



**St. John Preschool**  
MAKING A DIFFERENCE

# Saint John Preschool Handbook

2023 - 2024

## 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 confidence in preschoolers is a lifelong investment. A positive sense of self is built by connecting with others and 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 28, 2023, and end on Tuesday, May 14, 2024. We will observe the Oldham County School calendar for scheduled closings. If a decision is made to close preschool due to inclement weather, you will receive a Procure message. YOU MUST DOWNLOAD THE PROCARE: CHILDCARE APP to receive weather related closing information. 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, 1/19; 2nd make-up-day: Friday, February 23; and 3<sup>rd</sup> make-up day: Friday, 4/12. Should a weather-related closing occur on an extended day, your account will be credited for the amount paid for extended day. Similarly, if early care is canceled related to weather, your account will be credited for the amount paid.

## Other Important Information:

- The preschool address is 12700 West US Highway 42, Prospect, KY. The phone number is 502-753-1778. 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, [www.stjohnky.com](http://www.stjohnky.com))
  - Sunday morning worship services: 8:30 am and 10:30 am
  - Children's programming: 8:30, 9:25 and 10:30 am.
  - AWANA (program for children ages 4 - 5<sup>th</sup> grade): Wednesday evenings during the school year.
  - Middle school small groups: Wednesday evenings during the school year
  - High school small groups: Sunday evenings during the school year
  - Small group / Bible study opportunities throughout the week
  - UPWARD Basketball

## Saint John Preschool Calendar 2023-2024

Class Visits	August 21 & 22
Student Phase in Dates / Parent Orientation	August 24
Classes begin	August 28
Labor Day. NO PRESCHOOL	September 4
Kids Kloset Sale Set-up (no preschool)	October 5 (Thursday)
Fall Break (no school)	October 19, 23-26
OCS Conference Day (no school)	November 6
Election Day (no school)	November 7
Thanksgiving Celebration (Family Day)	November 16, 20, 21
Thanksgiving Holidays (no school)	November 22 & 23
Conference Day (No Regular Preschool)	December 8 (Friday)
Christmas Vacation (no school)	Dec. 18 - January 2
Classes Resume	January 3 (Wednesday)
Martin Luther King Holiday (no school)	January 15
OC Schools Early Release – NO EXTENDED DAY	February 15
Presidents Day (no school)	February 19
Kids Kloset Sale Set-up (no school)	March 7 (Thursday)
Spring Break (no school)	April 1-4, April 8
Conference Day (No Regular Preschool)	April 26 (Friday)
Graduation Celebration / Last Day of School	May 14
**1 <sup>st</sup> snow make-up day	January 19
**2 <sup>nd</sup> snow make-up day	February 23
**3 <sup>rd</sup> snow make-up day	April 12

YOU WILL BE NOTIFIED OF ANY CALENDAR CHANGES

Snow Make-Up policy: Upon the third day missed of Monday/Tuesday classes or upon the third day missed of Wednesday/Thursday classes, snow make-up days will be utilized.

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, if the entire preschool is closed by the Health Department due to a health emergency, and the preschool is not able to make up the missed days, fifty percent of tuition will be credited / refunded to families for up to four weeks. If the closure remained 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 2023-2024

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

**Saint John Preschool 2023-2024 Information**  
**12700 West US Highway 42, Prospect, KY 40059 (502)753-1778**

**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.

Our staff are 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.

**Class Information**

Age Group	Class Size	Number of Teachers	Student/Teacher Ratio
Toddlers	6-8	2	4 to 1
Two Year Olds	8-12	2	6 to 1
Three Year Olds	8-12	1 or 2	8 to 1
Four Year Olds	8-16	1 or 2	8 to 1
Five Year Olds (Junior Kindergarten/Full Day Junior Kindergarten)	24	3	8 to 1

**Optional Program:** Extended Day Program (Noon-2:00) is available on Tuesday, Wednesday, and Thursday. The fee is \$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 will be mid-May 2024. Preschool is in session Monday-Thursday from 9:00am – 12:00pm. **Full day Junior Kindergarten is in session Monday-Thursday 9am-2pm.**

**2023-2024 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
<b><u>Two Day Programs:</u></b> 2-year-olds & 3-year-olds	2610	290	2531.70	843.90	185
<b><u>Three Day Programs</u></b> 3-year-olds & 4-year-olds	3060	340	2968.20	989.40	210
<b><u>Four Day Programs</u></b> 3-year-olds & 4-year-olds	3600	400	3492.00	1164.00	235
<b><u>J-Kindergarten</u></b> 5 years old by 8/1/23 M-Th 9:00am-12:00pm	3735	415	3622.95	1207.65	260
<b><u>Full Day J-Kindergarten</u></b> 5 years old by 8/1/23 M-Th 9:00am-2:00pm	5580	620	5412.60	1804.20	400

**Nine Payment Option:** due on the 1st day of August - April. **Quarterly Payment Option:** due 8/1/23; 11/1/23; & 2/1/24; Annual tuition is due 8/1/23.

## 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 at least 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. There will be no refunds for unused early care days, as staff will be scheduled and paid. Should an inclement weather closing occur, your account will be credited for the amount you paid for that day. Please contact the office to register.

## Extended Day Programs:

St. John Preschool students ages two or older are eligible for the Extended Day Program. Each student must be able to sit at a table and feed him/herself. 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 lunch, a meal will be provided at a charge of \$7.50.

Quarterly forms will be placed in all student 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! 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 contact 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 an inclement weather closing 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, and 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 and Departure Procedures

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 753-1778. Please stay in your car until you receive a call from the office.

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

Departure Procedure: Parents will pick up their child(ren) from the classroom (except Ms. Sanders' class who will be on the playground). A staff member will let you in the preschool entrance or back sanctuary doors. 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 753-1778. 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 8:40 - 9:10 and from 11:40 - 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
10. Vomiting or diarrhea (must wait 24 hours after last episode to return to school)
11. 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.

## COVID Policy

The following COVID Response Policies were developed in consultation with the Oldham County Health Department. St. John Preschool reserves the right to modify its COVID policies in response to an increase in positive COVID cases within the preschool or community.

### Screening and Illness Requirements:

- 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.
- Staff and children who demonstrate symptoms of COVID should be tested for the illness. The individual must quarantine while awaiting results.



#### Positive Test Results:

- Any positive test will be treated as a positive case of COVID. ALL POSITIVE CASES MUST BE REPORTED TO THE PRESCHOOL IMMEDIATELY AND FOLLOW THESE REQUIREMENTS:
  - CASES WITH SYMPTOMS: Five-day quarantine with the first day of symptoms being day zero. This quarantine applies regardless of vaccination status (due to COVID cases in vaccinated and unvaccinated persons). Students may return to school on or after day six if symptom free. Per CDC and Kentucky public health guidelines, mask use is recommended for days 6-10.
  - CASES WITHOUT SYMPTOMS: Five-day quarantine with day zero being the date of a positive test without symptoms. This quarantine applies regardless of vaccination status (due to COVID cases in vaccinated and unvaccinated persons). Per CDC and Kentucky public health guidelines, mask use is recommended for days 6-10.

#### Direct exposure to a positive case:

- A direct exposure occurs when an individual is within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24 period.
  - Students and staff with a direct exposure to COVID who ARE NOT DISPLAYING COVID SYMPTOMS are not required to quarantine.
  - Per CDC and Kentucky public health guidelines, mask use is recommended for 10 days following a direct exposure to COVID.

#### Additional COVID Protocols:

- St. John Preschool will follow the guidance of our local health department on whether individual classes or the entire program must temporarily close due to an outbreak of COVID.
- St. John Preschool will notify families and staff who are exposed to a positive case of COVID while at school. To protect the privacy of the individual who was diagnosed, NO NAMES WILL BE USED; IT WILL BE REFERRED TO AS A "CASE".

#### Snacks

Each child will be responsible for providing class snacks on a rotating basis, except for Junior Kindergarten (these students will bring their own snacks). You will have the opportunity to 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 who did not sign-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 and 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. Parents are encouraged and welcome to attend our chapel services.

## Guiding Behavior

Guiding behavior and classroom management go hand and hand. Teachers will use positive statements, structure the environment, 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 a 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 Bookbags

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

## Conferences

Parent teacher conferences will be held on Friday, December 8, 2023, and Friday, April 26, 2024. 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 you to be involved in your child's preschool experience! 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 when it is dry. Closed-toed shoes are a must! Please send a ziploc bag with a change of clothes in your child's bookbag daily. In case of an accident, soiled clothing will be placed in the ziploc 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

Field trips are an enriching aspect of the educational experience. If a field trip is planned, 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, he/she 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 his/her half birthday at preschool. Children will be given recognition with a birthday crown, and the class will sing "Happy Birthday."

## Bringing Things from Home

If you have items that you 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 28th, your child will not be allowed to return to preschool until the form is turned in to 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 the people 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 their 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 lockdown drills will be conducted once per quarter.

**ST. JOHN CHILD CARE EMERGENCY/DISASTER PREPAREDNESS  
PARENT INFORMATION FORM FOR REUNIFICATION  
Updated on 8/1/2023**

<b>Name of Program</b>	<b>St. John Preschool</b>
<b>Program address</b>	<b>12700 West U.S. Highway 42 Prospect, KY 40059</b>
<b>Emergency/ Disaster contact at the child care program</b>	<b>Kristi Dorsey</b>
<b>Phone number of emergency/disaster contact</b>	<b>502-753-1778</b>
<b>Cell phone of emergency/disaster contact (Please do not call cell phone number during non-emergencies; it will not be turned on.)</b>	<b>502-931-5947</b>
<b>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</b>	<b>Across the front parking lot at the tree line.</b>
<b>In the event the facility/home must be evacuated because of an emergency/disaster in the immediate area parents will be notified through Procure message. The children and staff will be transported by foot to:</b>	<b>Southeast Christian Church</b>
<b>The address, phone number, and contact person at the relocation site is</b>	<b>12650 West US Hwy. 42; Prospect, KY 40026 502-614-1300 Contact Person: Kristi Dorsey 502-931-5947</b>
<b>If the first relocation is not accessible, parents will be notified by Procure message. The children and staff will be transported by church vans and staff vehicles to:</b>	<b>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</b>
<b>If necessary, children will be transported to the closest health care facility:</b>	<b>Norton Children's Medical Center</b>
<b>Address, phone number of health care facility</b>	<b>4910 Chamberlain Ln Louisville, KY 40241 (502) 446-5000</b>