



**COMMUNITY PRESCHOOL  
OF FIRST LUTHERAN CHURCH  
1655 18<sup>th</sup> Ave. E. Alexandria, MN 56308  
320-762-2196**

## **PARENT HANDBOOK**

### **OUR PURPOSE**

The purpose of Community Preschool is to provide an early childhood social and educational experience for 3 to 5 year old children in a Christian atmosphere. It is owned and operated by First Lutheran Church as an outreach and ministry of the church to the Alexandria area in response to the needs of young children and their families. The teachers will serve as role models in Christian living, accepting everyone with love, care, and concern, with a goal of helping each child gain a positive sense of self-worth from the experience. Teachers will support and provide information to families pertaining to the early education of their young children.

Community Preschool also offers learning opportunities for students enrolled in the Alexandria Technical and Community College Early Childhood Education and Nursing programs that are seeking knowledge in child development and care as a part of their education. It will have an advisory council consisting of people representing the community and First Lutheran Church.

### **OUR GOALS**

The goal of Community Preschool is to enhance each child's self-concept by stimulating his or her cognitive, social, emotional, and physical development within a group environment. Children will be encouraged to experiment and explore. During playtime they will be free to choose their own individual or small group activities. At other times there will be more structured activities involving the entire class. These activities will be set up to help each child function within a group setting. Listening to others, taking turns, cooperating, keeping our classmates safe and sharing will be emphasized.

Throughout the sessions, children will be encouraged to be responsible for his or her belongings, environment, and actions. Help will be available if it is needed, but children will be encouraged to do things for themselves – to become as independent as possible. Enjoyment of the arts will be promoted through songs, stories, art and craft activities, rhythm band and puppets. All activities are designed to give each child a happy first school experience, so that he or she will look forward to future years of education. Community Preschool of First Lutheran Church will accept children regardless of race, creed, or religious affiliation.

## OUR STAFF

COMMUNITY PRESCHOOL staff members are Melisa Schueler, Randi Rach, Helen Maier, and Angie Carstensen. The director and teachers are state licensed and have college degrees in education or early childhood endorsements. All staff members have current certification of CPR and First Aid training, in addition to annual continuing education classes and workshops pertaining to young children and their development.

## OUR FEES

COMMUNITY PRESCHOOL is a non-profit facility and is supported by tuition received. Along with monthly tuition, a one-time registration fee and supply fee are collected. Monthly statements will not be sent, but a **tuition envelope** with a record of payments will be sent home monthly. Your payment may be sent to school with your child in the tuition envelope. Tuition is due by the 15<sup>th</sup> of each month. Please make checks payable to Community Preschool of First Lutheran Church. Families wishing to pay for the entire year or several months in advance are welcome to do so. Community Preschool is constantly seeking out new and creative ways to keep our tuition costs down.



It is our policy that if a child is not picked up within 15 minutes of dismissal time, a late fee will be charged, unless special arrangements have been made ahead of time. The fee is \$15 for pick up after 11:45 AM and 3:30 PM for classes in the 4 & 5 year old room and 11:35 AM in the 3 & 4 year old room.

## OUR CALENDAR FOR THE YEAR

The school year begins with an Open House to come and play in the classrooms and meet the teachers. Parent/Child Orientation Conferences are held on the Tuesday and Wednesday following Labor Day. Fall Parent-Teacher conferences are in November and the Spring Conferences are in March/April. Classes are in session beginning the week of Labor Day.



You can print the yearly calendar from our website:  
<https://firstlutheranalexandria.com/community-preschool/>

Last minute cancellations due to weather will be announced on local radio stations as well as TV stations. We follow District 206 weather advisories. If District 206 is closed, Community Preschool is also closed. If District 206 is delayed 2 hours, our morning class will be cancelled...however an afternoon class would still be in session as scheduled. If District 206 announces an early dismissal, our afternoon class will also be dismissed or cancelled.

## COMING AND GOING

For children in a morning class, we offer before school care beginning at 7:15 a.m. Please walk your child into the classroom. Children may eat breakfast at home or bring their breakfast to school. We have a special table used only for eating together. Before school care can be used on as needed basis. No previous notice necessary. Cost is \$5 per time and will be billed at the end of each month.

*If you are not using Breakfast Buddies,  
PLEASE DO NOT BRING YOUR CHILD TO SCHOOL BEFORE*

*8:05am for the 3 and 4 year old class*

*8:15am for the 4 and 5 year old class*

*12:15pm for the afternoon classes*

*Before that time is staff preparation and lunch time. There will be a staff member at the door when it is time to come in.*



**IF YOU DON'T SEE A STAFF MEMBER AT THE DOOR, PLEASE DO NOT LEAVE YOUR CHILD WITHOUT CHECKING TO SEE THAT A STAFF MEMBER IS IN THE ROOM!**

We will bring the children to the preschool door at dismissal time:

11:20 morning class in the 3 & 4 year old room

11:30 AM for the morning class in the 4 & 5 year old room

3:15 PM for the afternoon class in the 3-5 year old room

For the safety of the children, we ask that you come to the sidewalk to pick your child up. and indicate to a staff member that you are assuming responsibility for him or her.



## OUR DAILY SCHEDULE

In our daily schedule we include free play, books, creative art, gross motor, fine motor, music, snacks, and activities that allow for exploration and use of open-ended and imaginative play. The schedules are flexible to take advantage of experiences that come up from which the children might benefit and to fit the personality and needs of the class. When time and weather permit, some activities will be shortened to allow for outdoor play, typically at the end of the session.

## CLOTHING

Dress your child in **play clothes** that they are comfortable wearing. We want them to be able to play and explore without the worry of getting their clothes dirty. Consider clothing's "ease of use" in their independence using the bathroom. (Belts can be tricky if you are in a hurry.)

Be aware that some of our art mediums may not wash out of clothing. Tennis or other fastened type shoes work best for our active program. Flip flops and sandals often get wood chips from the playground in them, or they are uncomfortable during walks or outdoor play. Please label all outer clothing with your child's name or initials to avoid mix-ups.

During the winter months, please send boots and snow pants in a separate plastic bag daily so the children will still have room in their school bag for important mail and schoolwork. If winter weather permits us to safely play outside, we will. Remember to also label each boot and mitten with initials so we know who they belong to.



Children are encouraged to dress themselves, so please be sure outerwear can be put on easily. Mittens work much better than gloves.

## SHOW & TELL / SHARING BAGS

Your child will have many opportunities to bring one item from home in a sharing bag. This encourages language development and builds confidence. At times the bag may have a tag with a theme we are following and we ask you to help the child find something pertaining to that theme. Please send this bag to school in their school bag on the next school day.

## PLAYTIME



It is often said that "play is a child's work." Brain studies in children have shown that when children are playing and active their brains are developing and growing. During free play time children are free to choose what they would like to play with and to change activities and playmates at will. During this time there are art experiences available as well as science, dramatic play centers and other areas and objects to explore and manipulate. For the safety of all there is no weapon play or other aggressive play allowed. Weather permitting, we will go outside to play on our playground. Please have the children wear shoes that are closed (tennis shoes) to avoid wood chips from hurting their feet when we're on the playground or going for a walk.



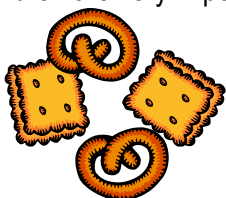
## BEHAVIOR GUIDANCE

The goal of our preschool is to help children feel safe. The teachers will model and assist children to distinguish between desirable and undesirable behavior and to help them in choosing appropriate actions. Positive reinforcement is used to help children make good decisions. Teachers model appropriate language to help children gain the social/emotional skills needed when in a group setting.

If an undesirable behavior continues and alternative guidance is not helping, the child will be asked to come to a table in the room and given a book or puzzle to redirect them. The teacher will talk to the child about their behavior and what would be a good alternative. No physical punishment is ever used. Communication regarding a child's behavior will be discussed as necessary with parents.

## BIRTHDAYS – SNACKS

Children are very important people and so are their birthdays! To celebrate their special day, they may bring a snack to school for all their friends to share. About a week before you will receive information about when to send birthday treats. Some ideas for snacks for birthdays or anytime of the year are Rice Krispie treats, fruits (ready to eat), veggies (ready to eat), muffins or crackers.



Licensing requires that snacks be **purchased at a store**. If your child has a summer birthday, we will celebrate their ½ birthday.

Please check with the teacher if you would like to bring a perishable snack to be sure there isn't a snack already planned for that day.



## CLASSROOM HELPERS

The children will have many chances to be helpers in the class. They will have a simple job to do such as checking the weather and calendar. They may mention that they were a helper that day and you could ask them to tell you about it.

## ART ACTIVITIES

To encourage creativity and exploration we give the children many different art mediums. To a child, it's all about the process, not the product. When they bring something home it may be helpful to ask them to tell you about it or admire the colors or shapes, they used. This gives them pride in their effort and encourages them to create again!

For the child to enjoy the whole process of creative art, please send them to school in clothes that you don't mind coming home dirty.



## ADULT HELP IN THE CLASS

During our school year we may need an extra hand. We appreciate parents and other adults who may help on a special day, such as going along on a field trip, helping the teacher with a special project, etc. At Community Preschool we have an open-door policy, so if you have a day off from work and would like to come in, please come. The teachers will put you to work.



## VISITORS



Pastor PJ



ALEXANDRIA POLICE OFFICER

DOUGLAS COUNTY DEPUTY





## Policies for Parents

1. Community Preschool of First Lutheran Church is a preschool program licensed by the Minnesota Department of Human Services, Division of Licensing (651-431-6500), conducted by state certified teachers and is owned and operated by First Lutheran Church. It is designed to foster the social, emotional, intellectual, and physical development of each child through a variety of activities, both structured and unstructured, as stated in its goal. For more detailed information please refer to the childcare program plan at the end of this booklet. You may obtain a paper copy by contacting the director.

2. The program is licensed for 40 children daily and will be in operation from Labor Day to Memorial Day with the following schedule:

**3 year olds**

MW 8:05 – 11:20 am

TTh 8:05 – 11:20 am

MW(Th) 12:15 – 3:15 pm combined with

Fri 8:05 – 11:20 am

**4 & 5 year olds**

MWF 8:15 – 11:30 am

TTh 8:15 – 11:30 am

MWTh 12:15 – 3:15 pm

There can be an option for a ½ day class for young 3's (children who are potty-trained and are two years old by January 1<sup>st</sup>) as necessary.

3. Children should be three or four years old by September first of the year they enroll for a class.

4. The fees are set each year before registration for the following year by the Advisory Board and Church Council.

5. Transportation to and from school is the responsibility of the parents. Class lists will be available for anyone wishing to arrange carpools if parents have given permission for Community Preschool to share their contact information.

6. Personal items brought to school should be marked with the child's name or initials. We are not responsible for items brought to school and prefer that valuable or breakable items be left at home. Individual water bottles, chap stick, lotions and hand sanitizers are not allowed in children's backpacks.

7. A snack will be served midway through each session. Children may bring treats to share providing they are store bought and they bring enough for each child in their class. Popcorn and hard candy will not be served.

8. The preschool does not have special facilities or staff to accommodate children with special needs. If a child with special needs wishes to enroll efforts will be made to work with the ECSE program of District 206. Information must be obtained from the parent, the child's physician, and state or local agencies that may be involved in special problems the child may have. If the teacher and director determine that the child could participate in the program, an individual education or childcare program plan must be developed by the parents and teachers or obtained from an agency involved. The plan must be in writing and evaluated annually.

9. Insurance coverage on the children will be more than \$100,000/\$300,000 for general liability.

10. The preschool will not discriminate in admissions or demissions on the basis of race, sex, religion, creed, color, national origin, or source of payment. Teachers shall be Christians, and parents can expect a Christian attitude and lifestyle demonstrated in the classroom. Teachers shall be free to speak of Jesus and the Gospel.



11. An orientation conference in which the parents and children meet the teacher and assistant and see the facility shall be scheduled before the child begins the program. Two parent/teacher conferences shall be scheduled during the school year for each child. A written report concerning the child's social, emotional, physical and intellectual progress will be sent home in the spring.

12. Parent permission allowing a child to go on field trips will be obtained on a form signed by the parent when a child enrolls. The same procedure will be used to obtain permission for a child to participate in any research or public relations activities should they occur. Information concerning these activities will be available in the monthly newsletter, a preschool memo or phone call.

13. Parents will be encouraged to visit anytime, help in the classroom, call if they have questions or suggestions, and share their talents, interests, and experiences with the classes.

14. Animals brought to school must be properly cared for, inoculated and licensed, and shall be leashed, caged, or otherwise under control. Parents will be informed of pets residing at school.

15. The center shall require the parent to submit a health statement signed by the child's source of medical care and a record of immunizations before a child is admitted to preschool. Immunizations must be up to date within 15 days of enrollment.

16. If a child becomes ill or injured while at school an effort will be made to contact the parents by phone to come and pick the child up. If a parent cannot be reached, a call will be made to the names listed on the emergency contact form for a person who has permission to care for the child. A sick child will be made comfortable, apart from the group activity but in a room where he or she may be observed by the teacher or director. In the case of injury, the staff will administer first aid if the injury is judged to be such that the child will benefit.

17. Children will be excluded from school if they are running a fever, vomiting, having diarrhea or respiratory distress, coughing, or sneezing excessively, have an untreated bacterial infection or an undiagnosed, untreated or contagious rash, chickenpox, ringworm, impetigo, lice, scabies, or show COVID 19 symptoms. Children with chickenpox shall be excluded until they are no longer infected, and the lesions are crusted over. A child with unexplained lethargy or who is not able to participate in activities with reasonable comfort or who requires more care than the staff can provide shall also be excluded. Parents of children who are absent because of illness should call the preschool and report symptoms the child is having. Parents will be notified of any contagious illnesses reported in their child's classroom.

18. The staff will administer medications only when a child's health is in jeopardy without the medication. The parent must give written permission on a form provided by the preschool for the drug to be administered. The medication must be in its original container with the pharmacy label attached and legible. Instructions from the child's physician will be obtained.

19. If a child has a communicable or infectious disease, the parent should inform the center within 24 hours of diagnosis so the teacher can inform parents of other children who may have been exposed.

20. The Alomere Emergency Room shall be the center's source of Emergency Medical Care. Parents of the child shall be notified, and North Ambulance Douglas County shall be called to transport the child to the hospital.

21. In general, behavior guidance shall consist of redirecting the child or talking to the child about the problem. Only if these methods are unsuccessful, separation from the group may be used. The child will be within sight and hearing of an adult and will be returned to the group when the behavior is under control. All separations

shall be noted in a daily log. No child shall be subjected to corporal or psychological abuse by the staff. A more detailed Behavior Guidance Policy is available for review at parent request.

22. If weather conditions force District 206 to close, Community Preschool will not be in session. In general, if road conditions force District 206 to open two hours late, the morning preschool session will be cancelled. (One hour changes will not affect preschool). The local radio stations carry District 206 announcements.

### **Emergency procedures are as follows:**

**Fire Evacuation:** Remove the children from the building by the primary or secondary exits depending on fire location (see emergency evacuation map posted in each classroom). The teacher will take out the first aid kit, cell phone, emergency cards and needed medication (ex: epi pen, insulin). Our emergency shelter is the playground or church garage. If needed, Rainbow Rider and Dist 206 busses will be called to assist in transporting children to safety.

**Tornado or Blizzard:** Each classroom will be dismissed to the hallway closest to their classroom and proceed to the nursery/bathrooms in the center of the building. (see emergency evacuation map posted in each classroom). The children will sit on the floor and cover their heads as required. A battery-operated radio and flashlight will be available for use. The teacher will take out the first aid kit, cell phone, emergency cards and needed medication (ex: epi pen, insulin).

**Intruder procedure:** In the event there is an intruder in the building plans are in place and staff has been trained in protocol. If you would like more information on our intruder procedure, please see a staff member.

Fire, Tornado and Intruder drills are practiced in the classroom with students present for each class as instructed by DHS.

**Utility Failure:** Each classroom has a flashlight, and each room has emergency lighting. Our emergency shelter is the playground or church garage next to the preschool wing of the church.

**Missing Children:** Search the building and grounds, notify police with a full description of child, then notify parents.

**Missing Parent:** If unable to reach parents or emergency contacts within one hour of dismissal time, police may be notified.

**A full report on our emergency practices are available in each classroom as well as from the director.**

### **Grievance Procedure:**

The following process should be followed if a person has a complaint or grievance about an occurrence at Community Preschool:

- An informal attempt should be made to resolve the matter with the person who can effect a change in the situation.
- If the attempt is unsuccessful, the complaint should be put in written form and taken to the director within one week of when the alleged offense occurred.
- The director will respond to the complaint as soon as possible.
- If the matter remains unresolved, the complainant should take the written complaint and all written correspondence concerning the complaint, to the Director of Church Administration.

- Any issues that remain unresolved after this procedure should be taken to the First Lutheran Church Council.
- The party with the complaint will be notified as soon as possible after First Lutheran Council meeting - what, if any, action will be taken because of the grievance.

### **SCHOOL CONTACT INFORMATION**

Community Preschool/FLC office (320) 762-2196

Email: [melisa.schueler@firstlutheranalexandria.com](mailto:melisa.schueler@firstlutheranalexandria.com)

Website: <https://firstlutheranalexandria.com/community-preschool/>

## CHILD CARE PROGRAM PLAN

1. Children will be supervised at all times.
2. Classes will be held for children age 3 by January 1<sup>st</sup> of current school year up to the age at which they attend kindergarten. Three year old classes can include 20 children. We plan to limit enrollment to 15 children with some possible exceptions. Ex: a family with twins needs to register for the same class and the nature of the class is suitable for more than 15 children. Four and five year old classes may have up to 20 children.
3. The program will operate from September to May, five days a week. M-W-T-H 7:15am-5:15pm. Tues/Fri 7:15am-3:15pm.
4. Traditional educational methods will be used to prepare children for entrance into elementary school. Spontaneous as well as planned activities will be a part of the program. Both structured and unstructured whole group, small group, and individual activities will be used to help children adjust to a school situation and to help them develop a positive self-concept. There will be no political or philosophical basis for instruction, but a Christian atmosphere will be maintained in the classroom.
5. The child care program plan will be developed by a qualified teacher on the staff. A qualified staff person shall evaluate it annually.
6. The goal of the preschool shall be to enhance each child's self-concept and to stimulate his or her intellectual, social, emotional and physical development through activities within a group environment in a manner consistent with the child's maturity level and cultural background; and to help the child gain a positive attitude toward school.
7. The following activities shall be used to enhance the development of the children:

INTELLECTUAL DEVELOPMENT – The children will be stimulated intellectually by activities that encourage discovery and exploration to help them develop the ability to acquire knowledge and solve problems. During playtime, children will be free to choose their own individual or small group activities. Creativity will be stressed and an interest and enjoyment of the arts will be promoted through a variety of art and music activities. Children will be given opportunities to follow directions and will be exposed to such academic knowledge as age, interest and opportunity dictate.

SOCIAL DEVELOPMENT – Social development shall be stimulated by having the children interact with others in individual, small group and whole group situations. Activities will be planned to foster listening when others talk, sharing, and being considerate of others. Verbal and communication skills will be stressed, and the children will be helped to use these skills in resolving any differences they may have with their peers.



EMOTIONAL DEVELOPMENT – To help children develop emotionally, they will be aided in taking responsibility for their actions and belongings as well as school equipment and the school environment. Help will be available if needed, but children will be encouraged to do things for themselves; to become as independent as possible. Children shall be aided in identifying and discussing their feelings during social interaction in all classes.

PHYSICAL DEVELOPMENT – Physical development will be fostered through a variety of both large and small muscle activities, both structured and unstructured. Large muscle stimulation will include both indoor and outdoor activities.

8. The intellectual, physical, social and emotional progress of each child will be documented in the child's record and conveyed to the parent during the child's conferences and in a progress report sent home in the spring.
9. A schedule of daily activities which includes both indoor and outdoor activities (when the weather is such that outdoor activity is feasible) will be posted in the room. In general, at least an hour of each session will be devoted to free choice activities. The children will be encouraged to try art and other creative and discovery type activities during this time. The remainder of the session will be more structured. The structured time will include activities such as clean-up time, songs, finger plays and other circle time activities, snack time, movement activities, games, stories and rhythm band. Outdoor activities when the weather permits, will usually be the last activity of the session. Outdoor time includes: playground, group games, riding bikes and playground trucks and balls.
10. The daily schedule for Preschool 1 and Preschool Room 2 can be found following this page.
11. During playtime, children will be offered and encouraged to try both quiet and active individual and small group activities which will be mostly child initiated. During structured time of the session, there will be both quiet and active large and small group activities which will be mostly teacher directed. Outdoor play will be mostly child directed. Activities during playtime will include but will not be limited to: puzzles, creative art supplies, painting at the easel, block area, dramatic play area, and sensory table exploration.
12. Children will be provided with a variety of activities that require the use of varied equipment and materials.

13. Children who attend before school care are/or lunch are encouraged to bring a meal that consists of all the food groups. Foods to supplement missing areas will be available at the preschool when needed.
14. The child care program plan will be available for parents to review on request as well as available in our handbook.

A. Emergency and Accident Policies

1. At all times, the children's safety and well-being will be the prime concern of the staff. Children are never left alone and will be in sight and hearing of a staff member. Active interaction with the children is expected of each staff member.
2. The following equipment will be kept in good working order and easily accessible to the staff:
  - Flashlights
  - Battery operated radio
  - Extra batteries for flashlights and radio
  - A first aid kit equipped with approved articles
  - A first aid manual
  - A fire extinguisher
3. In case of injury, the staff will administer first aid if the injury is judged to be such that administering first aid will be beneficial to the child. The parents or another emergency number will be contacted. In the event of a serious injury 911 will be called and the child transported to the local hospital. A staff member will accompany the injured child and stay until a parent arrives.
4. To prevent accidents, the following safety precautions will be taken:

a. POISONING

Hazardous or toxic substances, cleaning supplies and medications shall be stored out of reach of children. Paint containing lead will not be used on equipment. Milk will be stored in the refrigerator. Food items will be stored in proper containers and handled only by someone with clean hands. Treats brought by children shall be limited to bakery or store purchased items.

b. CHOKING

Snacks will be inspected and any small hard food which may cause choking removed. Hard candy will not be served. Children will not be allowed to eat while walking or running. They will be closely supervised when using equipment small enough to be aspirated.

c. Suffocation

Objects which may cause suffocation will not be available to children during their play or left in reach of children in the room. These items, such as balloons, will be used only under strict staff supervision.

d. BURNS

Electrical outlets will be child safe outlets. Only adults may plug in electrical cords. Hot water in the hand washing sink should be set no higher than 120 degrees F. Hot beverages, even in covered containers, are not permitted when children are present. Smoking is not allowed on the school premises.

Matches and flammable substances shall be clearly marked and stored out of children's reach. Open flames and lit candles are not allowed. Items in the room hot enough to produce burns on contact shall be shielded, or in the case of cooking appliances, have an adult present at all times. In the case that a combustible material is needed, they will be kept to a minimum and properly stored. Safety related fire equipment shall be kept in good working order.

e. INJURY

Any sharp or otherwise hazardous items or equipment shall be stored out of reach of children and if used by them, closely supervised. Freestanding equipment must be stable. Fans must have guards. Windows at the children's level must have screens. Equipment in the classrooms, bathrooms, hallways and playground will be kept clean and in good repair. Children will not be taken where insect bites and stings are known to be a hazard.

f. Pedestrian pathways

Corridors and exits shall be kept clean and free from clutter. Floors shall be kept clean and not slippery. Lighting will be bright enough so that anything potentially hazardous can be seen. Outdoor walkways will be kept free from snow and ice.

g. Parking lot traffic

Children will be closely supervised while outdoors. To cross the parking lot, children will be required to hang on to the walking rope with one adult at the lead and one adult in the back of the line. At dismissal time, children will not be allowed to go into the parking lot to their cars without the driver's assistance.

5. A staff member shall inspect the premises for potential hazards each morning before children arrive. Anything found to be in violation of the above policies will be removed, cleaned or repaired.

6. Monthly FIRE DRILLS shall be held and a log of drill times and dates will be kept. The teacher and assistant teacher in each room will be responsible for the evacuation of the children from the room.

The primary exit in **Preschool Room 1** will be the West entrance doors which lead directly outside. Children will be led out the door and down the sidewalk to the fenced in playground. The primary exit for **Preschool Room 2** will be the North exit door which leads directly to the outside playground. If the weather permits the children will stay in the playground until clearance is given to reenter the building. If the weather is not safe to stay outside, the children will be led into the garage, which is next to the playground.

If the weather is a safety factor, we will load the children onto the church bus and van and take them to Woodland Elementary School, 1410 S McKay Ave, Alexandria, MN, located just North of First Lutheran Church.

We have also communicated with the District 206 Transportation as well as Rainbow Rider. If needed and available, they will send busses to us to keep the children housed and warm and transport if needed to Woodland Elementary School.

The Secondary Exit for Preschool Room 1 will be the South door which leads outside. The children will then use the sidewalk to go around the building to the playground or led just across



the parking lot to the grass area. The secondary exit for Preschool Room 2 will be the West preschool entrance door. They will then proceed down the sidewalk to the playground.

The primary duty of the staff shall be the evacuation of the children. The last staff leaving will close the door to prevent the spread of fire and to notify the fire department. The staff will also take the emergency cards with the children's phone numbers and emergency contacts as they exit the room.

A fire extinguisher is located in the hallway between Preschool Room 1 and Preschool Room 2. All staff will be notified where the fire extinguisher is located and how to use it.

TORNADO DRILLS will be conducted April, May and September. A log of dates and times will be kept. The primary exit for both Preschool Room 1 and Preschool Room 2 will be the main entrance door to the classrooms. These doors lead directly to the hallway in which they will proceed to walk down and enter the nursery. The nursery has a load bearing wall which gives it the most stability. Our secondary room will be the bathrooms located in the middle of the building just down the hall from the classrooms. Our final room of choice will be the classroom storage rooms. These storage rooms are located in the center of the building, inside wall of classroom. They do not have windows and do have a door. Children will be led out by the teachers and taken to the emergency room. The assistant teachers will join them after checking to see that no one is left in the bathroom or other areas of the room and retrieving the emergency cards. A count of children will be taken to make sure the entire class is accounted for.

In the event of an **actual tornado warning**, the same procedure will be followed. There will be a radio and flashlight readily available in nursery room. Emergency cards, blankets and snacks will taken along.

7. In the event of a **blizzard**, children will be cared for at the preschool until their parents or other authorized person picks them up.
8. If a **power failure** occurs at a time when proper heating of the rooms cannot be maintained, parents of the children will be notified and asked to pick them up.
9. It is the program's strictest policy that NO CHILD is ever left alone. During transitions, a staff member will always leave the room or area first, as a leader, and a second staff person will be the last to leave the room to assure that all children follow.
10. In the case of a MISSING CHILD, a thorough search of the grounds will be made, and if the child is still missing, the parents will be notified as well as the local police called to assist in the search.
11. No child will be allowed to leave with a person not listed on the child's information form unless a parent has called/texted/ or messaged the school or sent a note identifying the person that has permission to pick up the child.

If an unauthorized person attempts to pick up a child, the parents will be immediately contacted. If a person, including the parent, is seen to be incapacitated or suspected of child abuse attempts to pick up a child, an emergency contact person will be immediately contacted as well as the local authorities.

12. IF NO ONE COMES TO PICK A CHILD UP, the staff will attempt to locate a parent or emergency contact. If, after one hour, the staff has not been able to reach anyone authorized to pick the child up, the local police and/or child protection services will be notified.
13. Alomere Health shall be the center's source of EMERGENCY MEDICAL CARE. North Ambulance Service shall be called at 911 to transport the child to the hospital and the parents will be notified as soon as possible.
14. The director shall maintain a folder with records of all injuries to children, staff, volunteers and visitors. It will contain the name and ages of all persons involved, the date, place and nature of the accident, injury or incident, and the person to whom it was reported. At the end of each licensing year, the director will create an analysis report and look for common factors regarding the injuries. This report will be used to complete each years Risk Reduction Plan.
15. EMERGENCY PREPAREDNESS DRILLS will be practiced at a minimum of three times per year. Children in Preschool Room 1 and Preschool Room 2 will proceed to the storage room that is located right in their classroom. The storage rooms are equipped with a first aid kit, radio and flashlight. The last teacher will lock the classroom door, turn out the lights and collect the emergency card files before entering the storage room. Each storage room has a lock button on the inside of the door.
16. To aid in the safety of our preschoolers, the main preschool entrance doors will be locked 15 minutes after class begins. All parents and visitors entering the building during class times will be asked to enter the main door of the church and check in with the church office staff.

MS 6/13/2019