

GRAND TOTS DAYCARE, LLC

# PARENT HANDBOOK

Policies and Procedures

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# OUR SCHOOL

## Mission and Philosophy

Your child is special to us - a growing, thinking individual who needs comfort and affection. Children seek stimulation and strive to master their environment in an effort to reach their fullest intellectual potential. We not only focus on the frequency sought cognitive aspect of development, but also support social, emotional, creative, and physical growth.

## Goals

The early years are critical to a child's later success in learning. The following are goals that the school shall strive to achieve:

- Promote the development of each child's cognitive, social, emotional, physical, and aesthetic abilities to their fullest potential.
- Incorporate each child's interest and the events that make up their lives in the daily activities to foster learning and problem-solving skills.
- Offer a variety of developmentally appropriate activities to meet children's individual needs and learning styles.
- Provide a team of professional educators with knowledge and experience in teaching young children.
- Promote active involvement of parents in our program.

## Eligibility

The center accepts children ages three (3) through twelve (12) years of age. Children are enrolled on a first-come, first-serve basis.

## Organizational Structure

The School has an advisory Board of Directors (The Board) whose purpose is to review the policy and business management of the school, set tuition and fees, and approve the Parent Handbook.

## Curriculum

Children receive a well-rounded educational experience that supports their physical, language, and cognitive development through participation in art, science, language, math, geography, history, practical life activities, music, dance, and movement. And our curriculum is aligned with the early childhood Foundations laid out by the Indiana Department of Education.

## Teacher Qualifications and Training

Grand Tots' teachers work to foster your child's sense of physical well-being, to build your child's self-esteem, creativity, language skills, and mental abilities. Our teachers are here to listen and respond to your child's ideas in an attempt to make your child feel that he/she has something of value to offer this world. It is our philosophy that a child needs to feel unique, accepted, and appreciated.

# ENROLLMENT AND TUITION GUIDELINES

## Non-Discriminatory Policy

Grand Tots maintains a non-discriminatory policy on the basis of race, color, sex, or national origin in regard to admission to the Child Development Center.

## Registration

Registration will be held in February each year for the next school year. Currently, enrolled students will be given the opportunity to enroll first. Siblings of current students will register next and then enrollment will be open to the general public.

All families must complete the Enrollment Packet. An annual non-refundable registration fee is due upon registration to secure their place in the program. In order for currently enrolled families to register for the upcoming year, their financial obligations must be current.

A waiting list will be maintained for those interested in enrollment when space is no longer available. As space becomes available parents will be contacted in the order that the names appear on the list, with siblings of currently enrolled students being given priority.

## Classroom Divisions and Groupings

Grand Tots' programs are organized and staffed to minimize the number of groups, teaching staff, and classroom transitions by an individual child. All classes are grouped by age, and class offerings may change from year to year, depending on enrollment and need. Children remain in their assigned classes from August to May. Typically children are grouped in the following classes: (Age as of September 1). However, children's placement is ultimately the responsibility of the Director who receives input from former teachers, parents, and outside professionals when necessary when placing children in classes.

To ensure that each child receives individual attention, and in accordance with Indiana licensing requirements, Grand Tots' teacher-to-child ratios are as follows.

Age	Ratio
School Age	1 teacher for 4 children, Max of 8 children per class
5 year	1 teacher for 5 children, Max of 10 children per class
3 years	1 teacher for 10 children, Max of 20 children per class
4 years	1 teacher for 12 children, Max of 24 children per class

## Enrollment Requirements

Parents must complete the Enrollment Packet that is provided to families before their child's first day of school. These forms must be filled out truthfully and completely, including emergency contacts, permission to release, the financial agreement and health information.

Grand Tots require that each student's parent update the information on file. Any changes must be dated and initialed by both director and parent. It is particularly important that the school office and your child's teacher have up-to-date telephone numbers where parents can be reached at all times.

## Emergency Numbers

In addition to your home, business, and cell phone numbers, two (2) additional numbers will be requested in case of an emergency. Be sure we are notified of any changes in your personal numbers, emergency numbers, or addresses. A form will be provided for your convenience.

## Tuition

Tuition fees are set in accordance with our annual budget and formulated each fiscal year. Tuition fees will be posted in the center for you to review and copies will be made for you. Please save all receipts for proof of payment in the chance that a clerical error is made.

Tuition is due on a weekly basis and must be paid by Friday of the current week. If you are enrolled in a Monthly Pre-k, Preschool, or Nursery School Program. Tuition is due on the 1st of the month. If you are enrolled in one of our After-School Programs payments must be made weekly.

A membership fee is due at the time of enrollment. A membership fee is required prior to enrollment into the center, and annually thereafter. Please refer to the program brochure for the current membership fees.

## Absenteeism

One of the most difficult policies for parents to understand is the one that requires that they must pay for the days that a child is unable to attend the center, due to the child's illness or absences. We do realize that you must find alternative care or lose work hours yourself if your child is not in attendance; however, when you register your child and indicate the days that he/she will be present, we must bring our staff and our center up to meet the state regulations. Our expenses, teaching staff, and food budget remain the same, even though your child is not in attendance. It is impossible to maintain, with consistency, the high-quality care that you expect if we do not enforce this policy.

## Vacation Days

Once your child has attended our center for six (6) months and one (1) week, vacation may be taken without paying tuition fees. We ask that this vacation time be pre-arranged, with the office, at least one (1) week in advance of the actual vacation time so we can make the appropriate changes. After each six (6) month period, each child is allowed one (1) week vacation not to exceed two (2) weeks per year.

**BE SURE TO PRE-ARRANGE, WITH THE OFFICE, WHEN THESE VACATION DAYS WILL OCCUR.**

## Holidays

The Center will be CLOSED on the following days:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day AND the Day AFTER Thanksgiving
- Christmas Eve AND Christmas Day

We ask that tuition be paid on these holidays, even though the children are not present, we are still responsible for the monthly upkeep of the center.

## Payment Methods

Grand Tots accepts the following methods of payment: Check or Cash, Payment terminal at the main center for debit and credit cards, and Online payments for debit and credit cards

## Returned Checks

If a check is returned for NSF a \$45.00 charge will be applied to your account. Cash will be expected to cover the amount of the check, as well as the NSF fee of \$45.00. If payment is not received within three (3) days after the check is returned, services will be terminated, and a collection process will be pursued. If a collection process is pursued, you will be liable for all collection costs. Please be aware we send all returned checks that have not been taken care in a reasonable amount of time to the Lake County Prosecuting Attorney.

## Past Due Accounts

Clients with accounts that are over one (1) week in the rears, must make payments arrangements, with the director, or childcare services can be terminated until your account is paid in full. If your account is not paid, in full, within two (2) weeks, service will be terminated, your account will be sent to collections. If your account is sent to collections, you will be responsible for all collection fees incurred with your account.

## Discounts

For multi-child families, discounts may apply

## Withdrawal and Dismissal

If the center finds it necessary to terminate services due to past due accounts or non-sufficient funds, the termination will be effective without further notice.

## **OPERATIONAL POLICIES**

### School Calendar

Grand Tots follows the Hanover School District Calendar with the exception of the last day of school which will be determined once the Hanover School Corporation calendar is released (Dates may be changed at the discretion of the director). The school year runs from August thru May with summer camps held in June and July. In the unlikely event that a change must be made to the approved school calendar, an adequate parent notice will be given.

### Hours of Operation

Monday: 6:30 am – 6:00 pm



Tuesday: 6:30 am – 6:00 pm

Wednesday: 6:30 am – 6:00 pm

Thursday: 6:30 am – 6:00 pm

Friday: 6:30 am – 6:00 pm

Saturday & Sunday: Closed

## School Closing/ Inclement Weather

In the event of bad weather or a national or community emergency, please tune in to local radio and television for closure information. If the Conroe ISD schools are closed due to bad weather or a national emergency, the Woodlands Tree House Preschool will also be closed. In the event, we must close the school after the school day has begun because of a national emergency, electrical outage, plumbing or water cut-off, or for any other reason, the school office or child's teacher will call and notify parents that they must immediately pick up their child. (The health department requires there to be running water in order for the school to be in session.) Make-Up Days for excessive inclement weather days will be determined at the Director's discretion.

## Daily Schedules

The lead teacher is responsible for posting and maintaining a daily schedule of events for her classroom. This schedule should reflect segments of the day such as greeting upon arrival, snack time, outdoor time, motor, music, center time, and other such events indicative of the child's day. The daily schedule should be posted in a prominent location for parents to view when entering or leaving the classroom each day. When teachers leave their classrooms a sign indicating where they are will be posted near their door.

## Child Care Transition Period

When your child enters our program, they may wish to bring a toy from home to comfort them during this first separation period - this is fine. If there is a certain item that your child rests with, please bring it every day or arrange to leave it at the center.

## Dress Code and Personal Items

We recommend that you dress your child for comfort and active play. Please, make sure that there is always a change of clothes, appropriate for the season, in your child's cubby or with their teacher. As the weather in our area is unpredictable, a sweater or sweatshirt can be sent to school for your child to use at his/her convenience.

For insurance purposes, we request that NO flip flops or sandals be worn at school.

For health and safety reasons, we ask that items that the children may put into their mouths, such as balloons, whistles, horns, gum, and candy, not be brought into the center. We also ask that after the transition period, your child(ren) leave all toys at home. Grand Tots is not liable for any toy that becomes missing or is broken.

## Birthday Parties and Special Events

Holiday Parties are an integral part of the early childhood classroom and provide a good way for parents to volunteer in the classroom. There will be several celebrations throughout the year. Parents are encouraged to share their own holidays and traditions which will contribute to children's understanding of the cultural and ethnic diversity of our school.

A birthday is a meaningful event in a child's life and we are happy to assist you in making this day special. We encourage you to bring individual nutritious birthday treats (baked goods or cookies WITHOUT icing or frosting are fine. No chocolate) or non-food treats for your child to share with classmates.

Please do not distribute your child's birthday party invitations at school unless all the children in the class are invited. For the safety of children, we ask that you do not bring balloons. You must sign up for your child's birthday at the front desk at least one week prior to the celebration.

Any snack provided by a parent on a special occasion such as birthdays must meet the needs of children who require special diets. The center requires parents to notify the school in advance of any outside food being brought in so that we can ensure that it is peanut free and safe for all children.

## Discipline

Our facility will provide a purposeful, engaging environment that represents and supports all cultural diversity and different stages of child development. Praise and positive reinforcement are effective methods of behavior management of children.

Children will receive positive, nonviolent, and understanding interactions from all staff. Our staff is trained on positive social/emotional and behavioral development to ensure children's developmental needs.

We will practice the following discipline and behavior management techniques if the child is displaying negative behavior.

The teachers will help the child understand their own feelings, as well as the feelings of others. We will help guide them on how to regulate and express their emotions appropriately.

- We will help them build relationships and support positive interactions with others.
- Review the classroom environment to give the child a sense of self, help with self-regulation, and support for conflict resolution.
- Teachers will document daily so we may as a team, analyze information.
- This will help set goals for concerning behavior

Contact parent/caregiver to discuss the child's behavior, including but not limited to solutions that have worked at home or in other settings.

Help support the family in identifying agencies for services including but not limited to:

- Supports to address challenging behaviors
- Early childhood mental health consultations
- Early Intervention (First Steps)
- Preschool Special Education (Local Agencies)

All staff will work with all outside agencies to support any and all educational/behavioral plans.

If all other behavioral intervention fails. The center State Licensing Consultants will be contacted and a plan will be implemented with all parties involved.

The exclusionary process will be used as a last resort. Exclusionary measures will only be taken when a serious safety threat exists and all other measures stated above have been addressed with reasonable behavioral support.

## Biting Policy

In the event of a biting incident, both parents will receive a report to make parents aware of the incident. Information on both children implicated in the biting will never be given to the other parents. A copy of the report will be placed in the children's files as with all incident reports.

Biting in very young children is most often a result of the frustration of the child not being able to communicate his/her needs/feelings. We will work with the family of the biting child to help resolve this issue.

Grand Total Reserves the right to suspend the enrollment of a child who continues to bite after all attempts of resolution have been made.

The protocol for a child who is biting will be determined on a case-by-case basis. However, if for any reason, a child bites more than 3 times and there has been no parent support in rectifying the situation, it will be cause for dismissal at the Director's discretion.

## Rest Time

Toddlers take a nap after lunchtime. For children 3 years and older, because of the structure of our program, these children do not nap but quiet activities such as reading and storytelling are scheduled for this time of the day. Parents are responsible for providing all children with a nap mat that should be brought to school by the first day. Plastic mats will be sanitized in school, but cloth nap rollers will be sent home every Friday to be washed and returned on Monday.

## Toilet Training

Children need to be potty trained and be able to use the restroom independently in order to be able to enroll in the 3-year-old classroom. No exceptions.

## Outdoor and Water Activities

Outdoor play is an essential part of your child's day. The school provides daily scheduled supervised outdoor activities on age-appropriate equipment. Please check the weather and dress your child accordingly.

Children will also participate in water activities during the warmer months. We require a signed authorization for participation in such activities and the application of sunscreen or insect repellent.

## Lost and Found

Please be sure to LABEL everything that your child brings to school including all clothing, backpacks, and lunch boxes. It is much easier to return a lost item if it is labeled. If your child is missing anything, please inquire at the school as soon as possible.

## HEALTH AND MEDICAL INFORMATION

### Immunization and Medical Records

Each child needs a health examination by a physician within twelve (12) months prior to admission, but no later than one (1) month after admission. This examination shall include the following:

FORMS WILL BE PROVIDED BY THE CENTER FOR THE ABOVE REGULATIONS"

- Physical History
- Physical Examination
- Copy of Shot Records or a written statement from your physician stating that your child is current on all of his/her immunizations.
- Birth Certificate

## Medication

By State regulation, children may be given medication while at school only if the medication is ordered by a physician and it is in the original container bearing the original label showing the following:

- Prescription Number
- Date Filled
- Physician's Name
- Child's Name
- Name of Medication
- Dosage to be Given
- Frequency of Time to be Given

Medication will be kept in a medication box, which is locked at all times and stored in a safe place that is not accessible to children. Medication that needs refrigeration will be kept in the kitchen in a drawer marked \*medication". If the parent does not ask for the medication back after the medication expires, it will be destroyed.

## Illness

If a child becomes ill during school, the child shall be isolated from the group until he/she is picked up by the parent. Pick up, of course, should be done as quickly as possible. Since young children are so susceptible to disease, a child will be sent home for one or more of the following conditions:

- Sore Throat
- Vomiting
- Diarrhea
- Cough
- Rash
- Elevated Temperature (100.4)

You will be notified of any significant occurrences or problems which affect your child, including exposure to communicable diseases. Your child must be fever-free (with NO medication) for 72 hours before they can return to school.

## Communicable Diseases

The center shall make every effort to control the spread of communicable diseases, and shall establish health policies and precautions as directed by the Board of Health. The center will issue immediate notification of existing cases of communicable disease for parents to be informed and take special precautions as directed. Likewise, parents need to alert the school of their child's exposure to communicable disease so that we may notify all current families immediately.

Special precautions will be taken in permitting a child to return to school after an extended illness. Unless there is a statement from your doctor, a child who does not appear fully recovered will not be readmitted to the school.

## Lice

If a staff child is sent home with lice/nits, he/she will need to be treated at home and may return to school once treatment has been administered and there are no signs of lice/nits anymore. Once they return to school, they will be checked upon arrival for 3 consecutive days to ensure that they are free of lice/ nits. If any lice/nits are found, they will need to go home.

## Student Minor Accidents

If your child suffers a minor injury in school, the teacher will treat the injury and send home a copy of the incident report explaining how the incident happened and the action taken. The original will be kept on file and a copy will be sent home in the child's backpack.

## Emergency Medical Procedures

The director or the teacher will take the appropriate steps necessary to obtain medical care for your child. All staff is certified in First Aid, CPR, and Universal Precautions. The following steps may include but are not limited to:

- Administration of First Aid Treatment
- Attempt to contact primary caregivers
- Attempt to contact the child's physician
- Attempt to contact primary caregivers through emergency contacts

If we cannot contact the primary caregivers or the child's physician, we will call an ambulance and provide a staff member to accompany your child. Expenses incurred as a result of the above action are the responsibility of the parents or legal guardians and must be paid promptly.

## Children with Allergies

Grand Tots will make every reasonable effort to meet the needs of children with severe allergies. However, we cannot guarantee that your child will not come in contact with allergens. Please let the school office know, as well as your child's teacher. If your child has severe food allergies that require specific protocols such as antihistamines and/or epi-pen. Any required medication is to be provided by the parent in its original container and the school's Medication Authorization form must be completed in order for us to administer treatment and in order for the child to attend school.

Any snack provided by a parent on a special occasion such as birthdays must meet the needs of children who require special diets.

## Washing Hands

The most important thing teachers and children can do to prevent the spread of illness is to wash their hands thoroughly and often. Teachers are given guidelines regarding how and when to wash their hands. They teach the children to wash their hands:

- After any visit to the restroom
- Before and after lunch or snacks
- After using the sand/water/discovery table
- After they come in contact with the soiled item
- After coming back from the playground
- After handling any pets or animals
- Any other occasion when hands may become dirty

## SCHOOL SAFETY

### School Security and Safety

Since the center is a public building, it will meet all of the requirements stipulated by the State and Local Fire Marshall, Division of Family & Social Services Administration, and the Office of Early Childhood and Out-of-School Learning, and the Child and Adult Food Program.

The center's responsibility and liability for children is limited to the time the child is brought into the center until the time the child is picked up from the center. It is

required by law that the parents sign in their child upon entering each day, and sign out their child when departing each day.

The center operates under a fire drill policy. A fire drill is performed at least once a month. The school is equipped with smoke detectors, fire alarms, and fire extinguishers. All of the equipment is checked monthly and annually to ensure the safety of the children.

## Drop off and Pick Up Procedures

Parents should make sure that their child(ren) are signed In and Out every day that they are in attendance.

It is very important that every child is signed in and out daily. Parents shall sign the child(ren) in and out by name and time of arrival and departure. This daily check-in system with the center is a regulation designed to protect your child. Children will only be released to a parent or a person named by the parent.

### **WE WILL NOT RELEASE A CHILD TO AN UNAUTHORIZED PERSON**

Every parent and every person who has permission who has permission to take their child from the center must be on the pick-up list and present identification when asked. Parents and caregivers often find this disconcerting, however, please bear with us - your child's safety is our only concern.

## Open Door Policy

We have an "open door" policy at Grand Tots. You are welcome to visit at any time, participate in the classroom, and observe your child, along with the staff and our curriculum. We ask that you share information about your child with our staff so that we may meet your child's needs more quickly.

## Photographs and Video

Pictures and Video taken of children during the school year will be used for school purposes only with written authorization from the parent or guardian.

## Fire/Emergency Evacuation Drill

The center operates under a fire drill policy. A fire drill is performed at least once a month. The school is equipped with smoke detectors, fire alarms, and fire extinguishers. All of the equipment is checked monthly and annually to ensure the safety of the children.

## Liability Insurance

The School meets all state requirements regarding insurance coverage for children enrolled in a licensed facility. Coverage is reviewed yearly by the Board and Executive Director.

## **PARENT COMMUNICATION AND INVOLVEMENT**

### Classroom Open House/Meet the Teacher

Parents and children are invited to the school to meet the teacher and familiarize themselves with their classroom before the first day of school. Parents will be given a date and time to bring their child to the school and help them become acquainted with the teacher and the environment. Each family will be given 15 mins. so schedule accordingly. Date to be determined by Director and posted on the calendar.

## Parent Involvement

If you are willing to share your talents, interests, or occupation with our children, please let us know. Children often learn through imitation and are proud and excited when mom or dad comes to visit!

## Communication

Parent-teacher conferences will be scheduled as needed, but are typically scheduled in February. A parent may request a conference at any time. However, teachers are always available for ongoing communication and parents are always welcome, at any and all times, to observe our program.

## Family Expectations

We realize that many parents have to work, and the thought of working when you have young children is very difficult. We also realize that you love and miss your child, and want to know that other caretakers will care deeply and properly for your child. We provide that care and are welcome to any questions that you may have. Your questions and concerns are very important to our staff as we join in this partnership to care for your child and their needs.

## LICENSING AND LEGAL REGULATIONS

### State Licensing

As a State Licensed facility, we ensure your child's safety by meeting all requirements stipulated by the State and Local Fire Marshall, State and Local Health Departments, and the Office of Childhood and Out-of-School Learning (FSSA). The function of this center is to provide enough physical space for each child to include areas for resting, quiet play, and active play both indoors and out.

### Reporting Child Maltreatment

The childcare center and all staff are required BY LAW to report any suspected child abuse or neglect to Child Protective Services. All staff are trained annually on detection and reporting in accordance with state regulations.

### Student Information Confidentiality

All information pertaining to admission, health, family, or discharge of a child, is strictly Confidential.

### Changes to School Policies

Grand Tots reserves the right to change or amend at its sole discretion this Parent Handbook at any time and without notice to comply with governmental requirements or for any other reason necessary. In the event of a policy change, parents will be notified in writing.

## Court Orders

If a court order exists, preventing a particular individual from having contact with a child, the center shall comply with the order. There shall be a copy of the court order in the child's file.

## Policy on Release of a Child to an Intoxicated or Impaired Person

If an authorized intoxicated or impaired person insists on removing a child or children from the center, the center shall immediately report the incident to the local police agency.

## Policy on Alcohol, Tobacco, Firearms, and Illegal Substances

The use of tobacco and use or possession of alcohol, illegal substances, and firearms are prohibited.

## EMERGENCY PROCEDURES/DRILLS

### Classroom Open House/Meet the Teacher

Each teacher has been given an Emergency Safety Binder which remains in the room to be used by the teacher, teacher assistant, or substitute on duty. This binder contains the following documents:

- Emergency procedures and evacuation routes for the classroom (also posted on the wall)
- Emergency Form for each child which includes parent contact information, proper authorization for release of the child, and important medical information
- These binders will be taken when leaving the building for any emergency situation (such as a fire drill)

These binders are to be kept up to date with the information that would be made available to a substitute in the event of staff illness. Teachers replace the forms in the book as they get low and update the rosters and lists when necessary. These folders are kept above the sink of every classroom and are never to be taken home. Copies of enrollment information can be made and kept at home as a reference for teachers.

- Classroom roster or class list of students
- Schedules for motor development, music, and daily activities
- Special information relating to the proper release of children
- Any forms or information needed to successfully complete a day of teaching
- Information related to educating special needs students in the classroom
- Information related to medical needs or allergies of students in the classroom

## Prevention Equipment

The fire extinguishers, flashlight, smoke detectors, smoke alarms, and first aid kits are checked by the Administrative Staff on a monthly basis to be sure they are in good working order; if you find that one of these items is not working properly or is missing prior to the monthly check, notify the main office immediately so they can be replaced. The fire extinguishers and smoke detectors are inspected on an annual basis by the fire department and authorized personnel.



## Escape Plan

An escape plan is posted in each classroom, consisting of written instructions and a map with red arrows showing the quickest way out, as well as alternative exits. The evacuation procedures should be posted in every classroom. Drills allow children to familiarize themselves with the primary and secondary evacuation routes. If the evacuation procedures are not in the classroom please notify the main office immediately for replacement.

## Emergency Phone Numbers

Emergency phone numbers are kept in the binders and posted at the front office. Included are fire, police, ambulance, child abuse and poison control. Our address is also included so it can be quickly recited in an emergency. "911" can be called from any classroom.

## Fire Emergency Procedures

You can expect at least one fire drill per month; the Administrative Staff strives to hold fire drills during different program segments of the day so that all staff are efficient in proper evacuation procedures. Grand Tots is on a monitored fire alarm system, which communicates directly with the fire department. If a child accidentally pulls a fire alarm, teachers must notify the director and immediately evacuate the building just as if it was a real fire.

In case of a fire, the staff is to follow these procedures:

- At the sound of the fire alarm, gather all children in the class together and proceed out of the classroom according to the evacuation route posted on the wall. If teachers and children are not in the classroom, they are to follow the route posted in the room they are in.
- Please note that there are primary and secondary routes. Follow the primary route unless instructed to do otherwise. In the case of an actual fire, follow the route that leads your class to safety the quickest way.
- Once at the safe destination, teachers account for all children and staff members. Remain at your destination until the danger has passed and you have been given the signal to return to the building. The Director or her/his designee will tell you when to return to the building.

## Medical Emergency Procedure

In case of an emergency situation, the staff is to follow these guidelines:

- Remain calm. Reassure the victim and others at the scene
- Remove uninjured children from the scene
- Stay at the scene, administer appropriate first aid until the Director arrives.
- Do not move a severely injured or ill person except to save a life
- If necessary, call 911. Give important information slowly and clearly
- Arrange for transportation of the injured person by ambulance or another vehicle, if necessary
- If necessary, an ambulance will be summoned and directed to St Anthony's in Crown Point, Indiana unless otherwise specified by parent or physician.
- A staff member will not drive unless accompanied by another adult. They are also required to bring emergency forms with them
- The Director will notify parents of the emergency and agree on a course of action with the parents

- If the parent cannot be reached, notify the parent's emergency contact person and call the physician shown on the child's emergency form
- Be sure that a responsible individual from the program stays with the child until the parents take charge

## Severe Weather/Sheltering

In severe weather, the Director will notify each classroom to proceed to the nearest hallway, room, or bathroom, which is without exterior windows or glass doors. Remain there with children until you are given further instructions. Children should sit on the floor with their heads down. Specific instructions will be posted in each classroom. Grand Tots conducts severe weather drills every 3 months.

## Chemical Release

In the event of any toxic chemical release, air conditioners will be turned off and doors and windows closed. Any air leaks will be sealed with towels, blankets, coats, etc. until further instructions are received from Civil Defense.

## Plans For Emergency “Lock-Down”

In the unlikely event of an intruder entering our facility, teacher discretion will require immediately securing the children in a locked room, or evacuating through the windows. “911” will be contacted immediately, then directions are to wait for help to come. Emergency directions from public safety officials would be followed. The School conducts lock-down drills throughout the year.

### Teacher Responsibilities

Teachers are to remain calm and stay with their students. Teachers must close windows, blinds and doors and evacuate to their assigned location. Put backpacks on children and bring lunches, snacks, and emergency supplies

Locate Emergency Supplies:

- Emergency Folder
- Flashlight
- Purses
- Cell phones, radio
- Keys

### Office Staff Responsibilities

- Signal the emergency and notify the authorities (call 911)
- Lock Exterior Doors
- Locate Emergency Supplies:
  - Keys
  - Duct Tape
  - Purses
  - Cell Phones
  - First Aid Kit
  - Megaphone

- Fill cart with available snacks And beverages
- Confirm all rooms have been evacuated
- If time permits, post emergency message on website and reception phone
- Signal The All-clear when the emergency has passed

## Plans For Emergency Evacuation

In the unlikely event that children must be evacuated from the school building for any reason, Holy Name Church Basement will be the place of relocation. Parents will be called to pick up children from there, and staff will remain with the children until all are picked up. **Holy Name Church is located at 11000 W 133rd Ave, Cedar Lake, IN.**