

SCHOOL CALENDAR

Opening Date: Tuesday, August 30, 2005

Closing Date: Thursday, May 18, 2006

Holidays: We follow Jefferson County Elementary Public School's schedule for holiday closings, and will close for the in-service days. Notice will be posted ahead of time to give you exact dates.

Bad Weather: We follow Jefferson County Public School's bad weather schedule **except** when they are on a delay. When they are on a delayed schedule **we will be closed**. When they close schools because of the weather, we will also be closed.

St. Matthews Baptist Church
3515 Grandview Avenue
Louisville KY 40207

Phone: 502-896-8882
Fax: 502-896-0439
Email: smbc@smbclouisville.org

PARENT HANDBOOK

Extended Day
2005-2006



St. Matthews
Baptist Church

Beth Wilmes
Director
896-8882
(Extension 120)

NOTES

HEALTH

We can accept only well children and we depend on parents to help us maintain this policy. All children will be examined upon arrival. If symptoms of illness are observed, the child will be sent home. ***Please do not bring your child when he or she has one or more of the following:***

Oral fever of 100 degrees

Diarrhea or vomiting

Acute cold, cough, sneezing/runny nose

Earache or sore throat

Rash or skin eruptions

Red eyes with discharge

Your child should be free of fever 24 hours after a contagious disease before they return to PDO.

Please note that teachers do not give medications. Should your child become ill during the day we will contact you.

POLICIES

Age and Ratio

Three Year Olds and Young Fours

One teacher and 10 children

Four and Five Year Olds

One teacher and twelve children

FEES

A \$5 per day fee is charged for our extended day program. You are not charged for the days we are not in session. We ask that you pay your fees monthly. **Fees are due the first Tuesday or Thursday of each month and are collected by the Assistant Director in the Preschool reception area. Otherwise your payment may be dropped off in the PDO Office. Make checks payable to St. Matthews Baptist Church P.D.O. There will be a late fee of \$10 if payment is not received by the second week. There will be no monthly fee adjustments due to snow days.** However, if several days are missed the director may add make-up days to the calendar at her discretion.

If your child is not picked up by 1:00 p.m., you will be charged a late fee of \$10. Please be considerate of our teachers!

DISMISSAL OF CHILD

A reliable person must pick up your child. Your child will be sent home only with persons known by the staff to be authorized to pick up the child, unless you give us direct permission for someone else to pick up your child.

Please send a note with your child if someone else is picking him or her up. You may also call the office (896-8882, Ext. 120) with this information.

To insure the happiness and safety of your child, we ask that you knock on the door and wait for a teacher to answer. **Please do not come into the room!**

FOOD

Sack or box lunches including drink should be brought from home. Please label all lunches with your child's name. **Please note that we cannot refrigerate lunches.**

THE PROGRAM

Extended day is designed to give the child a few extra hours after Preschool. He/She will have lunch and a lot of free play. Extended day runs on Tuesdays and Thursdays from noon to 1:00 p.m. Your child may attend based on availability.

The teacher will provide opportunities for your child to participate in a variety of activities such as:

- board games, books, and puzzles
- enjoying crayons, coloring books, tracing, markers and paint sets
- Legos and building materials
- lots of indoor and outdoor playing adventures
- extensions of regular classroom activities