon the belief that each child is a unique creation of God. We believe that time spent building self-esteem in preschoolers is a lifelong investment. A positive sense of self is built by connecting with others receiving and giving unconditional love and respect. Developmentally appropriate activities are provided in a Christ-like environment to stimulate growth of the whole child. Opportunities are provided for children to develop physically, intellectually, emotionally, socially, and spiritually. Structured group times, outdoor play times, and center times will allow children to grow into responsible, independent learners!

Schedule

Our school year will begin on Monday, August 29, 2022 and end on Thursday, May 11, 2023. We will observe the Oldham County School calendar for scheduled closings. **If a decision is made to close preschool due to inclement weather (SNOW), the announcement will be made by the One Call system to your phone, and you will receive a Procure message. PLEASE NOTE: One Call will only provide phone messages until December 31, 2022. YOU MUST DOWNLOAD THE PROCARE APP to receive weather related closing information beginning January 1, 2023. Delay policy: Oldham County one hour delay / Saint John Preschool one hour delay; Oldham County over one hour delay / Saint John Preschool CANCELED!**

The Preschool / After School Board has adopted the following Snow Make-Up Policy: Upon the third day missed of Monday/Tuesday classes, or upon the third day missed of Wednesday/Thursday classes, days will be made-up in the following order: 1st make-up -day: Friday, 1/20; 2nd make-up-day: Friday, February 24; and 3rd make-up day: Friday, 4/14. Should a snow day occur on an extended day, your account will be credited for the amount paid for extended day.

Other Important Information:

- The preschool address is 12700 West US Highway 42, Prospect, KY. The phone number is 502-753-1768. The FAX number is 502-228-0514.
- Our Federal Tax ID Number (for tax purposes) is IW 61-0961846.
- **Saint John United Methodist Church family opportunities include:**
(For more information please call the church office at 228-2897 or go to our website; stjohncy.com)
 - Sunday morning worship services: 8:30 and 10:30
 - Children's programming: 8:30, 9:25 and 10:30.
 - AWANA (program for children ages 4 - 5th grade).
 - Middle school small groups Wednesday evenings
 - High school small groups Sunday evenings
 - Small group / Bible study opportunities throughout the week
 - UPWARD Basketball

Saint John Preschool Calendar 2022-2023

Class Visits	August 22 & 23
Student Phase in Dates / Parent Orientation	August 25
Classes begin	August 29
Labor Day. NO PRESCHOOL	September 5
Kids Klotset Sale Set-up (no preschool)	October 6 (Thursday)
Fall Break (no school)	October 24-27
OCS Conference Day (no school)	November 7
Election Day (no school)	November 8
Thanksgiving Celebration (Family Day)	November 17, 21, or 22
Thanksgiving Holidays (no school)	November 23 & 24
Conference Day (No Regular Preschool)	December 9 (Friday)
Christmas Vacation (no school)	Dec. 19 - January 3
Classes Resume	January 4 (Wednesday)
Martin Luther King Holiday (no school)	January 16
Presidents Day PRESCHOOL IN SESSION	February 20
Kids Klotset Sale Set-up (no school)	March 9
Spring Break (no school)	April 3-6
Conference Day (No Regular Preschool)	April 28 (Friday)
Graduation / Family End of the Year Celebration	May 11
**1st snow make-up day	January 20
**2nd snow make-up day	February 24
**3rd snow make-up day	April 14

YOU WILL BE NOTIFIED IF ANY CHANGES ARE MADE ON THE CALENDAR

****Snow Make-Up policy: UPON THE THIRD DAY MISSED OF MONDAY / TUESDAY CLASSES OR UPON THE THIRD DAY MISSED OF WEDNESDAY / THURSDAY CLASSES DAYS WILL BE MADE-UP.**

*** *The Preschool / After School Board has adopted the following Health Emergency Policy: If A CLASS is required to TEMPORARILY quarantine by the Oldham County Health department, teachers will be paid and provide distance learning for the class during this time, and there **WILL BE NO REFUND OF TUITION.****

However, should the **entire preschool** be closed by the Health Department due to a health emergency, IF THE PRESCHOOL IS NOT ABLE TO MAKE-UP THESE DAYS, fifty percent of tuition would be credited / refunded to families for up to four weeks. Should the closure remain in effect longer than four weeks, no tuition would be charged and 100% of unused fees (except registration fees) would be refunded / credited to families. This would allow staff to be paid fifty percent of their base pay for up to four weeks. For this fifty percent of tuition, students would be provided with age-appropriate distance learning from teachers.

As a state licensed childcare facility, the preschool maintains full compliance with the state of Kentucky's requirements for teacher certification. All teachers are required to complete a minimum of fifteen in-service hours each year to maintain current practices for preschool children.

Staff Assignments for 2022-23

<i>Toddler Teacher MTWTh</i>	<i>Kaelyn Burris</i>
<i>Toddler Assistant Teacher MTWTh</i>	<i>Jessica Crane</i>
<i>Toddler Teacher WTh</i>	<i>Amanda Frantz</i>
<i>Toddler Assistant Teacher WTh</i>	<i>Icee Story</i>
<i>2 day 2 Teacher MT</i>	<i>Icee Story</i>
<i>2 day 2 Assistant Teacher MT</i>	<i>Amanda Frantz</i>
<i>2 day 2 Teacher MT</i>	<i>Beth Hale</i>
<i>2 day 2 Assistant Teacher MT</i>	<i>Tara Avery</i>
<i>2 day 2 Teacher WTh</i>	<i>Tara Avery</i>
<i>2 day 2 Assistant Teacher WTh</i>	<i>Beth Hale</i>
<i>3 day 3 Teacher TWTh</i>	<i>Sara Mudd</i>
<i>3 day 3 Teacher TWTh</i>	<i>Andrea Lhotsky</i>
<i>4 day 3 Teacher MTWTh</i>	<i>Sabrina Duncan</i>
<i>4 day 3 Assistant Teacher MTWTh</i>	<i>Jennifer Smith</i>
<i>4 day 3 Teacher MTWTh</i>	<i>Elizabeth Schmer</i>
<i>4 day 3 Teacher MTWTh</i>	<i>Andrea Worrix</i>
<i>4 day 4 Teacher MTWTh</i>	<i>Jamie Gatti</i>
<i>4 day 4 Teacher MTWTh</i>	<i>Andi Mauzy</i>
<i>4 day 4 Teacher MTWTh</i>	<i>Joy Abel</i>
<i>4 day 4 Assistant Teacher MTWTh</i>	<i>Gwen Beard</i>
<i>4 day 4 Teacher MTWTh</i>	<i>Mary Masters</i>
<i>4 day 4 Assistant Teacher MTWTh</i>	<i>Lynne Benefield</i>
<i>Junior Kindergarten/Kindergarten Teacher</i>	<i>T. J. Sanders</i>
<i>Junior Kindergarten/Kindergarten Assistant</i>	<i>Amy Jarboe</i>
<i>Junior Kindergarten/Kindergarten Assistant</i>	<i>Sherry Miller</i>
<i>Floating Assistant M</i>	<i>Sara Mudd</i>
<i>Floating Assistant MT</i>	<i>Tina Gray</i>
<i>Floating Assistant MW</i>	<i>Megan Kelly</i>
<i>Floating Assistant TTh</i>	<i>Jennie Walz</i>
<i>Floating Assistant WTh</i>	<i>Lisa Judd</i>
<i>Floating Assistant TWTh</i>	<i>Kristine Kincaid</i>
<i>Literacy Teacher TWTh</i>	<i>Carol Sexton</i>
<i>Music Teacher MTWTh</i>	<i>Sharon Sohn</i>
<i>Creation Lab MTWTh</i>	<i>Barb Gurskey</i>
<i>Bible MTWTh</i>	<i>Barb Gurskey</i>
<i>Office Assistant MTWTh</i>	<i>Pauline Moore</i>
<i>Assistant Director MTWTh</i>	<i>Amy Wallace</i>
<i>Director MTWTh</i>	<i>Kristi Dorsey</i>

Saint John Preschool 2022- 2023 Information
12700 West US Highway 42, Prospect, KY 40059 (502)753-1768

Kristi Dorsey, Director

Amy Wallace, Assistant Director

We are a Christian based; thematic approach program licensed by the Kentucky Department of Regulated Childcare. Our curriculum is developmentally appropriate and is driven by the Kentucky Standards. Curricula resources include, but are not limited to, preschool Bibles, NAEYC guidelines, Handwriting Without Tears Program, Star Fall Reading & Math, Singapore Math, children's literature, and internet sources. The toddler programs are organized play groups incorporating age-appropriate skills and activities.

Staff: Christian and meet certification requirements for Kentucky Childcare Workers. For our lead teachers we prefer degrees in education or a related field and /or teaching experience.

<u>Class Size / Teacher Student Ratio:</u>	<u>Number</u>	<u>Student</u>	
<u>Age Group</u>	<u>Class Size</u>	<u>of Teachers</u>	
		<u>Teacher Ratio</u>	
Toddlers	6	2	3 to 1
Two Year Olds:	8-10	2	5 to 1
Three Year Olds :	8-12	1 or 2	8 to 1
Fours Year Olds:	8-16	1 or 2	8 to 1
Fives Year Olds:	24	3	8 to 1
(Junior Kindergarten / Kindergarten)			

Optional Program: Extended Day Program (Noon-2:00) is available on Tuesday, Wednesday, & Thursday. The fees are \$15.00 per day (\$14.00 if paid quarterly/annually). Academic Extended Day is available for four-year-old classes and Junior Kindergarten. The fee is \$20.00 per day.

Dates and Times of Operation: Projected start date is the last Monday in August and end date in Mid-May 2023. The preschool is in session on Monday-Thursday from 9:00am - noon. Kindergarten is in session on Monday-Thursday 9am-2pm.

2022-23 Tuition and Registration Fees: (REGISTRATION FEES ARE NON-REFUNDABLE)

Tuition	Nine Payment Option Annual Fee	Nine Payment Option Amount	Quarterly Payment Option Annual Fee (less 3%)	Quarterly Payment Option Amount	Annual Registration Fee
Two Day Programs:					
2-year-olds & 3-year-olds	2565	285	2488.05	829.35	185
Three Day Programs					
3-year-olds & 4-year-olds	3015	335	2924.55	974.85	210
Four Day Programs					
3-year-olds & 4-year-olds	3555	395	3448.35	1149.45	235
J-Kindergarten	3690	410	3579.30	1193.10	260
Kindergarten	5490	610	5325.30	1775.10	400

Nine Payment Option: due on the 1st day of August - April. **Quarterly Payment Option:** due 8/1/22; 11/1/22; & 2/1/23; Annual tuition is due 8/1/22.

Optional Extended Hour Programs:

- **Early Care Program:**

This program is offered Monday-Thursday beginning at 7:30 am. Children must be registered in advance. The cost is \$2.50 per 15 minutes used. Children must be two years of age to participate. The group will consist of ages 2-5 years. There will be two staff members with the group each day!

- **Extended Day Programs:**

St. John Preschool students ages two or older are eligible for the Extended Day Program. Students must be able to sit at a table, feed him/her self, and not require a nap. Extended day is an optional program available to students attending on Tuesday, Wednesday, or Thursday. Extended Day spaces will be filled on a first-come, first-paid basis. This is not a drop-in program; prior registration is required. The hours are from 12:00 noon - 2:00 p.m. Children must bring a lunch that contains a protein, grain, and two different vegetables or one fruit and one vegetable (per state regulations). Lunches should not require heating or refrigeration. Toddlers must bring a non-spill drinking cup. **Due to severe nut allergies, peanut butter, nuts of any kind, or foods processed in a facility that processes nuts are not allowed in lunches.** 1% white milk and water will be served. If your child does not bring a lunch, a meal will be provided at a charge of \$7.50.

Quarterly forms will be placed in all students' cubbies two weeks prior to the beginning of the next quarter. **IF YOU HAVE PAID FOR A QUARTER, YOU ARE NOT GUARANTEED A SPACE FOR THE NEXT QUARTER! YOU MUST COME AND REGISTER AT THE OFFICE.** Quarterly spaces will be filled on a first-come, first-paid basis.

Monthly forms are available in the preschool office the last week of each month for the upcoming month. You must come to the preschool office to check for availability and to register.

There will be no refunds for unused Extended Days, as staff will be scheduled and paid.

Should a snow day occur on an extended day, your account will be credited for the amount you paid for that day. Any questions should be directed to the office staff.

- **Regular Extended Day Program:** During this time teachers will provide a fun and safe environment for children to eat lunch, socialize in the classroom, play in the gym or on the playground. The fee is \$15.00 per day if paid monthly or \$14.00 per day if paid quarterly, or annually.
- **Academic Extended Day Program:** Children in Four-Year-Old Classes have an option for an academic extended day one day per week (additional days may be added if requested). Junior Kindergarten students will have an academic extended day option only. **The academic extended day is an extension of the preschool day and will include planned additional instruction in literacy and math. A classroom teacher will plan and teach these classes.** The cost for Academic Extended Day is \$20.00 per day.

- **Arrival Procedure:**

Arrival Procedure: Parents will drop-off at the locations listed below. It is **VITAL THAT YOU ARE ON TIME!!** Classes with an arrival time of 8:45 will leave for their class at 8:50.

Classes with an arrival time of 9:00 will leave for their classroom at 9:05. If you arrive late, park in the front lot and call the preschool office at 753-1768. Please stay in your car until you receive a call from the office.

Arrival Location	Youth Center	Bell Tower	Preschool Entrance	Front Sanctuary	Back Sanctuary	Play Ground
8:45			Kaelyn Burris		T.J Sanders	
9:00	Mary Masters	Lizzie Schmer & Andrea Worrix	Icee Story / Mandy Frantz & Sara Mudd	Jamie Gatti Andrea Lhotsky & Joy Abel	Sabrina Duncan & Andi Mauzy	Beth Hale / Tara Avery

- **Departure Procedure:** *Parents will pick up their child(ren) from the classroom (except Ms. Sanders class will be from the playground). The preschool entrance doors and the back sanctuary doors will be unlocked at 11:50. Children not picked up on time will be taken to the office. If you arrive late, you will need to park in the front lot and call the preschool office at 753-1768. You will be asked to sign a late fee form and your account will be charged.

- **Infant and sick sibling Circle:**

A Staff member will be present at the back portico from 8:45 - 9:10 and from 11:45 - 12:10, to stand with your car and younger or sick siblings. Engines must be turned off and keys taken with you. **Please take your preschooler to the designated arrival location and return to your car AS SOON AS POSSIBLE!!** We must make room in the line and our staff members have additional responsibilities.

- **Parking Lot Safety**

To provide the safest environment for all children, please observe these simple guidelines.

- Keep your speed below 10 mph upon entering the St. John Parking Lot.
- Park in the lot that is closest to your child's classroom.
- Always park in a lined parking space.
- Never leave your car engine running!
- Always hold your child's hand in the parking lot!
- Parents with infants or sick school-age siblings may park in the driveway under the portico.
- Please refrain from using your cell phone while driving or walking in the parking lot.

- **Health and Attendance**

Regular attendance to Saint John Preschool is very important, so please send your healthy child regularly! However, to maintain everyone's health, **please keep your child at home with any of the following symptoms:**

1. Fever (Child must be fever-free, WITHOUT THE USE OF FEVER REDUCING MEDICATION, for 24 hours before returning to school, regardless of the illness)
2. Cold
3. Cough
4. Yellow or green discharge from nose
5. Sore throat or earache
6. Swollen glands
7. Rash, unless you have **doctor's note stating the rash is NOT contagious**
8. Red and discharging eyes
9. Nausea or vomiting (within 24 hours)
10. Signs of listlessness, weakness, drowsiness, flushed skin, chills, headache.

If a child presents with a fever or other contagious symptoms during preschool hours, he/she must be removed from the classroom immediately and placed in a safe, low-traffic area until the parent/guardian comes to pick up the child. The parent/guardian must pick up the child from care within 1 hour. Our first attempt will be to reach the parents at the primary phone number provided upon registration. Next, a parent's workplace will be contacted. As a last resort, the emergency contact will be called to pick-up the child.

Please allow your child a full recovery time for illness, for the health of your child, and for the health of the other children and teachers he/she meets in class. The preschool should be notified if your child will be absent, and we **must be notified** immediately if your child has a communicable disease. If a child has a chronic yellow or green nasal discharge due to allergies, a note from their pediatrician is required.

- **Snacks**

Each child will be responsible for **providing class snacks on a rotating basis, with the exception of Junior Kindergarten and the Kindergarten Programs (these students will bring their own snacks)**. You will have the opportunity sign-up for a snack time on your meet the teacher day. A snack calendar will be sent home! Snacks will be assigned to those not signing-up. ***State Regulations require that all items from the approved list, be store bought, and unopened in the original containers!*** Please remember that we are a peanut free environment, **be sure that the snacks you bring were not processed in a facility that also processes nuts!**

- **Chapel**

A typical chapel service will include songs, prayers, and a class presentation. Leading chapel will be St. John Staff. Each Class will have a presentation during the school year! Students in our Four and Five-Year-Old Classes will have the opportunity to be an Acolyte (lighting candles or carrying the Bible) during a chapel. During COVID RESTRICTIONS, children will sit with their class and groups will be socially distanced. Parents are encouraged and welcome to attend our chapel services (if COVID restrictions are not in place)!

- **Guiding Behavior**

Guiding behavior and classroom management go hand and hand. Teachers will use positive statements, structure the environment, ignore misbehavior if it is not destructive or dangerous, redirect children to another activity, and be consistent with expectations. We believe that adults must model appropriate behavior for children. Our goal is to foster independence, self regulation, and to help children see choices and natural consequences. If a child hurts another child or is in danger of hurting himself or herself, then "alone time" will be provided. This is not time out, but rather a time for a quiet activity so that he or she can regain self control. If a child persists in making inappropriate choices, the teacher will contact the parent. If needed, a conference will be held with the Director.

- **Newsletter**

Monthly newsletters will be sent home to you via email. Included will be news for that month, class events and upcoming preschool activities.

- **Saint John Book Bags**

All students are required to use a Saint John Preschool Book Bag (designed to be child friendly and to hold preschool sized items). **Book bags will be distributed to all new students during class visits.**

- **Conferences**

Parent teacher conferences will be held on Friday, December 9, 2022, and Friday, April 28, 2023. At this time, you and your teacher will discuss your child's growth and development. Preschool will not be in session on these days and no childcare will be available. A conference may be requested at any time.

- **Parent Involvement**

We welcome and need for you to be involved in your child's preschool experience! We invite you to visit and need your assistance! You will be given many opportunities to volunteer. If you have a special talent, hobby or interest that you would like to share, please let us know! Parents are always welcomed and needed for field trips. Many parents like to participate during the class celebrations, especially their child's birthday.

- **Clothing**

Comfortable, washable, everyday clothes should be worn to preschool. Children need to feel free to participate in art and outdoor activities, and not feel they must protect their clothing. Please send sweaters, coats, hats, gloves, and other appropriate clothing for outdoor play. We will go outside every day that dry! Closed toed shoes are a must! **Please send a Zip-loc bag with a change of clothes in your child's book bag daily.** In case of an accident, soiled clothing will be placed in the zip-loc bag and returned that day in your child's book bag. Although your child's teacher will tell you if clean clothes were needed, please check the supply of clothing on a weekly basis.

- **Field Trips**

Due to the current COVID policies we will not be taking a fall field trip. If restrictions are lifted, a field trip may be planned for the spring. Parents will receive information and a permission slip will be required for each student. A minimal fee will be assessed for field trips. If you choose to chaperone a field trip, please make alternative arrangements for younger siblings. The children assigned to you will require your full attention. If you choose for your child not to participate in a field trip, they will need to stay home that day, as all teachers will be needed to supervise children who are attending the field trip.

- **Birthdays**

We are aware of the importance of birthdays in young children's lives. Each child will have a birthday celebration. If your child has a summer birthday, you might consider celebrating their half birthday at preschool. Children will be given recognition with a birthday crown, and the class will sing "Happy Birthday".

- **Bringing Things from Home**

During COVID restrictions items should not be brought from home. However, if restrictions are lifted, a book from home to share with the class is always welcome. Also, if you have items that you might think will contribute to a learning experience, please consult with your child's teacher. We welcome contributions but would like to plan for them. Except for special comforting possessions, which are needed in the opening days of school to help with your child's transition, **all personal toys must be left at home or in the car.** We have found sharing issues are easily avoided if this rule is followed. Also, the preschool cannot be responsible for toys that are brought to school.

- **Immunizations and Health Forms**

The state of Kentucky requires that each child have a current immunization certificate (issued by the state of Kentucky) before being admitted. Two doses of Hep A and Hep B must be listed on the record. In addition, the Health Form and Emergency Card must be completed and returned with your child's immunization certificate by the first day of preschool. If your child does not have a current immunization record on file by August 29th, your child will not be allowed to return to preschool until the form is turned into the office.

- **Medical Emergencies:**

In case of a medical emergency the parent will be contacted immediately. If necessary, EMS will be called, and the child will be transported to the hospital listed on the Emergency Medical Form. A staff member will always stay with the child until the parent arrives. **The preschool must be notified if your child has been prescribed an Epi-pen or an inhaler.** If medication needs to be administered at preschool, a medication form must be completed and an inhaler and / or Epi-pen in the prescriptive box must be left in the preschool office. These items will be kept in a locked box and returned to you at the end of the school year.

- **Helpful Hints for Parents**

- Share in your child's happy anticipation of coming to Saint John Preschool.
- Arrange for your child to have experiences without parents.
- Encourage your child to be independent, by completing simple tasks alone.
- Provide your child with clothes which are comfortable and allow self-help.
- Encourage good health habits: washing hands, proper diet, playing outdoors, and getting plenty of rest.

- **Child Abuse Policy**

We are required by Kentucky state law to report any suspected case of child abuse to Child Protective Services and the Division of Licensing and Regulation.

- **Fire and Emergency Drills:**

Fire drills are conducted monthly. To familiarize all students, we rotate the days of drills. A fire drill can be very scary to a young child. To reduce fear and teach proper procedure, we will prepare the children in advance, by discussing the sound and practicing the procedure with the children.

Children will be taught to stop what they are doing, get into single file, and leave the building following the evacuation plan posted in each classroom. There will be no time to put on coats in a real emergency; evacuation is the key to survival, not comfort on a cold day.

In a fire drill the special area teachers and assistant teachers will assist the young toddler class. The director and assistant director will check the building to be certain that all persons have been evacuated. When all persons have safely evacuated the building, the alarm will be silenced, and the staff and children will be allowed to return to the building.

Anytime the fire alarm is activated, the building will be evacuated. Even if a child is seen pulling the alarm, it will be considered a drill and all children will leave the building. Under no circumstances will we ignore an alarm.

Tornado / storm drills will be conducted quarterly. The children will be instructed to exit their classroom and to go to the lower level under the sanctuary (our designated SAFE SPACE), to sit with backs against the wall and heads covered with their hands.

Should there be a tornado in our area, we will evacuate to the SAFE SPACE. An emergency battery-operated radio will be with us always, and we will remain in there until "all clear" is given by the emergency weather service.

Earthquake, emergency weather, and intruder drills will be conducted once per quarter.

**ST. JOHN CHILD CARE EMERGENCY/DISASTER PREPAREDNESS
PARENT INFORMATION FORM FOR REUNIFICATION**

Updated on 8/1/2022

Name of Program	St. John Preschool
Program address	12700 West U.S. Highway 42 Prospect, KY 40059
Emergency/ Disaster contact at the child care program	Kristi Dorsey
Phone number of emergency/disaster contact	502-753-1768
Cell phone of emergency/disaster contact (Please do not call cell phone number during non-emergencies; it will not be turned on.)	502-931-5947
In the event the facility must be evacuated because of an emergency/disaster, the staff and children will leave the building and gather in the immediate area	Across the front parking lot at the tree line.
In the event the facility\home must be evacuated because of an emergency/disaster in the immediate area parents will be notified by ONE CALL. The children and staff will be transported by foot to:	South East Christian Church
The address, phone number, and contact person at the relocation site is	12650 West US Hwy. 42; Prospect, KY 40026 502-228-2828 Contact Person: Kristi Dorsey 502-931-5947
If the first relocation is not accessible, parents will be notified by ONE CALL. The children and staff will be transported by church vans and staff vehicles to:	1. Shiloh United Methodist Church 9611 W. Hwy 42 Goshen, Ky 40026 Phone: (502) 228-4174 Contact Person: Kristi Dorsey 502-931-5947 2. Christ Church United Methodist 4614 Brownsboro Road Louisville, KY 40207 Phone: 502-897-6421 Contact Person: Kristi Dorsey 502-931-5947
If necessary, children will be transported to the closest health care facility:	Norton Children’s Medical Center
Address, phone number of health care facility	4910 Chamberlain Ln Louisville, KY 40241 (502) 446-5000

* Please see the office if you would like to review the complete emergency/disaster preparedness plan.

Dear Parents,

Welcome! We are very excited to start a new school year! It is our mission to provide a child-centered program, based upon Christian principles, delivered in a nurturing and loving environment. Our preschool is an out-reach ministry of Saint John United Methodist Church.

We are thankful for God's protection and provision throughout the years. COVID has presented us with unique challenges. Our focus is to keep our doors open, while protecting the health of your family and our staff. Therefore, we have put COVID policies and procedures in place. A copy is enclosed in this packet.

Your child will participate daily in a variety of activities designed to meet his or her needs. Our goal is for each child to know that God loves them, to connect with friends, and to become an eager learner!

Recognizing the importance of communication in developing relationships, we encourage open dialogue between staff, students, and parents. If, at any time, you have concerns regarding your child's safety or happiness, please come to me. Working together we can have a very successful year. It is our hope that you will find answers to most of your questions within the pages of your Saint John Preschool Handbook! Our policies are designed to provide the best possible environment for all children!

Enclosed in this packet of information you will find the following:

1. 2022-2023 Handbook
2. 2022-2023 COVID Response Policies
3. Emergency Medical Card
4. Medical Release / Emergency Disaster Medical Information
5. One Call / Information Release Form
6. Premises and COVID Release Form
7. Tell Us About Your Child Form
8. Transition Plan (for Toddlers and 2's)
9. T-Shirt order form
10. Extended Day Forms (for children ages 2 and up)
11. Children and Parent's Rights

Items 2-8 must be completed and returned to the office, with your child's immunization certificate, before you leave your child on the first day of preschool. Items 9 & 10 are optional!

Thank you for sharing your child(ren) with us! We are blessed to have your support and trust in our preschool. May we look back at the end of the school year celebrating our experience together as we give God the glory!

Serving Beside You,
Kristi Dorsey
Director