

# Little Blossoms Fort Calhoun Kids Club

Before & After School Program

Parent Handbook

1020 Monroe Street • Fort Calhoun, NE 68023  
Phone: 402-830-9531 • Fax: 402-426-1322  
Owner: Jane Bouwman  
Director: Abbigael Conety

[littleblossomsfckidsclub@gmail.com](mailto:littleblossomsfckidsclub@gmail.com)  
Revised 12/2018

### **Fee Schedule and Payment Information**

- Before School- \$8.00/day
- After School- \$9.00/day
- School Holidays and Summer- \$38.00/day

### **Sibling Discount**

A 10% discount will be offered for families with two or more children.

### **Other Fees**

- **\$10.00 late fee for payments received after Thursday at 6:00 p.m.**

Tuition payments are due the Thursday before attendance. Attendance forms need to be filled out and placed with a check or money order and given to the director. The weekly fee holds your child's place at the center. We consider fees not received by Thursday at 6:00 p.m. delinquent, and will assess a late fee of \$10.00. Failure to keep payments current is grounds for termination from the program.

- **\$25.00/child registration fee**

A \$25 per child registration fee will be required when returning your paperwork. This is a one-time fee that helps subsidize the cost of supplies and holds your child's space in the program. This fee is non-refundable.

- **\$30.00 service fee for returned checks**

A \$30 service fee will be assessed for any returned check. Families are only allowed two returned checks, after which payments will be on a cash-only basis.

- **\$1.00/minute late fee for pick-up after 6:00 p.m.**

A \$1/minute fee will be assessed to your account for each minute after 6:00 p.m. you arrive to collect your child. If you are late more than twice, the fee will need to be paid in cash before the child can return to the center for care.

- **\$5.00/field trip fee**

Each field trip requires a \$5 payment to attend.

### **Payment Types Accepted**

Acceptable forms of payment are: check, money order, cashier's check, cash, or Tuition Express (a form of direct deposit from your bank). Tuition payments should be placed into the tuition drop box located at the front desk. Payments should be made payable to Little Blossoms Fort Calhoun Kids Club. Please write your child/children's name on the check or money order.

### **Credits**

Sick-day credits will only be given upon the director's discretion.

## **Other Payment Information**

- Title 20 is accepted
- Year-end statements will be provided upon request
- Our tax id# is 20-8940795

## **Enrollment and Registration Procedures**

In Order to register with the Kids Club Program, the following information must be completed and submitted to the Director **prior to your child(ren)'s first day of program:**

- A completed registration form (annually)
- A copy of your child's immunization records (annually)
- A signed and dated Family Handbook Agreement (annually)
- A signed and dated DHHS Brochure

**\*\*Please remember that Kids Club does not share and cannot obtain any of these documents from school officials. Necessary copies will need to be submitted to both parties\*\***

## **Enrollment Criteria**

- Ages of admission for our program are 5 through 12 years of age
- Full-time and part-time registrations are accepted subject to availability
- Completed paperwork is needed at the time of enrollment (includes registration and immunization records)
- Must currently be enrolled in Fort Calhoun Community School System

## **Before Enrolling**

We strongly encourage all parents to make a pre-enrollment visit and/or tour. The pre-enrollment visit typically lasts about 20 minutes and is scheduled during business hours. Written information about our program and other documentation will be available to parents at the time of the visit.

Entering a new program may be stressful for some children. A cheerful goodbye, a smile, and a reassuring word that you will be back after work is all you need to do, and our caring staff will take it from there. New situations affect every child differently. The best support you can give is to be enthusiastic, encouraging, and patient. If you need suggestions for helping your child feel more at ease, talk with your child's teacher or the program director.

## **Ages Served**

Our center services school-aged children (5 years through 12 years of age).

## **Hours of Operation**

Kids Club is Available at 6:30 a.m. until school begins and from school dismissal until 6:00 p.m.. In the event of an early dismissal, Kids Club will be open from the designated time of dismissal until 6:00 p.m. at no extra charge. On non-school days and during the summer, the program is available from 6:30 a.m. to 6:00 p.m..

### **Building Closings and Holidays**

Little Blossoms Fort Calhoun Kids Club will be closed on the following days (subject to change):

- Labor Day
- Thanksgiving & the following Friday
- Christmas Eve & Christmas Day
- New Year's Eve (possibly) & New Year's Day
- Memorial Day
- Independence Day

Little Blossoms Fort Calhoun Kids Club does not provides care for school-age children on days when school is cancelled.

If school is cancelled due to weather conditions, Little Blossoms Fort Calhoun Kids Club will also be closed. Tuition will be prorated on the next weekly invoice.

### **Emergency Closings**

In the event that school closes early due to emergency conditions such as severe weather, fire, etc., Kids Club will close as well. If Kids Club closes early due to emergency conditions, the director will notify you or your emergency contact by using the phone numbers you listed on the registration packet and ask for your full cooperation in arranging for your child/children to be picked up as quickly as possible. If we need to evacuate due to an emergency that forces us to leave the building, pick up will be at 124 S 11th Street, Fort Calhoun, NE 68023.

### **Summer Program**

Kids Club offers care through the summer, Monday through Friday from 6:30 a.m. until 6:00 p.m.. The tentative first day of summer care will begin on May 21, 2019. The Summer Program is included in the Before & After School Program.

### **History of Little Blossoms**

Little Blossoms is a locally owned business that opened in Blair in 2007 under the administration of its founder, Jane Bouwman. The growth of its programs quickly outgrew the location's capacity of 60 children and in 2011, a second building was added to accommodate an additional 90 children. With the continued growth of the program, a brand new building was constructed and in June of 2014, it was opened to 200 children. In 2018, Little Blossoms added a remote location with Fort Calhoun Schools-- Little Blossoms Fort Calhoun Kids Club.

**Equal Opportunity**

Little Blossoms Fort Calhoun Kids Club is committed to providing an equal opportunity to all families. Children with special needs will be accepted if it is determined that the Kids Club staff-to-child ratios are adequate for appropriate care of the child. We must be able to meet the individual needs of the child, the child must not a hazard to him/herself, and the child must not endanger the well-being of the staff or other children enrolled in the program. Little Blossoms Fort Calhoun Kids Club is committed to providing an environment free of harassment and discrimination.

**Program Philosophy**

At Little Blossoms Fort Calhoun Kids Club, we strongly believe that children are unique individuals whose ideas, interests, and skills flourish in an environment where play is the primary context for learning, and where daily activities are appropriate for each child's individual development.

We believe that meaningful learning involves active, hands-on experience and participation. Through our curriculum, we provide each child a personalized educational experience to support and develop his or her maximum potential regarding social, emotional, language, intellectual, and physical growth. We are committed to enhancing children's self-esteem through daily interactions, developmentally appropriate experiences, and relationships based on mutual trust and respect.

Little Blossoms Fort Calhoun Kids Club aims to help children develop the life skills that will enable them to experience fulfilling and rewarding participation within their communities by providing opportunities to work cooperatively, to explore human relationships, and to practice non-violent conflict resolution. We work and learn together to better understand the perspectives of others.

**Licensing and Evaluation**

Our center is licensed by the state of Nebraska. Information about regulations, how licensing staff can be contacted, and how complaints can be made is located online at [http://dhhs.ne.gov/publichealth/Pages/crl\\_childcare\\_childcareindex.aspx](http://dhhs.ne.gov/publichealth/Pages/crl_childcare_childcareindex.aspx) or by mail to:

Department of Health and Human Services-Division of Public Health Licensure Unit  
Children's Services Licensing

PO Box 94986 Lincoln, NE 68509-4986

1-800-600-1289 or (402) 471-1802 Fax: (402) 471-7763

**Title 20**

The center accepts Title 20. Authorization needs to be received and required paperwork must be filled out prior to the child attending Little Blossoms Fort Calhoun Kids Club. If the family has a co-pay, payment needs to be made by the first of each month. Our Provider ID# is 17415343

### **Notification of Changes**

Please notify the staff and/or director of any changes in the child at home. In addition, any concerns can be addressed with the director at any time.

### **Discontinuing Service and Termination of Care**

Families who wish to discontinue services with Little Blossoms Fort Calhoun Kids Club must give a one month (30 days) written notice of withdrawal. Non-attendance of more than two weeks without notice or communication will be considered a termination of services.

At any time, services can be terminated for outstanding balances. Services may also be terminated for a child's behavior issues if parents do not collaborate with the center to resolve the behaviors. If a child is causing physical or verbal harm, or if the child is threatening physical harm to others, that child will be suspended from care. If the situation persists, with or without parent involvement, care will be terminated.

### **Child to Staff Ratios**

State regulations have strict ratio laws that Little Blossoms Fort Calhoun Kids Club abides by at all times. For school-aged children, there must be at least 1 teacher for every 15 students. (15:1)

### **Discipline and Behavior Philosophy**

The goals of the Little Blossoms guidance and discipline policy are to supervise, guide, encourage, and support each child to develop self-control, management of feelings, and problem-solving abilities to help discover the intrinsic rewards for appropriate and cooperative behavior. We encourage every child within the center to respect his or herself, to respect the other children, to respect the property, and to respect the adults in the environment.

Each child is encouraged to understand fundamental concepts of self-respect, self-discipline, and respect for other people. Each child is encouraged to understand how his/her behavior influences the functioning of the entire group. We will follow the Love and Logic philosophy to guide in making appropriate choices and decisions in a supportive and loving manner.

### **The Four Principles of Love and Logic**

1. **Help Children Build a Healthy Sense of Self.** Everything kids learn and do affects how they see themselves. This, in turn, determines what they choose to do with their lives.
2. **Share Control Within Limits.** Control is like love. The more we give away, the more we get in return. When we love people, we will also set healthy limits.
3. **Offer Empathy, Then Consequences.** Empathy allows children to learn from their mistakes instead of learning to resent adults.
4. **Share the Thinking.** Give your kids a lifelong gift. Every time they cause a problem or make a mistake, allow them to think more about the solution than you do.

### **3-Strike Policy (School-Age)**

With school-age children, we have a 3-strike policy in place for physical or verbal violence. If a school-age child shows aggression or makes a verbal threat to another child or a teacher, a discipline form will be filled out. Administration and the child's parents will be notified immediately. If this occurs three times, a suspension will take place. The length of the suspension will be decided on an individual basis. After the initial suspension, any repeat offense will result in the removal from our program.

### **Building Evacuation and Safe Place**

#### **Fire Drills**

Evacuation plans are posted in all rooms of the center. Fire drills are exercised monthly at varying times, as required by the Fire Marshal, and are recorded on a record sheet. In the event of a fire or fire alarm, children are evacuated through the nearest exit and moved to a safe place away from the building. Teachers will check all restrooms and play areas. When evacuating the building, teachers bring the sign in/out sheets and Emergency Binders with them and do name-to-face check to ensure that all children are present.

#### **Tornado Drills**

Tornado drills will be conducted four times randomly during tornado season (March to September). Staff is informed whenever a storm/ tornado watch is in effect and kept posted on how to proceed if the tornado watch evolves into a tornado warning.

#### **Emergency Contacts**

In the event of an emergency, we will attempt to contact each child's parent/guardian or an emergency contact at the telephone numbers provided on your registration information. It is important to keep this information up-to-date and to notify the director immediately of any changes. Children who have special needs will be accommodated in any emergency.

#### **Emergency Evacuation**

If Little Blossoms Fort Calhoun Kids Club should become unsafe in any way (such as gas leak, bomb or weapon threat, or an actual attack at the center or near the center) we will evacuate. If safety and/or weather do not permit us to wait outside, we will retreat to an alternative location: 124 S 11th Street, Fort Calhoun, NE 68023.

If children need to be picked up while off-location, a member of management will make contact via a phone call to a parent, approved pick-up person, or emergency contact. The identity of an approved pickup person must be verified before releasing the child. An ID must be presented when children are released from the care of Little Blossoms Fort Calhoun Kids Club if a pickup person's identity is unknown.

#### **Emergency Lock-Down**

In the case of a civil disturbance, we will secure the premises or go into "Lock Down" mode. We will then call the local authorities and follow their instructions.

**Power Outage & Loss of Water**

In the event of a power outage lasting longer than 2 hours, you or the emergency contact will be contacted via phone and asked to pick up your child until the heat, air, and /or power can be restored. Loss of water disrupts hand washing and toileting. If the center loses water, the parents will be called immediately to pick up their children.

**Medicine and Emergency Information**

In the event of an evacuation, a member of management will take all medicines and medical information with them. They will keep all medicines on their person. The medicines will be secured, yet accessible.

**\*\*For Step by Step instructions on Building Evacuation and Safe Place, please reference the Emergency Procedure Manual. \*\***

**Drop-off and Pick-up**

Children must be signed in and out of the center by an authorized person listed on your child's paperwork. The safety of our children is our primary concern; therefore, parents are responsible for seeing the child into the center, signing in, and making contact with a staff member. If someone other than the parent will be picking up, please notify us ahead of time. The pickup person must be listed as an approved pickup on your child's paperwork, or we must have written permission from you to release your child. Please inform any person that is picking up your child that an ID will need to be presented. Children will not be released to any person under 16 years of age. In case of an emergency, authorized individuals may assume responsibility for taking a child from the center if no parent can be contacted.

Little Blossoms Fort Calhoun Kids Club closes at 6:00 p.m., after which we are no longer licensed to have children in our care. If your child is still present at 6:05 p.m., we will attempt to call parents and/or authorized people. If no contact is made by 6:15 p.m., we will call the police. We understand that unforeseen circumstances arise. We will make every attempt to accommodate you if communication is made, but we cannot be responsible for your child after 6:00 p.m.

**Attendance**

Upon morning arrival, children must be signed-in by the person dropping them off. In the afternoon, attendance will be taken as the children arrive from their classrooms. Within the first 15 minutes of the program opening, the director will have an accurate attendance record. If any child who is scheduled to attend in the afternoon is not accounted for, Kids Club staff members will implement the Missing Child Procedures. Any children who have after school activities need to check in with the director before going to their activity and a permission slip for that activity needs to be on file. Little Blossoms Fort Calhoun Kids Club will provide a safe environment for each child, and knowing which children should be present is critical. If a child will be absent or late to Kids Club, messages may be left on the program phone via voicemail or you may email the director at [littleblossomsfckidsclub@gmail.com](mailto:littleblossomsfckidsclub@gmail.com).



### **Missing Child Procedures**

If a child is scheduled to attend Kids Club after school and the child does not arrive, the following procedures will be followed:

1. Check with the school secretary to see if the child left school or has gone home ill.
2. Check student's classroom and contact classroom teacher. The director will use all-call to alert additional staff for assistance in checking other areas of the building.
3. Call parent or emergency numbers on enrollment form.
4. If the parent does not know of the child's location, the authorities will be call immediately.

### **Entrance to the Building**

Proceed to the northwest side of the school building and use the double-doors located by the preschool playground to enter and exit the building. Please ring the bell and a Little Blossoms Fort Calhoun Kids Club staff member will verify your identity and unlock the door. Signing in and out takes place in the cafeteria.

### **Transportation**

Transportation will be provided for field trips and other activities by Little Blossoms Childcare. While transporting children, an 88-passenger bus that does not have seat belts will be used for children ages 6 and above, and a 26-passenger bus with 5-point harnesses will be used for children ages 5 and under. Special arrangements will be made for children who do not meet the weight and height requirements for the 88-passenger bus by providing properly restrained car seats. All staff who transport children have taken the "Safe Kids Buckle Up" training and are also CPR and First Aid certified.

When the heat index is above 95°F, no out-of-town field trips will be attended. For in-town field trips, water will be provided on the bus.

In the event of an emergency, the driver will secure the surroundings and stay with the children at all times. The driver and/or another teacher will contact the police, 911, or other emergency personnel, as well as Little Blossoms Fort Calhoun Kids Club management. If a child becomes sick on the bus, the driver and/or a teacher will separate the sick child from others, clean up, and contact Little Blossoms Fort Calhoun Kids Club management for further instructions.

## **Hand Washing**

Frequent and thorough hand washing is considered the most effective way to prevent the spread of most common diseases.

### **Staff will wash their hands:**

- upon entering the classroom
- before handling foods, cooking, preparing bottles, serving food, or feeding children
- after handling or coming into contact with body fluids such as mucus (after wiping or blowing nose), blood, saliva, or urine
- after being outdoors
- before and after administering medication or ointment
- after cleaning
- after handling garbage
- after handling pets, pet cages, or other pet objects
- after handling an ill child
- after removing gloves used for any purpose, even if hands are not visibly dirty
- before going home
- before and after eating, drinking, smoking, or taking a break
- or when otherwise necessary

### **Children will wash their hands:**

- upon arrival at the center
- before and after meals or cooking activities
- after toileting
- after outdoor play
- after contact with body fluids
- before and after using water-play items, water tables, or moist items (such as clay)
- after handling pets or pet object
- or when otherwise necessary

We recommend that your and your child's hands be washed before going home in the evening. Our water temperatures are controlled to prevent accidental scolding.

## **Injuries at Little Blossoms Fort Calhoun Kids Club**

We take precautions to prevent accidents, but accidents may happen. First Aid will be administered to a child, if needed. Each accident will be recorded on an Accident Report. Accident Reports are completed for all types of injuries, including falls, scratches, and other interactions that result in injury. Depending on the severity of the accident, parents may be contacted by phone at the discretion of your child's teacher and/or administration. We will maintain a copy of the report for your child's file. Parents may request a copy, if desired.

For any head injury, parents will immediately be informed. Parents can choose to pick up their children to supervise the injury for the remainder of the day. If an injury causes a great amount of bleeding, or upsets the child to the point of inconsolability, you will be asked to pick up your child immediately.

## Health Policies and Requirements

The center is licensed and equipped to care for children in good health. Parents and staff need to work together to promote the child's total well-being.

- Each child must have a complete **health form** on file and all **immunizations** must be recorded and up to date.
- **Preventing health problems-** We want your child to remain safe and healthy. We oversee nutrition and activity needs, follow strict sanitation procedures, and exclude children from attending who have communicable disease.
- **Responding to sick children** - For the well-being of the sick child and the health and safety of other children, we must temporarily exclude children who exhibit the following:
  - a fever of more than 100°F
  - vomiting
  - diarrhea (2 or more in one hour)
  - severe nasal or eye discharge
  - unidentified rashes
  - other contagious diseases such as chicken pox, measles, lice, etc.

If any of these symptoms become evident while a child is in care, we will contact parents to make arrangements for pickup. Children can return to the program 24 hours after the symptoms cease, or when their pediatrician determines them no longer contagious.

- **Child abuse and neglect-** The center is mandated by the Child Protection Law to report any suspected case of child physical, emotional, or sexual abuse or neglect to the Department of Protective Services.
- **Emergencies-** In a medical emergency, we will contact the child's parents. Failing to do so, we will contact the doctor listed on the Children's Record and follow the doctor's instructions until parents are contacted.
- **Administering medication-** If your child requires medication while at the center, you must fill out our parental permission form. We require a separate form for each new medication. If privacy is a concern, please see the director about a confidential medication statement for signing-in medication. Please notify the staff and/or director of any medication that is given at home or changes to a medication.
- Children are required to **wash hands** upon entering and leaving the center as well as after toileting and eating.
- **Lice-** Our center has a "No Nit-No Bug" policy. If a child is sent home with lice, the child will not be able to return to care for 24 hours after being treated. The child will not be allowed in attendance until they are free of any nits or live bugs.
- **Exclusion of Staff-** All staff members are required to be up-to-date on vaccinations or be signed-off for religious reasons. Exclusions of staff include a temperature of 100°F or more, vomiting, diarrhea, contagious rash, or viruses. Staff members will be allowed to return to work 24 hours after symptoms cease.
- **Delivery of Medication-** Any child care provider, or program staff who gives or applies medication shall do so in accordance with the "5 Rights" as required in Nebraska Statute 71-6718 through 6742. These are: the **right patient**, the **right drug**, the **right dose**, the **right route**, and the **right time**.

## **Qualifications for Teachers**

Little Blossoms Fort Calhoun Kids Club recognizes its employees as the center's most valuable component. Working with children is a tremendously rewarding career, but it takes a very special person to do it well. Our staff exceeds all recommended requirements for the early childhood education field, and we are committed to providing a working environment that exemplifies cooperation and support.

Full-time teachers are required by the state of Nebraska to take 12 credit hours of training each year. The state also requires that part-time staff members take 6 credit hours of training each year. All staff members are required to obtain certification in CPR and First Aid, paid for by Little Blossoms.

Applicants are required to be at least 16 years of age and must have a background check through the child abuse and sex offender registry. We do not hire individuals convicted of child abuse and/or neglect. Each staff member must be physically active with children, must be in good health, and must be committed to providing quality care and stimulating environments.

## **Food Allergies and Special Diet Procedures**

If your child has a food allergy or other special dietary need, please discuss this with the director prior to your child's first day. Please notify the director and your child's teacher of any food allergies, including the severity of the allergy and what to do if such items are accidentally ingested. Parents will need to fill out an Allergy Action Plan and have it signed by their physician. Children with food allergies may not begin at the center until this form is complete. We will make every reasonable effort to accommodate children with food allergies, but there are limits to what can be done in a group-setting. Parents may be asked to furnish substitute food items.

If a child has an allergy or special diet, a meeting with the family, director, and teacher will take place to create a suitable action plan that all parties can agree upon. The action plan will include food that is allowed, who will provide the food, risks involved, and any other pertinent information. All teachers are responsible for understanding the allergy and allergy triggers, and will report any questions to another teacher or management. Signage will be posted regarding the allergy.

## **Meals Served**

Weekly menus are posted for staff, children, and parents. Snacks must represent two of the four food groups. After attendance is complete and the children have washed their hands, an afternoon snack will be served. Adequate and appropriate portions will be served based on the children's needs. Substitution snacks are provided for children who have special dietary needs (as documented by a doctor's note).

**Parent Involvement**

Getting involved in your child's school life helps boost self-esteem, establishes a positive attitude toward education, and opens the lines of communication between home and the center. If you have special interest you would like to share with us, please let the director or your child's teacher know.

Parents may also volunteer as chaperones on field trips or assist with organizing activities. The Little Blossoms Fort Calhoun Kids Club is open to learning new ways parents can be involved! If a parent would like additional education or training, Little Blossoms Fort Calhoun Kids Club has resources and information available.

Any custodial parent or guardian of a child enrolled at Little Blossoms Fort Calhoun Kids Club may visit our center at any time during regular hours of operation without having to secure prior approval from the director or a staff member.

**Divorce and/or Custody Issues**

Little Blossoms Fort Calhoun Kids Club is obligated to honor the legal arrangements that the court of law has made for each family. If your family has a special court order, please share it with the director at the time of enrollment, or whenever it becomes effective, and we will attempt to follow its intentions. If custody issues arise, we encourage parents to settle their differences away from the center. We want Little Blossoms Fort Calhoun Kids Club to be a safe haven for all children. The center can provide an emotional safety net for your child during challenging times.

We will let a parent take his or her child from Little Blossoms Fort Calhoun Kids Club unless there is a court order specifying that the parent is not allowed to take the child. If there is discrepancy at pick up time, law enforcement may be utilized.

**Accident Reports**

Communication is vital part of our program and will be maintained in a professional manner. Parents will be notified at pick-up of any pertinent information, such as if their child was injured or involved in a discipline matter. Parents must sign incident and accident reports for the child's file. If a copy is needed, please instruct the staff to provide one.

**Outdoor Policies**

All children who are well enough to attend the program will play outdoors daily, weather permitting. Students will play outside if the "Real-Feel" is 20-100°F. The children and staff will exit the northwest side of the building and walk to Fort Calhoun Community Schools playground. Little Blossom Fort Calhoun Kids Club staff will assume all responsibility for providing adequate and appropriate supervision at all times while on the playground.

### **Program Planning and Schedules**

All activities are prepared in advance so that staff members are fully prepared for the week's activities. Weekly plans will be posted by the sign in/out book each Monday for the upcoming week. A variety of age-appropriate activities are planned daily to coincide with the daily schedule, providing the children a choice in activities in which to participate.

Little Blossoms Fort Calhoun Kids Club offers a variety of structured as well as unstructured experiences to the children including, but not limited to:

- Arts and Crafts
- Group Gym Games
- Homework/Study Time
- Outdoor Free Play
- Kid's Choice Time
- Designated Reading Time
- Field Trips

For children K-6, the curriculum revolves around structured and age-appropriate activities. Each day will include homework, games, crafts, and more.

### **School-Age Schedule (all day)**

6:30-8:30	Free Time
8:30 -9:00	Breakfast
9:00-10:00	Room Activities
10:00-11:15	Large Motor/Outside
11:15-11:45	Lunch
11:45-1:45	Park/Quiet Time
1:45-2:15	Snack
2:15-3:15	Group Activity
3:15-4:00	Free Time
4:00-5:00	Large Motor
5:00-6:00	Free Time

### **Before & After School Schedule**

6:30-7:30	Free Time
7:30 - 8:00	Breakfast
8:00	Transport to School
3:00 - 3:30	Pick-Up from School
3:30 - 4:00	Snack
4:00 - 4:30	Homework/Table Activities
4:30 - 5:30	Large Motor
5:30 - 6:00	Free Time

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## **EMERGENCY CONTACT NUMBERS**

**Police 911**

**Fire/Emergency Medical Personnel 911**

**Washington County Sheriff's Department 402-426-6866**

**Fort Calhoun Rural Fire Department 402-468-5861**

**Douglas County Sheriff Department 1-800-652-1999**

**Poison Control Center 1-800-222-1222**

**National Response Center 1-800-424-8802**

### **Hospitals**

- Memorial Community Hospital 402-426-2182
- Immanuel 402-572-2121
- Lakeside 402-717-8000
- Methodist 402-354-4000
- Children's 402-955-5400
- Bergan Mercy 402-398-6060
- UNMC 402-559-4000
- Creighton 402-449-4000

### **School Utility Emergency Numbers**

- Electricity (OPPD) 402-554-6773
- Gas/Water (MUD) 402-554-7777
- Telephone (Tech Coordinator) 402-707-7240

### **Radio/Television Stations**

- Omaha Journal Broadcasting Group 402-592-5300
- KETV, Channel 7 News 402-345-7777
- WOWT, Channel 6 News 402-346-6666
- KMTV, Channel 3 News 402-592-3333

### **Child Protective Services Hotline**

- 1-800-652-1999
- Douglas County CPS 402-595-3330
- Washington County CPS 402-426-2329

**Child Care Licensing 1-800-600-1289 Specialist: Gina Ewing & Fabian Awanyai**

**Three Rivers Public Health 402-727-5396 (or 866-727-5396)**

**Douglas County Health Department 402-444-7471**

### **Maintenance**

- Jerry Mink (cell) 402-659-3280 (home) 402-468-4706
- Dave Newman (cell) 402-350-1042 (home) 402-468-5490

### **Evacuation Site Locations**

- St. John the Baptist Catholic Church, Schwertley Hall 402-468-5659

## **PREPARING FOR AN EMERGENCY**

In order to ensure the safety of all the children who attend Kid's Club and the staff who work here, a comprehensive Emergency Preparedness plan has been developed and implemented.

### **Drills**

- The facility conducts fire drills 12 times a year and records the dates as required by licensing.
- The facility conducts tornado drills four times per year (March-September) and records the dates.
- The facility conducts disaster drills quarterly and records the dates.
- There are designated escape routes from each area. Evacuation maps are posted in each classroom.

### **Kits**

- The facility has created an emergency kit that includes the following information: Emergency & Crisis Manual, emergency contact information for all children of the program, & first aid kit.
- The facility checks its emergency kits on a regular basis. This is done at the time of disaster drills.
- For those with special needs or life-threatening health conditions, who require medication or supplies, those medications or supplies are kept on site and will be taken with if an evacuation is required.
- Fire extinguishers are located throughout the facility.
- Emergency supplies are kept in each vehicle.
- The sign in/out book and daily attendance sheet will also be taken with if an evacuation is required.

### **Communication**

- At least one corded phone is available to use if there is no electricity.
- Emergency phone numbers are posted by each phone in the facility.
- The facility has an out-of-area emergency contact listed for each child. This person will be contacted if the parent/guardian cannot be reached on the local phone grid.
- Children will only be released to individuals listed on the child's emergency contact form. Parents need to ensure these are kept up-to-date.
- The facility has communicated with neighbors/neighboring businesses who may be able to help out in the event of a major disaster. These include: *Please see Emergency Contact Numbers for information regarding alternative site locations for each school.*

### **Training**

- Older children are taught to call 911 if directed to do so by a staff member.
- At least one staff member trained in CPR and first-aid is with each group of children.
- Staff understand their roles during an emergency situation.

## **KID'S CLUB EMERGENCY & CRISIS ROLES**

### **Program Director**

Verify information about the situation. Secure the site. Determine appropriate action-call 911, internal lockdown, external lockdown, evacuation. Alert all on-duty staff members. Notify & maintain communication with the Principal and Superintendent (712-898-7661) and

(402-533-3623). Provide directions for all activities during crisis-relay information as soon as possible. In charge of taking Emergency & Crisis Kit and medication, sign in/out book, and attendance.

Conduct final sweep of all program areas before leaving (if safe to do so). Lead evacuation walk to designated evacuation area. Conduct head count and attendance and cross check with sign in/out book. Inform Emergency Personnel and Program Director of any missing children or staff members. Record dismissal of all children to parents/guardians. Report incident to State Child Care Licensing Agency. Document the incident and create and file a written report

### **Emergency Team Members**

Report directly to District Office to assist with Emergency Situation. Assist in coordinating parent/guardian contact (through phone communication). May be needed to report to evacuation site to assist Director on duty.

### **Assistant Directors/Child Care Assistants**

Follow directions from Director. Help conduct final sweep of all program areas before leaving site (if safe to do so). Help lead evacuation walk to designated evacuation area. Keep children calm and supervise them during the situation. Help grab emergency items if necessary.

### **Principal and/or Superintendent**

Notify the Director of Transportation and arrange emergency transportation if needed. Provide direction for all activities during crisis, relay information as soon as possible. Coordinate parent/guardian contact (through phone communication). Maintain a log of all incoming and outgoing communications. Contact the School Psychologist/Arbor Family Counseling. Handle on-site media and prepare written statement. Release information to the public and media with direction from the Superintendent. Handle all incoming calls and contact media if information needs to be released.

## **PRACTICING EMERGENCY SITUATIONS**

Child care facilities are required by licensing to conduct fire drills 12 times a year and record the date and time of each. Tornado drills need to be conducted 4 times a year during the timeframe of March through September. Disaster drills should be conducted at least quarterly. It is up to the center to choose which type of disaster they will practice for each time. It is important to practice tornado drills, lockdowns, shelter-in-place, and medical emergencies. *(All emergency drills are required to be logged)*. Some situations are difficult to practice during normal operation of the center. For such scenarios involving site evacuation, it is a good idea to run through the situation verbally as a group during a staff meeting. In this way, questions can be answered and possible hurdles can be figured out. When practicing fire or disaster drills, make sure to vary the time of day and day of the week. You cannot predict when a disaster will happen and if you've never practiced during pick-up time or lunch time, there could be a lot of confusion at the center. Consider conducting periodic drills without giving staff members warning. They need to be able to react, even when not mentally prepared for the situation. Nebraska has extreme weather conditions and emergencies do not care what the weather is like outside. Be prepared for how you will maintain safety and get to a safe location if it is raining, snowing, freezing cold, or

extremely hot outside. All staff should receive regular training on emergency preparedness. The entire plan should be reviewed at least annually, and with all new staff as they start work. Use this handbook during staff meetings to review procedures for various situations. Make sure you have discussed roles and responsibilities for different scenarios. Staff should be familiar with how to use a fire extinguisher and it is best if they have had practice actually using one. Make sure all staff that are required to have CPR and First Aid training are up-to-date on their certification.

### **TAKE CARE OF STAFF**

Emergencies affect all of us. Staff will likely be concerned about their own family members, but will also be needed to help the children in their care. The Director should provide staff with information and assistance in preparing their own families for times of disaster. Each staff should have an out-of-area contact for their family, disaster supplies at home and in their personal vehicle, and a plan for connecting with their other family members. If staff members are individually prepared, their personal worries will be reduced and they will be better able to focus on helping the children in their care who rely on them.

### **BUILDING EVACUATION**

- Make a quick assessment of the situation in the classroom and of any injuries to the children or adults.
- Director evaluates the evacuation route to be sure that it appears clear of obstructions.
- Director gives instruction to evacuate.
- If possible and time allows, have children take jackets and coats.
- Staff should take the following items:
  - Emergency Crisis Kit which is kept next to the sign in/out book during operation hours.
  - Class/staff attendance sheets and the sign in/out book.
  - Children and staff emergency and medical information/supplies.
  - Site phone.
- Staff should assemble children 2 by 2 to evacuate the building (preferably one teacher leading the children and one teacher following behind).
- Take attendance; if safe to do so, search the building for anyone missing.
- Have children sit down if possible.
- If it is a gas leak or other incident that requires children and staff to be located further away from the facility, have staff move children to the pre-designated area or no less than one block from the child care. The pre-designated location is: St. John the Baptist Catholic Church, Schwertley Hall Community Building
- Director will evaluate the situation with the help of responding agencies (fire, police, etc.) and the Principal/Superintendent and determine if it is safe to enter building. If not, determine if it is necessary to move to the alternate site location (follow *Site Evacuation* procedure), or to stay put until it is safe to re-enter the building.
- Emergency Team Members will help notify parents immediately if evacuation looks to be long term or if children are moved to alternate site location. Parents will be notified via phone communication.
- Program Director will report incident to state child care licensing.

- Program Director will complete a written incident report.
- All parents will be notified of incident.

## **SITE EVACUATION**

- If it is determined that staff and children will be moved to the alternate site away from the child care, assign children to a designated staff member.
- Staff should bring the following items to the alternate site:
  - Emergency Crisis Kit which is kept next to the sign in/out book during operating hours.
  - Attendance sheets and the sign in/out book.
  - Children and staff emergency and medical information/supplies.
  - Site Phone.
- Children will walk to the site.
- Once at the alternate site location, take attendance again. Staff must remain with their group of children until the children are picked up by parents or emergency contacts.
- Director will continue to communicate with parents and coordinate pick-up of children.
- Program Director will report incident to child care licensing and complete incident report.

**SHELTER-IN-PLACE PROCEDURE** *Shelter-In-Place should be conducted when you are instructed to do so by emergency personnel or your radio or television; or if you see a vapor cloud or smell an unusual odor outside.*

- Gather all children inside in a location which is easiest to seal off from the outside, such as a room(s) with few exterior windows and doors. This is the cafeteria.
- Call 911 (if you haven't already done so). The Director or designee should turn on and listen to the radio. Listen for emergency information from your local fire or police department.
- The Director will call facility maintenance person to turn off all fans, heating, cooling, or ventilation systems.
- Close and lock doors and close as many interior doors as possible.
- Close off non-essential rooms such as storage areas, classrooms, etc.
- Seal gaps around windows, doors, heating/air conditioning vents, bathroom and kitchen exhaust fans, stove, and dryer vents with pre-cut plastic sheeting, wax paper, aluminum foil and/or duct tape.
- Stay alert to loudspeaker announcements; emergency personnel from your local police or fire department may give you specific instructions via loudspeaker or door-to-door.
- If determined necessary, you can provide a minimal amount of breathing protection by covering mouths and noses with a damp cloth.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains. To avoid injuries, keep children away from windows.
- The Director should stay in touch with responding agencies/emergency personnel and the Principal/Superintendent.
- Program Director and emergency personnel in charge will determine whether to stay sheltered in place or to evacuate.
- Advise parents not to pick children up from the child care until the incident is over. The presence of parents searching for their children will only cause confusion and may lead to

exposure to toxic chemicals. Once sheltered in place you will not want to open the door to let parents in and out.

- Have the Emergency Crisis Kit, contact information, attendance sheet, and sign in/out book handy.
- Once the incident is over; inform parents, take down plastic sheeting, turn ventilation system on.
- Program Director will report incident to child care licensing and complete incident report.

## **FIRE ALARM/EMERGENCY PROCEDURE**

If smoke or fire is seen or if there is another emergency requiring evacuation:

- Activate fire alarm if it is not sounding.
- Evacuate children, visitors, and staff (follow *Building Evacuation procedures*). Drop and crawl to avoid smoke and close doors behind you. Take the following items with you:
  - Emergency Crisis Kit which is kept next to the sign in/out book during operating hours.
  - Attendance sheets and sign in/out book.
  - Children and staff emergency and medical information/supplies.
  - Site phone.
- Call 911 from outside the building.
- Take attendance. If it is safe to do so, search the building for anyone missing.
- Director or staff member will check area of concern and use fire extinguisher if safe to do so.
- Have the following items ready for police and fire personnel:
  - Number of children in care, staff, family members, volunteers, and visitors.
  - Knowledge of anyone remaining in the building.
- If it is determined that the building is unsafe, move children to alternate site location (follow *Site Evacuation procedure*).
- The Director will notify parents of evacuation and alternate site location, if applicable.
- Program Director will report incident to child care licensing and complete incident report.
- All parents will be notified of incident.

## **GAS LEAK PROCEDURE**

- DO NOT activate the fire alarm system or any other electrical equipment.
- Notify the Principal.
- Evacuate children and staff (see *Building Evacuation procedure*) and close doors behind you but leave a window open. Take the following items with you:
  - Emergency Crisis Kit which is kept next to the sign in/out book during operating hours.
  - Attendance sheets and sign in/out book.
  - Children and staff emergency and medical information/supplies.
  - Site phone.
- Call 911 from outside the building.
- Maintenance Personnel will call M.U.D.
- Move children to a designated area no less than one block from the child care. The pre-designated location is: St. John the Baptist Catholic Church, Schwertley Hall

#### Community Building

- Take attendance.
- Have the following items ready for police and fire personnel:
  - Location of leak, if known.
  - Number of children in care, staff, volunteers, and visitors.
  - Knowledge of anyone remaining in the building.
  - Floor plan and internal systems information.
- The Director will notify parents immediately if evacuation looks to be long term or if children are moved to alternate site location. If necessary to move to the alternate site location, follow *Site Evacuation procedure*.
- Program Director will report incident to child care licensing and complete incident report.
- All parents will be notified of incident.

#### EXTERNAL HAZARDOUS MATERIALS ACCIDENT PROCEDURE

- Call 911 immediately. Have staff initiate the *Shelter-in-Place procedure* unless directed to do otherwise by emergency personnel.
- Have the following items ready for police and fire personnel:
  - Location and description (liquid, gas) of hazard, if known.
  - Number of children in care, staff, volunteers, and visitors.
  - Floor plan and internal systems information.
- Follow instructions given by responding agency for either *Shelter-in-Place procedure* or *Building and Site Evacuation procedure*.
- Program Director will arrange emergency transportation if necessary.
- Notify parents of move to alternate site location.
- Program Director will report incident to child care licensing and complete incident report.
- All parents will be notified of incident.

#### INTERNAL HAZARDOUS MATERIALS ACCIDENT PROCEDURE

- In the event a person comes into direct contact with a suspected hazardous material, follow safety precautions posted on-site or listed on the container. Call the hospital emergency room for additional instruction. Contact poison control center for common household product poisonings.
- Call 911 if additional assistance is needed.
- Program Director will report incident to child care licensing and complete incident report.

*It is strongly suggested that all potentially hazardous materials be removed from within the center. Household toxic chemicals should be stored separately, locked up, and stationary so as not to fall over in the event of a disaster.*

#### POWER OUTAGE PROCEDURE

- The Director or designee will call building maintenance personnel. Flashlights and batteries are located in each site office.
- Maintenance personnel will call O.P.P.D.
- Call 911 if concerned about a fire or safety hazard.
- Unplug all electrical equipment; turn off all but one light.
- Program Director will contact the Superintendent (402-533-3623) to help determine if



center needs to be closed. Also, consider the following items in making your decision:

- Can you safely prepare/store food?
- Do you need to move to an alternate site?
- Can you safely transport the children?
- How will you notify parents?
- All parents will be notified if power outage is prolonged.
- Program Director will report incident to child care licensing and complete incident report.

## **INCLEMENT WEATHER PROCEDURE**

- Monitor winter storm watch, warnings, blizzard warnings or travel advisories. Check the status of:
  - Battery powered radios
  - Flashlights
  - Back-up lighting, power
  - Heat
  - Site phones
- Consider pre-storm closing (night before) or early closing depending on conditions.
- Release non-essential staff in accordance with facility closing procedures.

Facility staff should follow these general rules during weather emergencies:

- The program has designated as the safe place for the children and staff. (Shelter-in-Place)
- Staff should keep voice contact at all times, and all staff members should have flashlights and emergency packs/backpacks available.
- Take attendance before moving to the safe place, after arriving at the safe place, and finally, after leaving the designated safe place.

Once the storm has passed and there is no further danger to the children and staff, the following steps should be taken:

- If any medical attention is required, first aid should be administered. If needed, contact 911 for medical assistance.
- The staff should once again take attendance to ensure that all children and staff members are safe.
- Maintenance personnel will complete a walk-through of the facility looking for any damage created by the inclement weather, such as fire, water, or structural damage.
- Maintenance will test all utilities to ensure everything is safe and working.
- Maintenance will contact utility companies if problems occur as a result of the inclement weather.

***The following are directions for specific inclement weather emergencies:***

### ***SEVERE THUNDERSTORM WATCH***

*A Severe Thunderstorm Watch is issued by the National Weather Service when conditions are favorable for the development of severe thunderstorms in and close to the watch area. A severe thunderstorm by definition is a thunderstorm that produces 3/4 inch hail or larger in diameter and/or winds equal or exceeding 58 miles an hour. They are normally issued well in advance of the actual occurrence of severe weather. During the watch, people should review severe*

*thunderstorm safety rules and be prepared to move to a place of safety if threatening weather approaches.*

- The Director or designee will advise all staff of the weather conditions that are approaching.
- The Director or designee will monitor radio, television, or NOAA Weather Radio for weather updates.
- Outdoor activities should be modified to ensure that quick access to shelter is available.

***SEVERE THUNDERSTORM WARNING—In addition to the above—*** *This is issued when either radar or a spotter reports a thunderstorm producing hail and/or high winds as defined above. Seek safe shelter immediately. Severe thunderstorms can produce tornadoes with little or no advance warning. They are usually issued for duration of one hour. They can be issued without a Severe Thunderstorm Watch being already in effect. Severe Thunderstorm Warnings will include where the storm was located, what towns will be affected by the severe thunderstorm, and the primary threat associated with the severe thunderstorm warning. If the severe thunderstorm is also causing torrential rains, this warning may also be combined with a Flash Flood Warning.*

- All outdoor activities should be terminated and shelter should be taken.
- The Director or designee will monitor sky conditions as best and safely as possible. If a dark/funnel-shaped cloud is seen, seek shelter immediately. If possible, call 911 to report it.

***TORNADO WATCH*** *A tornado watch is issued by the National Weather Service when conditions are favorable for the development of tornadoes in and close to the watch area. Their size can vary depending on the weather situation. They are usually issued for duration of 4 to 8 hours. They normally are issued well in advance. During the watch, people should review tornado safety rules and be prepared to move to a place of safety if threatening weather approaches.*

- Director or designee will advise all staff of the weather conditions that are approaching.
- Director or designee will monitor radio, television, or NOAA Weather Radio for weather updates.
- Outdoor activities should be modified to ensure that quick access to shelter is available.
- Upon the approach of thunderstorms, cease all outdoor activities that may delay seeking shelter.
- The Site Director or designee will monitor sky conditions as best and safely as possible. If a dark/funnel-shaped cloud is seen, seek shelter immediately. If possible, call 911 to report it.

***TORNADO WARNING—In addition to the above—***

*A tornado warning is issued when a tornado is located by radar or sighted by spotters; therefore, people in the affected area should seek safe shelter immediately. **They can be issued without a Tornado Watch being already in effect.** They are usually issued for duration of around 30 minutes. A tornado warning is issued by your local National Weather Service office (NWFO). It will include where the tornado was located and what towns will be in its path. If the thunderstorm which is causing the tornado is also producing torrential rains, this warning may*

*also be combined with a Flash Flood Warning.*

- Tornado warning *or* a dark/funnel-shaped cloud is seen, seek shelter immediately.
- Maintenance will turn off all utilities if time permits and it can be done safely.
- Director or designee will have all staff and child care attendees move to their designated safe locations.
- The designated location for tornado safety is located on the evacuation map at each site.
- The Director or designee will monitor sky conditions as best and safely as possible.

### ***STORMS & SNOW***

- The Superintendent will determine prior to opening hours, whether or not the child care should open; families will be notified by phone call and email.
- If Fort Calhoun Community Schools are closed, Kid's Club will also be closed.
- The Director will monitor radio, television, or NOAA Weather Radio for weather updates.
- Outdoor activities should be modified to ensure that quick access to shelter is available in the case of hazardous conditions.
- If the child care must close during hours of operation because of snow or storm the Program Director will notify parents by telephone.
- If weather conditions prevent a parent or legal guardian from reaching the facility to recover a child, staff will care for the child (maintaining proper child:staff ratios) until such time as the parent, legal guardian, or emergency contact person can safely claim the child. Emergency supplies will be used as needed.
- If the above persons cannot claim the child within 72 hours of the facility closing, the Director will contact police. Child may be transported to a Child Protective Services care site if necessary.
- Program Director will report incident to child care licensing and will complete incident report.

### ***FLOOD OR FLASH FLOOD***

If program is in a flood prone area:

- During severe weather, the Director or designee will listen to radio for flood watch and flood warning reports.
- Director will advise all staff of the weather conditions that are approaching.
- The Director will move records and valuable equipment to higher floors. Chemicals that are in the facility should be stored in locations where floodwaters will not come into contact with them.
- If a flood warning is issued, move children and staff to the alternate site location. Follow *Site Evacuation* procedure in this plan.
- The Directors will notify all parents immediately.
- Program Director will report incident to child care licensing and will complete incident report.
- Maintenance will call insurance company (if needed).

### ***EARTHQUAKE***

In the event of ground movement the following procedures should be carried out:

- Staff “drop, cover, and hold.”
- Direct all children to **“DROP, COVER and HOLD”** and remain that way until the earth stops moving – stay away from windows, bookcases, and filing cabinets. Hold onto the item you are using as a cover, if it moves, move with it. Keep talking to children until it is safe to move.
- If no items are available for cover, crouch by a load-bearing wall and cover your head with your arms. Instruct children to do the same.
- If outside “drop, cover and hold,” keeping away from glass, bricks, and power lines. If you are outside near a building and there is no safer location, take cover in a doorway to protect yourself and children. When the earthquake stops the following procedures should be carried out:
  - Staff checks themselves and children for any injuries.
  - Check evacuation routes for damage.
  - Evacuate children and staff (see *Building Evacuation* section of this plan if necessary) and close doors behind you; take the following items with you:
    - Emergency Crisis Kit which is kept next to the sign in/out book during operating hours.
    - Attendance sheets and sign in/out book.
    - Children and staff emergency and medical information/supplies.
    - Site phone.
  - Staff will administer first aid to those who need it.
  - The Director will take attendance outside to account for all children and adults.
  - Maintenance personnel will check utilities for disruption/damage (gas, water, sewer). Maintenance will inspect the exterior of the building following the post-earthquake damage assessment.
  - Emergency personnel will determine if it is safe for a rescue team to go into building to locate anyone missing or injured.
  - Listen to radio for information on the surrounding area.
  - Determine status of emergency supplies and equipment.
  - If it is decided to evacuate to an alternate location, post a notice indicating your new location, date and time you left. Follow the *Site Evacuation* procedure in this plan.
  - Call parents with center status information; if not possible, report center status information to radio/television stations for announcement over the air.
  - If parents cannot be contacted after 4 hours, the child's out-of-area contact will be called if possible.
  - Program Director will report incident to child care licensing and will complete incident report.

#### **MISSING CHILD PROCEDURE**

- Follow Handbook’s missing child procedure (*check voicemail, check with office, check classroom, call parents*)
- If child is not located after following above procedure, call 911 immediately; provide the following information:
  - Child’s name, height, weight, date of birth

- Address
- Physical and clothing description of the child, including any distinguishing marks such as visible scars or birthmarks
- Medical status, if appropriate
- Time and location child was last seen
- Person with whom the child was last seen
- Notify Superintendent and Principal immediately and search the facility (inside and out) again.
- Have child's information including picture, if possible, available for the police upon their arrival.
- Program Director will notify parents of missing child and determine if child is with family. If child is not with family- inform parents of situation and steps taken.
- Program Director will report incident to child care licensing, Child Protective Services, and complete report.

## **MISSING PARENT/GUARDIAN PROCEDURE**

### **Parent/Guardian not at child care when facility is closing**

- Five minutes (*or length of time determined by facility*) after closing, staff will call parent/guardian. (Attempt will be made to all listed numbers. i.e. home, work, cell.)
- If parent/guardian is not available, staff will call the emergency contacts listed on the child's Emergency Contact form.
- Staff will contact the Superintendent and Principal.
- Staff will continue to attempt to contact parent/guardian and emergency contacts.
- If there is no response from parent/guardian or emergency contacts, staff will call the police after two hours.

### **If Child is leaving with the police**

- Program Director will fill out the Incident report form, including name of child, name of police officer and location child was taken.
- Program Director will place form in child's record and incident report file.
- Program Director will post a note on the front door telling parent/guardian who to contact and/or location of the child.

## **KIDNAPPING PROCEDURE**

- Call 911 immediately; provide the following information:
  - Child's name and age
  - Address
  - Physical and clothing description of the child, including any distinguishing marks such as visible scars or birthmarks
  - Physical and clothing description of the suspect
  - Medical status, if appropriate
  - Time and location child was last seen
  - Vehicle information and direction of travel
- Notify Superintendent and Principal immediately.
- Follow *Emergency Lockdown procedure* in this plan.

- Have child's information including picture, if possible, available for the police upon their arrival.
- Program Director will notify parents of missing child. Inform parents of situation and steps taken.
- The Director and Principal will implement *Crisis Response procedure*.
- Program Director will complete a written incident report and notify child care licensing and Child Protective Services.

## **HOSTAGE PROCEDURE**

- Call 911.
- Announce lock down. Follow building lockdown procedures.
- Do not open door for any individual once you are in lockdown, until an all clear is given.
- Notify the Principal who will then notify the Superintendent.
- Prior to police arrival, do not approach the suspect or do anything that might force the suspect to injure the hostage.
- Without exposing anyone unnecessarily to the hostage situation, gather as much information as possible and when the police arrive, be prepared to provide:
  - The number of hostage-takers,
  - A description of hostage-takers,
  - The type of weapons hostage-takers have,
  - The number and names of hostages,
  - The demands and instructions of hostage-takers have given,
  - A description of area under siege and detailed plans of the building.
- When the police arrive, cooperate with and assist them. They are in charge.
- NOTE: Remember that the job of terminating the siege belongs to police personnel. The administrator's job is to facilitate their efforts.
- Plan how to inform families of children and staff directly affected.
- Only designated staff will release information.

## **INTOXICATED/UNSAFE PARENT/GUARDIAN ATTEMPTING TO PICK UP PROCEDURE** *The center will not release a child to anyone who cannot safely care for the child.*

- Notify the Director and Principal about the situation immediately.
- The Director will talk to the person (if they feel safe doing so), to let them know they do not feel the person is able to safely care for child. If a "Parents Transporting Their Children" policy has been filled out by the parent, remind the person picking up the child of the policy.
- The Director will call other contacts to see if one of them can pick up the child.
- The Director will inform, if safe to do so, the person that if they decide to take the child against the center's wishes, that the police will be contacted.
- The Director will contact the police if the person takes the child or becomes verbally or physically violent or abusive.
- Program Director will complete an Incident Report form and will contact child licensing services.

**CHILD ABUSE PROCEDURE** *In Nebraska, ALL adults are mandatory reporters of child abuse, neglect, and sexual abuse.*

- Report abuse or suspected abuse to the Director and Principal.
- Take care of the child's immediate needs.
- Any suspected child abuse, no matter where the abuse might have occurred, will be reported to Child Protective Services (1-800-652-1999) and child care licensing. (see list for the type of information that may be asked)
  - Date and time of calls to Child Protective Services and Child Care Licensing
  - Child's name
  - Child's age/birth date
  - Address
  - Name and address of parent or guardian and other children in the home (if known)
  - Any statements made by the child (but do NOT interview them)
  - The nature and extent of the injury or injuries, neglect, and/or sexual abuse
  - Any evidence of previous incidents of abuse or neglect including nature and extent
  - Any other information which may be helpful in establishing the cause of the child's injury or injuries, neglect or death and the identity of the perpetrator or perpetrators
- Note: These reports may become legal documents. Confidentiality of these reports must be strictly observed.
- Directors and appropriate staff will complete a Child Abuse Reporting Form.
- If the parent/guardian of the child is suspected of abuse/neglect, follow the guidance of the agency notified.

**SEXUAL BATTERY PROCEDURE**

- Assess the situation.
- Determine if medical attention is necessary and provide first aid if needed.
- Call 911 for law enforcement and, if needed, medical assistance.
- Do not allow the victim to wash, clean up, or use the restroom, if possible.
- The Director should remain with the victim until the police arrive and accompanies the victim, police, and parents to the hospital.
- Isolate the alleged perpetrator if he/she is at school.
- Assign a staff member to protect the crime scene by not allowing others in the room or area where the alleged sexual battery occurred.
- Notify the Principal and Superintendent.
- The Program Director will notify the family of the victim.
- Isolate any family members who are on campus.
- Prior to police arrival, secure from children only the basic information needed to find out what happened but do not question any of the children in-depth or make statements which might contaminate the police investigation. Investigate the incident in-depth and obtain witness statements if the police are not taking action.
- Take appropriate disciplinary action.
- Debrief staff, but maintain the privacy of the individual.
- Expect and prepare for questions from the media.

- Reassure concerned parents regarding the safety precautions being taken at site. A community or parent meeting may need to be scheduled if concern is widespread and cannot be resolved in individual exchanges.
- Meet with the parents and staff to plan for the victim's return to site.
- Provide additional support or counseling as needed.
- Log all activities and decisions.
- Analyze the security of the area/event to determine the need for any additional security measures.

### **ASSAULT ON CHILD OR STAFF PROCEDURE**

- Call 911 if any medical treatment is needed or if police are required (if in doubt – go ahead and call).
- The Director will follow “Intruder Alert Procedure” in the Intruder Alert / *Lockdown procedure* in this plan.
- Follow *Lockdown* or *Lockout procedure* in this plan as appropriate.
- The Director or staff member will stay with the victim.
- Victim's family will be notified by the Director or designated person when it is safe to do so.
- If medical treatment is required, Program Director will call Child Protective Services and complete report.
- Program Director will report incident to child care licensing and will complete incident report.

### **INTRUDER ALERT/ LOCKDOWN / BUILDING LOCKOUT PROCEDURES**

*From time to time, schools and child cares have been faced with the threat of unauthorized individuals entering the facility. An intruder is defined as any unauthorized individual who, through act or deed, poses a perceived threat to the safety and welfare of children and employees. If at any time you are dealing with a person you feel uncomfortable around or are fearful for your safety or the safety of others, then you may be faced with an intruder situation. If the intruder is already in the building, initiate the intruder alert procedure and lockdown.*

Children will be locked down in the designated areas. If there is suspicious or criminal activity occurring outside the facility, the child care will go into a building lockout. Doors to the outside will be locked and access restricted, but staff and children will be allowed to move between the classrooms inside the building. **There are key recommendations to implement regarding a lockdown, including those conducted because of an intruder:**

- It is important that all staff understand, support and participate in the Intruder Alert, Lockdown, or Lockout procedures.
- It is important to practice these procedures in the facility several times per year, just as you practice fire drills.
- Lockdown information will be given to parents upon enrollment. Parents will be notified of all lockdown/lockout drills and events. The facility will provide written materials for parents to help children understand and cope.
- Parents will be given a pre-designated alternate pick up site if children and staff are evacuated. Parents should *not* try to enter the facility during a lockdown or lockout and may be kept away from the child care until authorities determine it is safe.



### ***INTRUDER ALERT / LOCKDOWN PROCEDURE***

If a person(s) comes into the facility, assess the situation. If you are uneasy or suspicious of the person(s) immediately have someone call 911. Do not go to a private area- remain with another adult(s).

- **If a weapon is present, DO NOT CONFRONT** – give predetermined signal to another staff member for them to call 911 immediately. This signal is **“Will you go check to see if I turned the oven off after snack today”**. Initiate Intruder Alert / Lockdown Procedure.
- If a weapon is **suspected**, confront the intruder in the following manner:
  - The Director or designee should try to engage the intruder in conversation, directing toward entrance/lobby/office/exterior door.
  - Ask them who they are there to pick up and that you will need to see their identification.
  - Remain calm and avoid sudden moves or gestures.
  - Try not to raise your voice – but, if necessary, do so decisively and with clarity.
  - If it can be done safely, have a staff member go outside the building to warn approaching parents of the danger and lockdown status.
  - Alert other staff members to call 911- Initiate Intruder Alert / Lockdown Procedure.
- If **no** weapon is suspected, confront the intruder in the following manner:
  - Approach the individual in a non-confrontational manner with the assistance of another staff member.
  - Introduce yourself and the person with you to the individual in a non-confrontational way.
  - Ask the individual who they are and how you can be of assistance.
  - If the individual refuses, do not confront him/her. Give the other staff member the pre-designated signal to call 911.
  - Initiate Intruder Alert / Lockdown Procedure.

***If it is determined that the safety and health of children and staff are in jeopardy begin the Intruder Alert procedure.***

- If the intruder is already inside the building, a signal (which has been predetermined and is known by all staff) shall be made to the first staff member seen. That staff member will pass on the signal to others throughout the building and will call 911. This signal is **“Will you go check to see if I turned the oven off after snack today”**. Upon receiving the chosen intruder alert announcement the following steps must be implemented:
  - The Director or designee will immediately call 911 (if it has not been done already) and stay on the phone until help arrives. Await further instructions from emergency response personnel.
  - Staff should quickly check the hall and restrooms closest to area and get children into the designated areas.
  - Lock all doors to designated area (this includes exterior and interior doors), close and lock all windows, cover all windows and doors, and turn off lights. If doors to hallway cannot be locked, use a doorstop or other wedge to keep the door closed

from the inside.

- Keep children away from windows and doors; position children in a safe place against walls or on the floor. Position children behind a bookcase or turn a classroom table on its side to use as a buffer.
- Staff will maintain (as best they can) a calm atmosphere in the room, keeping alert to emotional needs of the children. (Tip: gather in a story circle behind the table.)
- Staff will keep all children in the designated area until an “all clear” signal has been given.
- Emergency personnel will inform the site when it is safe to move about and release children from classrooms. Children should not be released to parents until an “all clear” has been called.
- Upon arrival, the local police, in conjunction with the Director, will assume control and may evacuate the building per police standard operating procedures.
- When “All Clear” is given, the Director will inform the staff of the situation and counsel with children. When the threat has been eliminated, normal activities should be resumed as soon as possible, as instructed by the Program Director.
- Program Director will inform parents of all “lockdowns” whether practiced or real.
- Program Director will report incident to child care licensing and will complete incident report.

### ***BUILDING LOCKOUT PROCEDURE***

If the *suspected intruder* is not yet in the building, an announcement will be made which alerts the staff of potential danger. The announcement will be: “lock down Emergency”. **A building lockout will be initiated:**

- Any children outside the facility on the playground must be brought inside immediately.
- Immediately lock all exterior doors, close and lock all windows, and cover all windows.
- The Director or designee will immediately call 911 and stay on the phone until help arrives. Await further instructions from emergency response personnel.
- Keep children away from windows and doors.
- Staff will maintain (as best they can) a calm atmosphere in the building, keeping alert to emotional needs of the children. Activity within the building may continue, but no access to the outside is permitted.
- Staff will keep all children in the building until an all-clear signal has been given.
- Upon arrival, the local police, in conjunction with the Director will assume control and may evacuate the building per police standard operating procedures or may allow parents to pick up children if deemed safe.
- Any individuals outside the building wishing to gain admittance must be escorted by law enforcement personnel.
- When “All Clear” is heard, the Director will inform the staff of the situation and counsel children. When the threat has been eliminated, normal activities should be resumed as soon as possible as instructed by the Program Director.
- Program Director will inform parents of all lockdowns or lockouts whether practice or real.

- Program Director will report incident to child care licensing and will complete incident report.

### **LIFE THREATENING EMERGENCY PROCEDURE**

- Check the child or staff.
- Begin First Aid or CPR if necessary.
- Call 911.
- Call Parent/Guardian.
- Continue First Aid and CPR until paramedics arrive.
- If the paramedics take a child to the emergency room:
  - The Director will accompany the child and remain with the child until the parent/guardian arrives.
  - Bring the child's Emergency Contact and Treatment Consent form along to the emergency room.
  - Program Director will report incident to child care licensing and will complete incident report.

### **URGENT (BUT NOT LIFE THREATENING) EMERGENCY PROCEDURE**

- Check the child or staff.
- Begin First Aid as necessary.
- Call Parent/Guardian.
- Call 911.
- A staff member will remain with the ill child/staff and monitor any changes in his/her condition.
- If condition becomes life threatening, Site Director will call 911 and begin First Aid and CPR.
- If the paramedics take a child to the emergency room:
  - The Director will accompany the child and remain with the child until the parent/guardian arrives.
  - Bring the child's Emergency Contact and Treatment Consent form along to the emergency room.
  - Program Director will report incident to child care licensing and will complete incident report.

### **CRISIS RESPONSE PROCEDURE**

When a tragedy strikes, staff members are torn between the need to deal with children's reactions at the same time they are coping with their own reactions. With advanced planning, this process can be smoother than when tragedy takes a child care facility by surprise.

***Crisis:** A sudden, generally unanticipated event that profoundly and negatively affects a significant segment of the child care population and often involves serious injury or death. The psychological and emotional impact will be moderate to severe. Outside assistance may be needed.*

- The Program Director will determine whether or not to maintain normal schedules or to set aside the normal schedule for an all-out effort to deal with the crisis. *Depending on*

*the crisis, it may be necessary to close the program for the day.*

- Program Director will determine if parent notification becomes an item of priority or can wait for a letter to go home in the evening.
- If program specific – Superintendent will keep the local radio station informed as to the status of the child care so parents will have accurate information.
- Identify high risk children, staff and parents likely to be most affected by the news (e.g., children of the staff member who is deceased/injured or parents whose children are close with the deceased).
- Gather and inform closest friends of the victim(s), provide support and information to them before a general announcement is made. If close friends or classmates are absent, assure that a supportive adult gives the news to them, ensuring that they do not get initial information from the media.
- Prepare a formal statement for initial announcement, include minimum details and note additional information will be forthcoming. Also prepare statements for telephone and media inquiries. Have someone who does not get overly emotional answer phones.
- Give staff the facts about the tragedy and instructions on how to share the information with the children in their care as well as suggestions for assisting children to cope.
- Send a letter home to parents explaining the situation. Include specific factual information and information on how the program is handling the situation. Some parents will need to be contacted by phone, particularly if their child's reaction to the crisis is severe.
- Determine if additional community resources are needed to be on "standby" to effectively manage the crisis. It is essential to minimize the number of "strangers" standing around.
- Facilitate a staff meeting and, if possible, a parent meeting to provide information related to the crisis. The following are some suggestions:
  - Assist with children's processing of information about the crisis
  - Provide counselors to work with children/staff individually or in groups in a variety of locations
  - Provide support and counseling for parents
  - Provide helpful, factual information to parents
  - Have an individual assist with answering phones, providing information and handling non-media inquiries
  - Maintain a record of offers of assistance and ensure that proper personnel respond
  - Deal with the "empty chair/desk" problem. For example, a counselor would provide therapy while sitting in the child's chair. The chair would then be moved to the back of the classroom. Finally the chair would be removed. Make sure children are part of the entire process.
- The Superintendent will deal with media/reporters promptly and factually.
- Provide information as requested by police, hospital, or other agencies.
- When appropriate, contact the friends/family of the deceased to get information regarding funeral arrangements and pass on information to program staff and parents who may wish to attend.
- Program Director will report incident to child care licensing.
- Program Director will report incident to Child Protective Services if necessary.
- Arrange for a child care/community debriefing 48-72 hours after the event if necessary.

- Program Director will complete a written incident report.
- Other considerations:
  - Have designated locations for the use of media, family, friends and workers, as needed
  - Have transportation available to assist the family
  - Young members of the victim's family should be cared for if possible
  - Children and staff should be given permission to feel a range of emotions. Typically, individuals go through a sequence of emotional reactions following a crisis: High anxiety, denial, anger, remorse, grief and reconciliation.
  - Provide for grief counseling. Possible contacts: School Counselors/Arbor Family Counseling.

## **SUICIDE/ATTEMPTED SUICIDE PROCEDURES**

### **Immediate Suicidal Threat**

- Student is already hurt.
- Child has ingested a harmful substance.
- Child has placed self in life-threatening situation.
- Child has means to hurt self.
  
- Do not leave the child alone.
- Immediately call 911.
- Contact Program Director.
- Program Director will contact parent/guardian to inform them of the child's actions and seek permission for treatment. In life-threatening situations, the child will receive treatment without prior permission. In non-threatening life situations, the parent will be advised to seek emergency medical treatment or emergency mental health treatment at parental expense.
- Child will be released only to parent, emergency medical personnel, or law enforcement personnel.

**\*\*Please note that in the event of a suicide, special consideration regarding the media should be taken: A district crisis response team member, who has a thorough understanding of dynamics of youth suicide, will be designated to communicate with the media. Prevention and intervention efforts must be emphasized. Sources of assistance must be publicized.**

### **Potential Suicide/Suicide Threats**

- Any note, verbalization, or signs of serious distress should be taken seriously.
- Intervention should be immediate.
- If a situation is potentially life-threatening, children and staff need to recognize that the issue of confidentiality does not apply.
- Staff will immediately report any potential threat or suicidal child to the Program Director who will then notify the Superintendent for further action.
- Make sure a staff member is with the child at all times.

### **Suicidal Death of a Child**

- Contact the Program Director who will then notify the Superintendent.
- The Superintendent will notify the District Crisis Response Team who will provide post intervention services to children and staff.

### **FOOD ALLERGY POLICY**

Food allergies are becoming more common among infants and young children. Allergic reactions can range from mild skin rashes to severe, life-threatening reactions with breathing difficulties. It is important to reduce the likelihood that these reactions will take place while the child is at program.

#### **When children with food allergies attend our program:**

- The Director will provide the family with the **Food Allergy Action Plan**. This action plan must be filled out and returned before child starts care.
- Based on the child's Food Allergy Action Plan, staff will receive training and put into practice:
  - Preventing exposure to specific food(s) that trigger allergy
  - Recognize symptoms of allergic reaction
  - Treating allergic reaction
  - Parents and staff shall arrange to have appropriate medication (if necessary) on site, proper storage of medication, equipment and training for use while in child care.
  - The Director will promptly take proper steps outlined in Action Plan if a reaction occurs in child care.
  - The Director will notify emergency medical personnel if epinephrine has been given.
  - The Director will notify parents of any allergic reaction or possible contact with food that may cause an allergic reaction.
  - Individual child's food allergies will be posted prominently in site office and/or wherever food is prepared (care will be given to confidentiality issues).
  - Action Plan and medication will be taken on field trips, including the playground or on walks by the Director.
  - The Director will check expiration dates on all emergency medications every month.

### **INFLUENZA OUTBREAK PROCEDURE**

*Symptoms of influenza include fever, headache, extreme tiredness, dry cough, sore throat, runny or stuffy nose, and muscle aches. Nausea, vomiting, and diarrhea are also common in children with the flu. Flu is spread from person to person through coughs and sneezes and indirectly through contaminated objects. For this reason, it is very important to isolate children with flu symptoms and have their parents or guardians pick them up as soon as possible. During a flu outbreak, as determined by the local health authority, additional steps should be taken to prevent the spread of disease. Make sure to keep emergency disaster supplies and emergency contact cards handy.*

- Check all children upon arrival for flu symptoms. Any children who have these

symptoms should not be permitted to stay at the program and their parent/guardian should be contacted to pick them up.

- All staff, parents, and children should wash their hands with soap and warm water upon entering.
- If a child or staff member develops flu-like symptoms while at the program, physically separate the sick person.
- Call the parent/guardian to arrange for pick up of the ill child. Insist that they come immediately.
- Send sick staff home.
- Plenty of fluids will be provided to ill children.
- Staff and older children with symptoms will be asked to wear a mask. The staff member caring for the ill child will wear a mask.
- All persons at the program should carefully follow recommendations for hand hygiene after contact with an infected person or the environment in which the infected person was.
- Place all used tissues in a bag and dispose of with other waste. A bag will be placed next to the ill child in the isolation area for this purpose.
- All parents will be notified of physician confirmed cases of influenza in the facility.
- Disinfect the environment in which the sick child/staff had been located. Disinfect any toys or objects the sick child handled. Other cleaning and disinfecting activities should be done at the normal times.
- Wash and sanitize any bedding that was used by the sick child. Care should be taken when handling soiled laundry (e.g., avoid holding the laundry close to your body) to avoid self-contamination. Wash hands after handling dirty laundry.
- Any staff member or child who has been in the program with a sick individual is at risk for developing influenza. Monitor staff and children continually for flu symptoms.
- The Program Director will keep in contact with Health Department and Child Care Licensing to determine if and when the program should be closed and will complete incident report.

#### **FIELD TRIP INCIDENT PROCEDURE**

- Before leaving for a field trip, make sure the Director has the following information:
  - List of children and assigned vehicle
  - Supervisor/Chaperone list by assigned vehicle
  - Map of intended route
  - Children's emergency and medical information/supplies
  - List of important phone numbers significant to the trip (including children's emergency contact information and cell phone numbers)
  - First aid kit
- Attend to any medical needs if there are injuries or complaints of pain.
- Call 911 if emergency medical treatment or police are required.
- Contact Principal and provide update and actions being taken. Program Director should consider deploying personnel to the scene, hospital, or to appropriate locations.
- Emergency Team will contact parents and give update of actions being taken; indicate meeting locations or pick up times at the child care.

- Program Director will report incident to child care licensing and will complete incident report.

### **TRAFFIC EMERGENCY PROCEDURE**

**When traffic emergencies occur at school crossings, school parking, or within immediate boundaries of the school building, implement the following procedures:**

- Call 911.
- Keep children away from the emergency.
- Assign available staff to isolate the emergency, if needed.
- Notify the Principal.
- Principal will notify the Superintendent if the accident is serious.

### **BOMB THREAT PROCEDURE**

**During the Bomb Threat Call:**

- DO NOT HANG UP! Keep the conversation going and attempt to get the following information:
  - Where is the bomb?
  - What time will it go off?
  - What kind of bomb is it?
  - Who are you?
  - Why is this going to happen?
- Listen for the following:
  - Voice of male or female
  - Speech impediment or accent
  - What kind of background noise there is
  - Cell phone or landline
- Note the following:
  - Time: \_\_\_\_\_ Date: \_\_\_\_\_
- Try to get the attention of another staff member and have them initiate the next steps.
  - Notify Principal and Superintendent.
  - Call 911.
  - Initiate a lockdown (follow *Lockdown procedure* in this plan).
  - Confer with fire and police about evacuation.
  - Have floor plan ready for police/fire personnel.
  - Have staff glance around their area for suspicious items (DO NOT MOVE SUSPICIOUS ITEMS).
- If the decision is made to evacuate, follow *Building and Site Evacuation procedure* in this plan.
- Emergency Team will notify parents if evacuated or moved to alternate location.
- Program Director will report incident to child care licensing and will complete incident report.
- All parents will be notified of incident.

### **SUSPICIOUS MAIL OR PACKAGE PROCEDURE**

- Do not touch, smell, or taste unknown substances.



- Evacuate and seal off room.
- Wash hands thoroughly.
- Mark room as "Dangerous".
- Call 911.
- Make a list of all staff and children present in the room at the time of the incident to provide to local health authorities and the police.
- Program Director will inform all parents of the incident.
- Program Director will report incident to child care licensing and will complete incident report.

## **MEDIA PROCEDURES**

**The primary goal of talking to the Media is to accurately inform the public about the crisis and to reassure the community that proper action is being taken. After calling appropriate emergency personnel and following safety procedures:**

- Do not disseminate information about emergency situations without administrative approval.
- Notify Principal who will then notify the Superintendent.
- Jot down the basic facts. News media will want to know who, what, when, where, why, and how.
- The Superintendent will handle all media arrangements.
- During emergencies, direct media to one area, away from children and staff (off of school grounds if appropriate).
- Inform them that a statement will be given as soon as possible.
- Do not release confidential information without consent of parents or guardian.
- Inform staff of the situation and provide them with a statement for consistent responses to phone inquiries.
- Share the same statement with all media

## **Tips for interviews with Media personnel**

- Be prepared. Be honest and brief. Stress concern for safety and positive actions being taken by the district.
- Try to have a goal for the interview. "What do you want to accomplish?"
- If you don't know the answer, say so. Tell the reporter you will get back to them with the answer as soon as you can. If you make a mistake in an interview, say so.
- There is no such thing as "off the record."
- Stick to the statement. Just give the FACTS. You don't have to go into detail.
- If you are in a room with a microphone or camera, always assume they are turned on.
- Think before you speak. Be careful. Maintain composure, don't become defensive.
- Anticipate the "worst question" you may have to answer and plan for that in advance.
- Never say "no comment". It makes it sound like you have something to hide.
- Don't use jargon. Speak in terms everyone can understand.
- In cases involving police action, information to be released must be cleared through the police.