

FIA/I-CHAT Agreement

I understand that I need to supply Rebecca's Learning Center with a valid Driver's License Number and address for which Rebecca Allor may obtain a State Criminal Background Check (I-Chat) and a Family Independence Agency Check at my expense. This is required before being accepted as a volunteer. If I am accepted, before the check comes through, and the check turns out to have a history, I will be terminated immediately. This record may be run randomly as long as I am a volunteer at Rebecca's Learning Center, but at least annually. This is required to continue employment with Rebecca's Learning Center.

Full Name (print): _____ Birthday: _____

Address: _____ Driver's License Number: _____

Social Security Number: _____

Employee Signature: _____ Date: _____

Authorization to deduct the \$10 I-Chat fee from my first paycheck:

Heavy Lifting/Communicable Disease Disclaimer

I declare that I am physically and mentally fit to perform the functions as a volunteer at Rebecca's Learning Center. This includes moving and/or lifting of heavy equipment and the lifting of young children. I am free of communicable diseases and can perform the duties of my job with or without accommodations. I am aware that if at any time during my employment with Rebecca's Learning Center I can no longer lift and/or become mentally or physically unable to work as a volunteer, I may be terminated from Rebecca's Learning Center.

I declare that I have not in the past had an accident that restricts my ability to lift a heavy load (70lbs or less). Nor do I presently have a physical condition that restricts my ability to lift a heavy load. Furthermore, I hereby release Rebecca's Learning Center from any liability in connection with my lifting a load or child by myself.

Employee Name (print): _____ Date: _____

Employee Signature: _____

Employee Abuse/Reporting Agreement

As a staff member or volunteer of Rebecca's Learning Center, you are required to read and adhere to the following:

1. I am aware that abuse and neglect of children is against the law.
2. I have been informed of the policy of Rebecca's Learning Center forbidding the verbal and/or physical abuse of children, and I am aware that Rebecca's Learning Center is mandated by law to report abuse and neglect.
3. I have never been convicted of a crime other than a minor traffic violation and/or involved in substantiated abuse or neglect of children.

I solemnly swear that I have never been convicted of a crime and do not have a record of child abuse or of child sexual abuse. I understand that I do not need to include in this statement any convictions for minor traffic violations in which I paid \$100.00 or less in fines.

I understand that I need to supply Rebecca's Learning Center with a valid driver's license number, and address so that Rebecca Allor can do a state background check and a Family Independence Agency check. This is required for employment. The checks may be done after I am hired. If I am found to have a criminal history, I will be in violation of Rebecca Allor's policy, and the state regulations, and will be terminated from my position with Rebecca's Learning Center.

I have never had my job terminated because of verbal or physical abuse.

I have never been convicted of any crime, with the exception of minor traffic violations.

I have never been involved in any substantial abuse/neglect of children/adult. Nor have I ever been convicted of verbal or physical abuse.

Date

Name of Employee (print)

Employee Signature

Health and Safety Information

Rebecca's Learning Center makes every effort to maintain safety. Safety is the responsibility of every employee and volunteer. Employees and volunteers must always use their judgment and avoid carelessness and risky situations. If an accident involving a child, employee/volunteer or visitor should occur, employees must report it immediately to the appropriate supervisor, who will then make certain that all necessary steps are taken.

All employees/volunteers are expected to practice excellent hygiene at all times. Children may be susceptible to diseases and may even be carriers of various diseases which are easily transmitted when poor hygiene is practiced. Employees/volunteers must master the safety procedures necessary to avoid either contacting or spreading disease.

If an employee/volunteer has special medical risks or problems, he/she must educate him/herself on how to deal with the special risks. It is not the responsibility of the employer to automatically transfer employees/volunteers or to relieve the employees/volunteers of their duties for child care based on the medical risks of the employees/volunteers. The primary responsibility of Rebecca Allor is the care and protection of the children in the program. Rebecca Allor makes every effort to provide adequate training and information for the employees/volunteers and urges employees/volunteers to make every effort to practice safe procedures and good hygiene.

All incidents and accidents must be reported in writing in the forms established by Rebecca's Learning Center. If an employee/volunteer is aware of any medical or health problems which pose a direct threat and result in a significant risk of substantial harm to him/herself or someone else, the employee/volunteer must discuss the matter with his/her supervisor. Rebecca Allor reserves the right to request medical evaluations, including drug screens, at the employee/volunteer's expense for employees/volunteers when it appears, in Rebecca Allor's judgment, that an employee/volunteer has a condition that is potentially dangerous to children in the program, other employees, or him/her.

Employees/volunteers have a right to know about the chemicals and materials used in the workplace. Rebecca Allor has identified hazardous chemicals/materials, labeled containers, secured Material Safety Data Sheets and trained all employees with regard to the safe utilization of all hazardous chemicals/materials in the workplace.

Where employee/volunteer injuries require a doctor's attention, Rebecca Allor will arrange to send the employee/volunteer to her selected physician or clinic

Any violation of any statute, rule or regulations (including health and safety violations) must be, if possible, corrected immediately and under any circumstances be reported to the supervisor.

All employees/volunteers must be CPR and First Aid Certified upon employment at Rebecca's Learning Center. The following notes should be reviewed by all perspective employees and any questions that said employees may have should be answered upon hiring.

A. Accident Prevention:

Your first responsibility must be to the health and safety of the children. Problems that arise will be minimized if the following safety measures are used:

- **Anticipation:** anticipate possible hazards and take necessary precautions and preventative measures.
- **Supervision:** supervision is the MOST important factor to prevention. For example, counting children.
- **Prohibition:** offer guidelines, including prohibitory rules, teach some principles of self protection. Use simple and to the point language. Rules are only understood if taught hands on repeatedly. For example, “we don’t go down on our stomachs, please show me how to go down the right way,” this pertaining to use of the slide.
- **Time:** Allow for plenty of time. Rushing causes problems!
- **Understanding:** Understand the needs of children. Allow children to follow natural tendencies to explore, climb, and jump. Children react on impulse, so knowing this; prepare the playground equipment in a safe environment. For example, arrange toys so that they are not on top of other toys.
- **Trust:** Children must feel as though they can trust their teachers. Instilling such understanding in the children will create more communication between children and employees, thus preventing some unsafe behavior.
- **Be Informed about SIDS:** make sure that you are following the Safe Sleep steps and that every baby in your care sleeps in a safe place during every sleep. Twenty percent of infant deaths occur when babies are in the care of someone other than their parent. No BLANKETS or BOTTLES should be placed in the crib with infants. If needed, sleep sacks are approved to keep children warm. The safety check list for the crib room must be checked daily. If an employee notices that it has not been checked immediate action is required; this includes performing the safety check and informing the director that it had not been done at the start of the day.

B. Safety Rules:

Safety rules include the following, but are not limited to:

- Use simple words and repeat often.
- All sharp items should be handled by adults only.
- Scissors should only be stored in silverware cabinet. Never leave them in the reach of children.
- Cut baby food into small pieces (ALL FOODS)/Cut only on counter tops, not high chairs.
- Sharp/Choking objects should be kept out of the reach of children.
- Safety rules should be repeated daily..."inside voices" "walking shoes"
- Children must be in line before going outside. This avoids falling down stairs.
- Count children when departing or changing schedules.
- Count children inside/outside ever five minutes.
- Building blocks should only be built chest high.
- No gun play.
- Remove all broken equipment.
- Keep medicine and cleaning equipment cabinets shut and locked at all times.
- Use baby monitors for sleeping babies. **Never shake a baby.**
- Do not leave bags or vacuums near cribs. This is a suffocation hazard.
- Before leaving babies in cribs, make sure there is nothing in the cribs that could wrap around the baby's neck, posing a choking hazard.
- Leave all purses in your car. If they must be brought in, keep them out of reach of children.
- When eating, children must be seated.
- Keep exits free in case of fire.
- All medicines must be stored in medicine cabinet or sent home.
- Keep front door locked all day. Keep gates locked
- No strings allowed on hats, shirts, jackets, necklaces.
- No balloons for play use. They may be used for birthdays and decoration only. All balloons should be popped in the sink for proper disposal.
- No plastic bags on floor, including diaper bags.
- No hard candy/nuts/honey/peanut butter in RLC.
- Tie shoes.
- Bathroom – only one person at a time, leave door open for children.
- Change all children on changing table only.
- Do not let children sit on the floor/stool with a bare bottom.
- Keep electric cords out of the reach of children. Avoid Clutter.
- Use back burner when cooking/ keep oven locked at all times.
- Keep knife/scissors at the back of counter top. No sharp knives are allowed in the daycare.
- Electric outlets must have a safety cover.
- Keep electric devices unplugged if not in use.
- Teacher must stand by the swings when in use.
- Do not have back turned to children for any length of time.
- Children are not allowed to harm themselves or others. Contact Becky immediately if any child bites, pinches, pulls hair, punches, kicks, or throws a severe tantrum.
- Children are not allowed to destroy equipment.

C. Playground Safety:

Children learn through active use of their senses. Some great opportunities for learning occur outdoors. The playground can be a very dangerous area if not supervised properly. The following rules should be observed by the employees:

- Count children every five minutes.
- **Never leave them unattended while outdoors.**
- Teach the children to use equipment properly.
- Retrieve toys that fall over the fence.
- No dangerous play.
- Keep the sandbox covered when not in use.
- Make sure the front door is locked.
- Use the baby monitors if a baby is sleeping inside.
- Dump all buckets or pools.
- Avoid overcrowded areas. Break up the children (ex. All hidden play areas, play house – 4 only) keep very close eye on these areas. Abuse happens quickly without proper supervision.
- Employees must be alert at all times.
- Keep all gates locked at all times.
- Use monitors when in riding toy area.
- Don't let children play off the black top.
- Keep children off: the deck, the grass, behind the garage, the woodchip area near bushes, and keep them off and away from fences.
- All children must be wearing their helmets on riding toys.
- Pick up all garbage on playground.
- Line up all riding toys on the fence when finished using.
- Put away all chalk, bubbles, and balls in proper containers.
- No digging big holes in the sandbox.
- No digging outside of the sandbox – no transferring sand to outside of the sandbox.
- Sun lotion must be applied 30 minutes before going outside; **twice a day.**
- Be in arms reach of hazardous areas.
- Be aware of hidden strangers. All children must be arms length away from the fences at all times!!!
- Position yourself so that you can see all children clearly.
- Teachers are not allowed to stand together, spend time talking, or sit while supervising the children.
- Get involved and play with the children!!!!!!!

D. Incidents and Injuries

*All emergency cards are located in the RED BOOK on top of the microwave.

If a child is injured:

DO NOT MOVE THE CHILD – have another teacher remove the other children from the scene. Keep the injured child comfortable with administering First Aid, a blanket, and remaining calm. Talk to the child calmly. Administer CPR if necessary. Contact Owner/Director

*Accident Reports must be filed if:

Possible bruising; Scratching/if mark is left; An open wound is present; there is severe injury; death

Report must be approved by a supervisor and Rebecca Allor must be informed before the report is made to the parents and/or put in child's cubby.

E. Sick Child

* Take temperature (3 times – each time alternate under the arm to get an accurate temp. before contacting Owner unless it's an emergency)

* If fever – contact Owner/director for further directions.

* If no fever – evaluate for other signs of illness. Make sure to write down observations, and then report them to the Owner/director if you feel the child is at risk of spreading an infection and/or if the child is not feeling well.

* Separate the child away from the other children by sitting them at a table to color and/or mat to rest until parent arrives.

* DO NOT CONTACT THE PARENTS unless the child is in need of emergency care and/or you can not get a hold of the Owner/director within a reasonable amount of time (15 minutes).

F. Fire Drills:

Fire Drill Warning: Electronic Alarms will sound – MUST RESPOND IMMEDIATELY; if one goes off, they all will.

In practice runs you will hear: 1 Whistle Blow

Location of all Smoke detectors:

1 in Preschool kitchen; 1 in Crib Room; 1 in Hallway; 1 in Basement

Pull fire alarms to notify all staff, it will notify the fire station. **Pull fire alarms are available for your use in case of any emergency. If you can not use a telephone to dial 911, pull the Fire Alarm!!**

** In the event that the fire alarms are pulled accidentally, contact the owner/director and the Commerce Fire Department to inform them that it is a false alarm. More than likely, the Authorities will contact you to verify if there is an actual emergency.

***Locations of 3 pull fire alarms: both front doors, and back door in kitchen.

When the alarm goes off, the first priority is to get the daily child care list/the red book and get all the children outside to go to the neighbor's. Make sure you have counted the kids at least three times. A second teacher should go through the building to check for children, for example in closets. If you locate a child and can bypass the fire, do so. Contact Rebecca Allor immediately. The second teacher should count the children to make sure all counts of children match. Be especially aware of your attitude during all of this, it is important to not frighten the children.

G. Tornado Drills: (2 Whistle Blows: Use the TV/Radio to monitor what to do.)

Signs of a Tornado: Windy, Dry, Very Still, Very Humid, Black Sky

- 1) **Tornado Watch:** keep watch, leave TV/Radio on for information. Prepare to take cover. Get children in hallway, with coloring activities. Open all windows in Center. Get phone, child care list, and red book together to go downstairs.
- 2) **Tornado Warning:** Take cover immediately downstairs until further notice that it is safe to go upstairs, TAKE THE CHILD CARE LIST. MAKE SURE ALL CHILDREN ARE ACCOUNTED FOR!!!! Second teacher goes thoroughly through the center (don't forget closets) to look for any hidden children. Remain calm as to not frighten the children.

Emergency Tornado Kit will be located on the water softener. The "Fun Activity" Kit will be located there as well. These are activities to do until you can leave the basement. Keep ALL children away from the furnace and hot water heater.

H. Bomb Threats:

DO NOT HANG UP THE PHONE, keep conversation going and attempt to get the following information:

- 1) Where is the bomb?
- 2) What time will it go off?
- 3) What kind of bomb is it?
- 4) Who are you?
- 5) Why is this happening?

Listen For:

- 1) Voice of Male or Female?
- 2) Speech impediment or accent?
- 3) What kind of background noise is there?
- 4) Cell phone or land line?

Immediately after the call:

- 1) Call 911
- 2) Notify Owner/Director
- 3) Initiate a lockdown: follow emergency lockdown procedure
- 4) Have a floor plan ready for the police/fire personnel
- 5) Look around room for suspicious items (do not remove the suspicious items)
- 6) Decisions will be made to evacuate or move to alternative location.
- 7) Incident report must be filed.

I. Medications:

- *All medications, even topical ointments MUST be approved and administered by the supervisor, and/or Rebecca Allor, unless a written authorization is given.
- *Prescription Medications MUST be kept in its original container.
- *If you locate medications in a child's bag, remove it, and bring it to the supervisor and/or Rebecca Allor.
- *Read Instructions – Never administer more than what the label states.
- *We do not administer Fever Reducing Medications (See Parent Handbook for Sick Policy)
- *If you are authorized to administer medications, you must properly fill out the medication form, and make sure the medication form is signed by a parent. If the medication form is missing any information, DO NOT ADMINISTER MEDICINES! Notify Rebecca Allor and/or supervisor for further instructions.
- * **IN CASE OF POISONING: Call Poison Control (located by all phones), Contact 911 (if directed by Owner or poison control), Administer First Aid/CPR if necessary.**

J. Allergies:

All employees/volunteers must fill out an emergency card for their records. This card will contain all medical and contact information necessary for proper care in case of any event.

Rebecca's Learning Center may have children enrolled with moderate to severe allergies. Allergies may be from Food/Environment/bee stings. It is very important to educate yourself on each child's special health issues. Rebecca's Learning Center will, upon employment, have you sign a List Of Child Allergy form. This form will inform you of all the children's special allergies, and proper action to take in case the child is exposed to the item. You will be expected to sign all Allergy Forms as new children may enroll, and/or as allergies may develop throughout employment with Rebecca's Learning Center. By accepting employment with Rebecca's Learning Center you will be responsible for administering any Benadryl and/or Epi-pens that may be needed in order to save a child's life. You MUST view the video on proper administration of an Epi-pen, provided by Rebecca Allor, upon hiring.

Providers must be keenly aware that a child with a severe allergy could be considered disabled under federal and/or state law. As most providers are aware, Federal and State laws have been enacted which protect persons with disabilities from discrimination and which make equal opportunity for persons with disabilities a civil right.

Most common foods that trigger allergies: Milk/Eggs/Peanuts. Some children are slightly or extremely sensitive to these items. These children sometimes exhibit symptoms when they smell or touch the substance. Symptoms vary widely but may include: hives, diarrhea, trouble breathing, and chest pains. The most serious reaction is known as "anaphylaxis," this is when the throat or mouth swells; it can be fatal if treatment is not initiated promptly. Reactions can occur within minutes or one or more hours after exposure to the substance. It is important to keep a close eye on any child that you may suspect has been exposed to an allergen.

IN CASE OF AN ALLERGIC REACTION contact Owner/Director with any type of Allergy reaction whether Minor or Major!!!!

*Contact 911 if you have any concerns. Time is of the essence!

- ◆ **IF MINOR REACTION** contact Owner/Director after administering First Aid/CPR if necessary
- ◆ Administer Benadryl (see weight charts for dosage)
- ◆ **IF MAJOR REACTION** Administer Epi-pen to those who have them, if they don't have an Epi-pen administer CPR/First Aid Immediately

BEE STINGS

- ◆ Do not attempt to remove the stinger with tweezers, only use a credit card if available
- ◆ Apply ice pack to the area
- ◆ Contact Owner/Director for further instructions
- ◆ Continue to monitor the child closely for swelling and/or possible allergic reaction
- ◆ Monitor the child for at least 1 hour for signs of allergic reaction
- ◆ IF MINOR REACTION Contact Owner/Director after you administered CPR/First Aid if necessary
- ◆ IF MAJOR REACTION call 911, administer Epi-pen IMMEDIATELY (Only to those who have one, do not use someone else's). Contact Owner/Director for further instructions.
- ◆ An Incident Report must be filed with the Owner immediately following the incident.

Common Warning Sign of an Allergic Reaction:

- *Tingling/itching or metallic taste in mouth
- *Hives
- *Difficulty Breathing
- *Swelling or itching of mouth and throat
- *Diarrhea, Vomiting, Cramps or Stomach Pain
- *Paleness (drop in blood pressure)
- *Loss of consciousness

Ways of educating yourself regarding children's allergies:

- *Identify allergic children by reading the posted Allergy List
- *Remind all staff on who has allergies to prevent accidents
- *Practice and Review how to use the Epi-pen monthly
- *Know where all E-pens are located
- *Implement a strict NO EATING around children policy as this may cause possible exposure
- *Implement a "NO TRADING" food policy
- *Wash hands/utensils before serving the children
- *Clean meal areas thoroughly before allowing the child to be around the area
- *Only serve the child what is on the menu that the parents provided (read the ingredients, in case a parent accidentally supplied the wrong food.)
- *NEVER SERVE INFANTS UNDER 1 YEAR: MILK/EGGS/CHOCOLATE/HONEY/NUTS

CPR/First Aid Review Notes

- ◆ Know where the First Aid Kits and Escape Plans are
- ◆ Fire Extinguishers: Right of front door, Becky’s kitchen near back door, basement near furnace, garage to the left of front door
- ◆ Use of Gloves and proper way of disposing them
- ◆ Diaper Pails – must have lids and be cleaned out regularly
- ◆ **Teachers MUST bring in a change of clothes** to use if they get any blood/feces/vomit etc. on them.
- ◆ **Teaching children to wash their hands: Sing “Happy Birthday”**
- ◆ Have children wash their hands when they enter, and before they leave
- ◆ Choking Hazards – marker/glue lids, broken crayons, balloons, stickers, hair ties
- ◆ We do not serve any honey, peanut butter products, or hard candy products, nor should they be brought into the center
- ◆ We do not administer any medications, although if any exceptions have been approved then all usages must be logged.
- ◆ Holding the Epi-pen (Video)
- ◆ Ice packages - DISPOSABLE, to be used only once. They are located in each freezer and labeled as “disposable icepacks”
- ◆ Seizures – always make sure to support head with padding
- ◆ Diabetics – packets of sugar (pixy sticks) in First Aid Kit

Upon being hired at Rebecca’s Learning Center I had reviewed these safety procedures and have had all my questions answered. I understand the importance of following the Safety rules provided by Rebecca Allor for the safety of the children enrolled at Rebecca’s Learning Center, and agree to keep up to date on my CPR and First Aid Certification.

Employee Name (print) _____ Date _____

Employee Signature _____

Children with Allergies Agreement

I have read the above in regards to allergies and have received a copy of the Emergency Procedures for Children with Allergies/Medical Conditions (EPCA/MC) form. By signing below, I am agreeing to randomly sign this form throughout my employment of child care as new rules and/or new children are added. I am also aware of my responsibilities to continually check the EPCA/MC form for updated allergies. I understand that for my convenience a list will be posted by all food/snack cabinets in the garage, both kitchens, and the baby room.

Employee Name (print) _____

Employee Signature _____

Date: _____

Benadryl: should be administered according to weight. There is a monthly weight chart that is recorded for each child. If the child's weight is not recorded, or the chart has not been updated within a month, DO NOT give any Benadryl.

Epi-Pens: These DO have an expiration date. Teachers should be aware of the expiration date of all Epi-pens in the Center. If they are expired DO NOT administer them, except in the event that the child's parent has provided written permission to do so. If you are aware that an Epi-pen has expired you must notify your supervisor and the parents immediately.

Tylenol: Tylenol is not to be administered to any child. If a child has a fever, the director and parent must be notified and the child must be sent home. Any child being sent home for fever must be 24 hours free of that fever before he/she can return to the day care.

K. Stranger Safety: Intruder/Suspicious Visitor

- * No visitor/past employees/past clients are allowed in Rebecca's Learning Center unless authorized by the supervisor and/or Rebecca Allor. Notify Rebecca Allor of all visitors. Be polite and explain Safety Rules to the visitor, always check I.D.
- * If a stranger comes in and refuses to leave contact 911
- * Never release any information to anyone over the phone regarding other staff, Rebecca Allor, and/or the children and their families.
- * In the event of an intruder or suspicious visitor, children should be taken to the basement with the Emergency book and Sign-in Sheet
- * If the center must be evacuated we will take the children to Huron Valley Hospital and/or Commerce Fire Department (Located on Commerce Rd). Parents should not try to enter the building during lockdown until authorities determine it is safe to enter.

L. Preventing Lost Children

Vulnerable times and places to lose a child:

- * When there is a child new to the center
- * When you have substitutes, new staff, or assistants who do not know the children or routine
- * During pick-up and drop-off times
- * While transporting children
- * During transitions
- * When children use bathrooms outside the classroom
- * During caregiver shift changes
- * During meal preparation and food service
- * During outdoor play, especially if the playground is not immediately accessible to the home or center, or includes wooded areas.
- * At the end of the day
- * During field trips
- * During fire drills and tornado drills.

General Safety Measures

- * Keep an accurate dated daily attendance record
- * Match the children present to the attendance sheet periodically throughout the day for accuracy. Every 30 Minutes!
- * Check IMMEDIATELY with a parent if a child does not arrive on a scheduled day.
- * SUPERVISION IS ONGOING, you are never off duty, even during the children's naptime.
- * Avoid games which encourage children to leave your area of vision.
- * Look for potential hiding places where children can hide behind or in objects and are out of your line of vision.
- * Be aware of areas that are not used regularly
- * At the end of the day VISUALLY check bathrooms, nap areas, offices, classrooms, bedrooms, and outdoor play areas. Remember to check on and under all seats in vehicles if you have transported children that day.
- * When leaving for breaks, be sure to take the time to inform the incoming teacher about the children and events of the day

Transition Times

- * Be alert when children move from one activity to another, especially indoor/outdoor transitions to assure that the children arrive at the next location.

- * All teachers are responsible for seeing that the transition flows smoothly
- * make sure that all children make it to the new area and none are left behind
- * Always know the total number and names of children that are present. All children must be accounted for at the end of transition time.

M. Safety Recall:

*Safety is a Job Requirement for all of the positions at Rebecca's Learning Center. All employees must practice every safety measure. Rebecca Allor makes every effort to maintain safety. Always use your best judgment and avoid carelessness and risky situations.

*The primary responsibility of Rebecca Allor is the care and protection of ALL the children enrolled at RLC. Rebecca Allor reserves the right to terminate any employee immediately if found not practicing health and safety policies.

N. Blood borne Pathogen Procedure:

*A Blood borne Pathogen Clean Up Kit will be located next to First Aid Kit for proper procedures in cleaning up blood. DO NOT USE YOUR BARE HANDS – gloves are also available in the outside first aid Fanny Packs as well as the first aid kit, and bathroom preschool cabinet.

*EMPLOYEES MUST USE GLOVES WHEN HANDLING BLOOD/VOMIT/FECES

*Report the incident to the Owner/Director via an Accident Report immediately following clean up.

O. Shelter-in-Place Procedure:

(This is conducted when you are instructed to do so by emergency personnel)

- 1) Gather all the children inside.
- 2) Call 911: Turn on radio/TV to listen to the emergency
- 3) Turn off all fans, heating, cooling, or ventilation systems and dryer.
- 4) Close and lock windows and doors, close as many interior doors as possible.
- 5) Close off non-essential rooms such as storage areas, laundry room, etc.
- 6) Seal gaps around windows, doors, heating/ac vents, bathroom/kitchen exhaust fans, stove, dryer vents with wax paper or aluminum foil and/or duct tape.
- 7) Keep alert to TV/announcements to follow specific instructions.
- 8) If determined necessary, you might need to provide a minimal amount of breathing protection by covering mouth and noses with a damp cloth.
- 9) If you are told there is a danger of explosives, close the shades to avoid injuries, keep children away from the windows.
- 10) Incident Reports should be written up immediately and you should report to the Owner/Director.

P. Weather

- * In case of severe weather, ALL FIELD TRIPS ARE CANCELLED
- * STAY CALM! Treat as any other normal day
- * Contact Owner/Director for emergency instructions
- * Rain/Thunder/Lightening – Children must stay inside
- * 32 degrees or below – Children must stay inside
- * Snow Storm – We will remain open – you do not have the authority to shut down the center. Contact Owner for further details.
- * Tornado – see drill
- * Power outage/Heat loss/No water – Contact Owner for further instructions

Incidents and Accidents

- ❖ In the event of any of the following: the death of a child; any accident files that require hospitalization; incidents that involve serious hostility; any hospitalization; any attempts at self inflicted harm or harm to others; any instances of destruction of property; staff shall do the following:
 - Immediately inform the Director.
 - Complete a written incident and accident report, date and sign the report.
 - The director shall make a reasonable attempt to contact the child's parents or guardian by telephone. **It is NOT ACCEPTABLE to leave a voicemail for the parent. They must be contacted directly.** If you can not reach a parent you must contact one of the emergency contacts that have been provided for each child. The responsibility may be delegated to a staff person.
 - By the end of the business day, the director must send a copy of the incident and accident report to:
 - Rebecca Allor
 - Parent of child
- ❖ The director shall immediately investigate the cause of an accident or incident that involves a child, staff or visitor.
- ❖ An accident record or incident report shall be prepared for each accident or incident that involves a child, staff member, or visitor.