



St. John Preschool
MAKING A DIFFERENCE

Saint John Preschool Handbook

2024 - 2025

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 26, 2024, and end on Thursday, May 8, 2025. 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, 1/24; 2nd make-up-day: Friday, 2/21; and 3rd make-up day: Friday, 4/11. 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)
 - 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 - 5th 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 2024-2025

Class Visits	August 19 & 20
Student Phase in Date / Parent Orientation	August 22
Classes begin	August 26
Labor Day. NO PRESCHOOL	September 2
Kids Kloset Sale Set-up (no preschool)	October 10 (Thursday)
Fall Break (no school)	October 21-25
OCS Conference Day (no school)	November 4
Election Day (no school)	November 5
Thanksgiving Celebration (Family Day)	November 21, 25, 26
Thanksgiving Holidays (no school)	November 27 & 28
Conference Day (no regular preschool)	December 13 (Friday)
Christmas Vacation (no school)	Dec. 23 - January 6
Classes Resume	January 7 (Tuesday)
Martin Luther King Holiday (no school)	January 20
Presidents Day (no school)	February 17
Kids Kloset Sale Set-up (no school)	March 20 (Thursday)
Spring Break (no school)	March 31 – April 4
Conference Day (no regular preschool)	April 25 (Friday)
Graduation Celebration / Last Day of School	May 8
**1 st snow make-up day	January 24
**2 nd snow make-up day	February 21
**3 rd snow make-up day	April 11

YOU WILL BE NOTIFIED OF ANY CALENDAR CHANGES

Absences: If your child will be absent for any reason, please email preschool@stjohnky.com and notify the teacher.

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 2024-2025

Toddler Teacher MTWTh	Kaelyn Burris
Toddler Assistant Teacher MTWTh	Kristy Shenk
2 day 2 Teacher MT	Icee Story
2 day 2 Assistant Teacher MT	Amanda Frantz
2 day Toddler Teacher WTh	Amanda Frantz
2 day Toddler 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
4 day 3 Teacher MTWTh	Sabrina Duncan
4 day 3 Teacher MTWTh	Andrea Worrix
4 day 3 Assistant Teacher MTWTh	Megan Kelly
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	Jackie Goodlett
4 day 4 Assistant Teacher MTWTh	Gwen Beard
4 day 4 Teacher MTWTh	Jenn Malone
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 TWTh	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 Teacher TW	Barb Gurskey
Bible Teacher MTh	Barb Gurskey
Office Assistant MTWTh	Pauline Moore
Assistant Director MTWTh	Amy Wallace
Director MTWTh	Kristi Dorsey

Saint John Preschool 2024-2025 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 \$16.00 per day (\$15.00 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 2025. Preschool is in session Monday-Thursday from 9:00am – 12:00pm. Full day Junior Kindergarten is in session Monday-Thursday 9am-2pm.

2024-2025 Tuition and Registration Fees: (REGISTRATION FEES ARE NON-REFUNDABLE)

Tuition	Nine Payment Annual Fee	Nine Payment Option Amount	Quarterly Payment Annual Fee (less 3%)	Quarterly Payment Option Amount	Annual Registration Fee
<u>Two Day Programs:</u> Toddlers and 2-year-olds	2700	300	2619	873	185
<u>Three Day Programs</u> 3-year-olds & 4-year-olds	3195	355	3099.15	1033.05	210
<u>Four Day Programs</u> 3-year-olds & 4-year-olds	3735	415	3622.95	1207.65	235
<u>J-Kindergarten</u> 5 years old by 8/1/24 M-Th 9:00am-12:00pm	3870	430	3753.90	1251.30	260
<u>Full Day J-Kindergarten</u> 5 years old by 8/1/24 M-Th 9:00am-2:00pm	5805	645	5630.85	1876.95	400

Nine Payment Option: due on the 1st day of August - April. **Quarterly Payment Option:** due 8/1/24; 11/1/24; & 2/1/25; Annual tuition is due 8/1/24.

Optional Extended Hour Programs

Early Care Program: This program is offered Monday-Thursday beginning at 7:30 am based on enrollment. This is not a drop-in program; prior registration is required. 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, and 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 must not require heating or refrigeration. 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. If you send these items for your child, we will not be able to serve them to him/her. One percent 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 \$16.00 per day if paid monthly or \$15.00 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 a lined parking space in the front lot and walk your child to the preschool entrance.

Arrival Location	Bell Tower	Preschool Entrance	Front Sanctuary	Back Sanctuary	Playground
8:45	Andrea Worrix	Kaelyn Burris	Andrea Lhotsky	T.J Sanders	
9:00	Lizzie Schmer Sabrina Duncan	Icee Story / Mandy Frantz Sara Mudd	Jenn Malone Jackie Goodlett	Mary Howard Jamie Gatti	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). For 11:45 am and noon dismissals, a staff member will let you in the preschool entrance or back sanctuary doors. For extended day dismissal at 2:00 pm, you may only enter the building through the preschool entrance. Children not picked up on time will be taken to the office. If you are running late, please call and notify the office. If you arrive late, you will need to park in the front lot and walk to the preschool entrance. You will be asked to sign a late fee form and your account will be charged.

Each teacher will have a sign-out sheet on the table beside the classroom door. It is the responsibility of the parent, or the person authorized to pick up by parents to sign out the child. The individual picking up must print his/her name on the sign-out sheet and document the time.

Parents listed on preschool forms have authorization to pick their child up from care. Unless there is a specific Custody Order from a Kentucky Court on file with St. John Preschool, a child may be released to the non-custodial parent. It is our policy to remain neutral in all custody matters.

If you would like to give authorization to additional individuals to pick up your child, their names, relation to your child, and phone numbers must be documented on the medical release - emergency disaster form under "Authorized to Pick Up." Listing their names will give them authorization to pick up at any time throughout the school year, including in the event of an emergency/disaster. Authorization will remain in place throughout the school year unless you submit written notification to the office. Authorized individuals must bring their picture ID with them. It is strongly encouraged that you communicate your child's pick-up schedule to his/her teacher in writing. For example, Grandma picks up every Monday, babysitter picks up on Wednesdays, etc.

If you need your child to be picked up by an individual that is not listed on the medical release-emergency disaster form, you must notify the office in writing via email. Your communication must include the individual's name and date(s) he/she will pick up. That individual must bring a picture ID. If we do not have email communication and/or the individual does not have a picture ID, your child will not be released until both of those conditions are met.

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.
- Follow directional arrows for one-way traffic in the 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!
- Do not leave children unattended in the car.
- 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 back portico.
- Do not use your cell phone while driving or walking in the parking lot.
- Please do not drive under the front portico as it is used as a drop-off location.

Safety

All church entrance doors are scheduled to be locked during preschool hours. To access the preschool, you must ring the video intercom doorbell at the preschool entrance.

It is an honor and privilege to serve families by providing care for children. To uphold the health and safety regulations of Kentucky's Division of Regulated Child Care, language and/or behavior that is threatening or abusive will not be tolerated from parents or children. Similarly, the posting of disparaging content directed at the center or staff on social media will not be tolerated. Issues will be addressed and if the behavior continues, the center has the right to terminate care. If care is terminated, prepaid tuition funds may be forfeited.

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 individuals on the authorized pick-up list 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. If a child returns to school after an illness and continues to display contagious symptoms, the parent/guardian will be called to pick up the child. The preschool should be notified if your child will be absent, and we must be notified immediately if your child has a communicable disease.

Physician Notes

A physician note may be requested to ensure the health and safety of students. Examples include but may not be limited to:

- Chronic eye or nasal discharge due to allergies.
- Injuries obtained outside of school – a physician note must state the child is cleared to return to school along with any activity limitations. We will then determine which activities are safe for the child. A second note from the physician stating the child can resume normal activities will be required for full participation in preschool activities.

COVID Policy

The following COVID Response Policy was developed in consultation with the Oldham County Health Department. St. John Preschool reserves the right to modify its COVID policy in response to CDC or health department guidance, or an increase in positive COVID cases within the preschool/community.

- Students and staff with a direct exposure to COVID who ARE NOT DISPLAYING COVID SYMPTOMS may attend school.
- **If a child or staff member tests positive for COVID, the positive test result must be reported to the preschool director immediately.**
- Anyone testing positive for COVID may not return to school until both of the following are true:
 - FEVER-FREE for 24 hours without the use of fever reducing medication, and
 - Symptoms have vastly improved and will not interfere with participation or put others at risk.

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 medical release – emergency disaster form 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 26th, your child will not be allowed to attend preschool until the form is turned into the office. Parents will be notified in advance if a child's immunization certificate is going to expire. It is the parent's responsibility to obtain a new certificate and provide it to the preschool by the expiration date. The child cannot attend until an updated certificate is given to the preschool.

Allergies

All allergies must be documented on the medical release – emergency disaster form. If there are any changes in allergy status throughout the school year, the preschool must have written documentation of the change. Additionally, the preschool uses latex balloons in classroom and special area activities. If you would not like your child to play with latex balloons, written notification must be provided to the office.

Medical Emergencies

In case of a medical emergency a parent will be contacted immediately. If necessary, EMS will be called, and the child will be transported to the hospital listed on the medical release – emergency disaster 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, Auvi-Q, or an inhaler.

Medication

Any medication your child may need administered at school (i.e. life-saving or routine medications) requires a medical form to be completed. Medication (in its prescriptive container) must be turned in to the preschool office. Medication will be kept in a locked box and returned to you at the end of the school year.

Toilet Training

All children enrolled in four-year-old classes and junior kindergarten must be toilet trained before attending preschool.

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. For this reason, multi-pack snacks must be sent in the original box. Please remember that we are a nut-free environment. We will not be able to serve snacks that were processed in a facility that also processes nuts. All students must bring a non-spill drinking cup filled with water each day.

Chapel

A typical chapel service will include songs, prayers, and a class presentation. Leading chapel will be St. John Preschool and Church Staff. Each class will have a presentation during the school year. Students in our four-year-old and junior kindergarten 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 all chapel services.

Preschool Expectations

As a preschool, we have the following expectations:

- We use walking feet.
- We use gentle, loving hands.
- We use listening ears.
- We are all friends at preschool.

Guiding Behavior

Guiding behavior and classroom management go hand in 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. The parent may be contacted to come and pick up the child from care. If a child persists in making inappropriate choices, the teacher will contact the parent. If needed, a conference will be held with the Director.

Communication

Teachers will send a weekly email detailing curriculum themes and plans for the week. Your child will have a take home holder in his/her bag for communication between preschool and home. Please check the folder daily! Additionally, 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 13, 2024, and Friday, April 25, 2025. 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!

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. Please label all items with your child's name. We will go outside every day when it is dry. The safest shoes for school are tennis shoes, and all shoes must be closed-toed. Due to safety issues, "croc" or any type of slip-on shoe should not be worn. 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.

Enrichment Experiences

We are pleased to offer opportunities for enrichment throughout our school year including our annual St. John pumpkin patch, guest performances, and visits from community helpers. You will be notified of these events through teacher emails and/or preschool newsletters.

Birthdays and Class Parties

We are aware of the importance of birthdays and holiday celebrations in young children's lives. The experience will vary based upon your child's age, and your teacher will communicate how these are celebrated in your child's class.

Bringing Items 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 may be 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.

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 encourage independence. Encourage good health habits: washing hands, proper diet, playing outdoors, and getting plenty of rest.

Child Abuse and Neglect Policy

We are required by Kentucky state law to report any suspected case of child abuse and neglect 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 frightening to a young child. To reduce fear and teach proper procedures, 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 floating assistants 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 everyone has safely evacuated the building, the director will give the "all clear" announcement to staff to allow the children 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 area to shelter in place).

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

Earthquake and lockdown drills will also be conducted once per quarter.

Emergency/Disaster Evacuation Plan

St. John Preschool is required by state licensing to create and submit an emergency/disaster preparedness and evacuation plan. In the event the facility must be evacuated because of an emergency/disaster in the immediate area, parents will be notified through Procure message. If the emergency is contained within St. John UMC, children and staff will be transported by foot to Southeast Christian Church. If the first relocation site is also unsafe, children and staff will be transported by personal vehicle and church van to either Shiloh United Methodist Church or Christ Church United Methodist Church. Parents will be notified via Procure message. Each child in the program must have the signed medical release – emergency disaster form on file giving the preschool staff and St. John United Methodist Church staff permission to remove the child from the preschool premises and transport by personal vehicle or church van. Your child cannot attend St. John Preschool without this signed form on file.

**ST. JOHN CHILD CARE EMERGENCY/DISASTER PREPAREDNESS
PARENT INFORMATION FORM FOR REUNIFICATION
Updated on 8/9/2024**

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	502-753-1778
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 through Procure message. The children and staff will be transported by foot to:	Southeast Christian Church
The address, phone number, and contact person at the relocation site is	12650 West US Hwy. 42; Prospect, KY 40059 502-614-1300 Contact Person: Kristi Dorsey 502-931-5947
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:	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