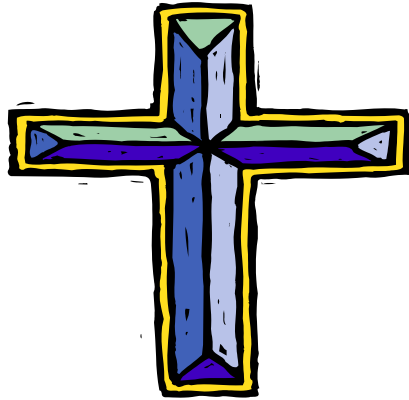




Parent Handbook
2022-2023



CEC's Purpose:

TEACH children to love God and others.

NURTURE individual, intellectual development.

CREATE a safe, loving environment.

Point your kids in the right direction—when they are old they won't be lost.

Proverbs 22:6 (MSG)

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Health

The following medical information must be on file for each child:



1. An Emergency Medical Treatment form, which includes a medical consent authorizing those in charge to obtain emergency care.
2. A "Blue Card" (certificate of immunization from your child's physician).

We can only accept well children. We depend on you to help us maintain this policy.

In order to control the spread of communicable diseases in the CEC when a child has the following symptoms below the child cannot be brought to the center or if the symptoms are discovered after arrival on campus your child will be isolated immediately and you will be notified to pick up your child.

- ⊖ Severe cold, persistent coughing, breathing trouble, sore throat and/or colored drainage from the eyes and/or nose.
- ⊖ A fever (101 degrees or greater), lethargy, unusual behavior (cranky or less active than usual, crying more than usual) vomiting and/or diarrhea within the last 36 hours.
- ⊖ A rash of undetermined origin, yellowish skin or eyes.
- ⊖ Any contagious or communicable diseases, such as:

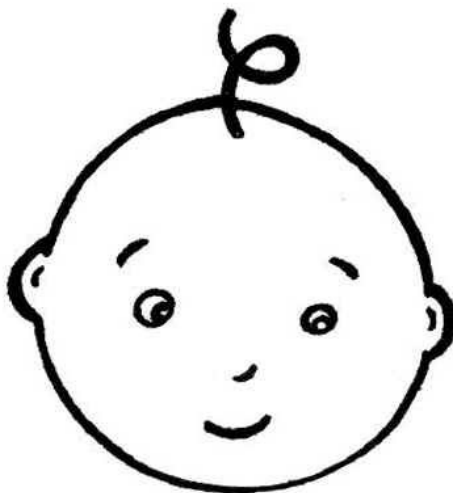
**Flu, Strep throat, Croup, Chickenpox
Measles, Thrush, Lice, Pinkeye, etc.**

Health Continued

Parents are urged to notify the CEC when their child is known to have or has been exposed to a communicable disease outside the CEC so that we can take the appropriate actions, such as notifying parents, disinfecting the toys and disinfecting the classrooms.

If your child is sent home with any of the mentioned symptoms, they must remain at home until they are symptom free for 36 hours (without the aid of medication). Please note that even with a doctor's excuse, the CEC 36 hour policy will remain in place.

The Child Enrichment Center sick policy has been created through a combination of information from the CDC (Centers for Disease Control) and the Jefferson County Board of Health.



Health continued

The following are guidelines for the number of days a child should wait before returning to school:

- **Chicken Pox**-5-7 days after onset of rash or when sores have dried.
- **Strep Throat**-48 hours following initial use of prescribed medication and discontinuation of fever.
- **Head Lice**-Student must remain at home during the treatment for head lice. Child will be checked by CEC staff to ensure removal of all nits before being permitted back to class.

In the event your child becomes ill at CEC we will make every effort to contact you or the person you have designated. **You must pick up your child within 1 hour of being notified.**

Your child MUST be symptom free for a thirty-six (36) hour period before returning to the CEC for any illness. After having a communicable disease, there may be instances when a doctor's release will be required before your child can return to CEC.

HELP US KEEP OUR
CHILDREN HEALTHY



Medication

If your child requires medication during his/her time at the CEC, an AUTHORIZATION FOR ADMINISTERING MEDICATION form must be completed and signed by a parent or guardian before the medication can be given.

All medications must be in original containers with labels intact and legible, be labeled with the child's full name, and have directions for administering the medication. Medication will only be given **ONCE** per day at lunch or before nap time. Exceptions will be made for special cases. These exceptions must be arranged and approved by the Director.

For infants and crawlers (ages 6 weeks to 12 months), the Authorization for Administering Medication forms will be available from your child's teacher. Medications will be kept and administered in the classroom.

For Toddlers and up, the Authorization for Administering Medication forms will be available in the CEC kitchen. Medications will be kept in the kitchen and administered by your child's teacher.

Medicine will only be administered to children that is a prescription for your child, has a doctor's note, or is age appropriate for your child. Due to the Baby Douglas Law we are not able to give medicine to children that is not age appropriate.

In the event of suspected child abuse, the teacher will report this to the Director, who in turn, is required by law to report the same to the Department of Human Resources, and the local Chief of Police or Sheriff.



SAFETY

Safety is always the primary concern when planning daily activities, field trips and special events. The CEC is prepared to take care of minor scrapes and bumps with cleaning, a Band-Aid and tender care. Accident reports will be written on **ALL** injuries. The report will go to the parent or guardian and a copy will be placed in the child's file.

Major Injuries: In case of an injury that needs a physician's care, we will first notify the parent or guardian for further instructions. If the parent or guardian is unavailable and can not be contacted, the physician on the registration form will be contacted and every effort will be made to continue to make contact with the parent or guardian. In case of an injury that needs immediate care, the CEC will first call 911 then contact the parent or guardian.

The CEC Staff is CPR certified.

CEC is a fragrance free facility. Staff, children and parents are asked to not wear any of the following: cologne, after shave lotion, perfume, perfumed hand lotion, fragranced hair products, and/or similar products. This is for the health and safety of the staff, children, and parents who may have severe allergies or asthma.

Smoking is prohibited at all times in the center including before and after operation. Smoking is not allowed within 10 feet of any entrance or exit. It is not allowed in any vehicles used by the center to transport children or within sight of the children.

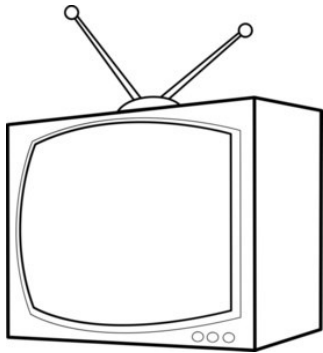




Physical Activity

Your child will have the opportunity for active play each day. Active play shall take place outdoors when weather and environmental conditions permit. When the weather and/or environment do not permit outdoor activity, active play shall take place indoors.

- 3 yrs. and older shall have at least 90 minutes per 8 hour day
- 12 months to 3 yrs. shall have at least 60 minutes per 8 hour day.



Screen Time

Screen time is offered as a free choice and is limited to no more than a total 2 1/2 hours per week. Screen time is not allowed during meal or snack time. Screen time is not allowed for children younger than 2 years.

GUIDANCE AND DISCIPLINE PROCEDURES

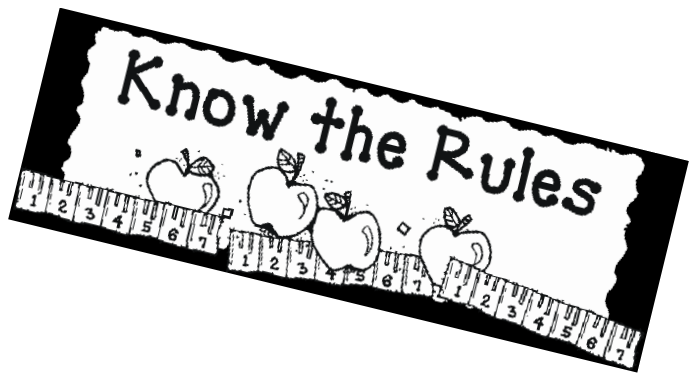
Through discipline, we want to help children grow, mature and develop self-control.

The following are the disciplinary procedures established and followed by the CEC staff:

Limits and rules shall be few and they shall be understood by the children to whom they apply.

Minor Offence

- Do not run in the hall
- Use inside voices in the building
- Keep your hands and feet to yourself
- Do not push or shove
- Listen to your teacher
- Obey all rules
- Be kind to one another



Multiple Minor Offenses will result in Major Disciplinary Consequences

Minor Disciplinary Consequences

Minor Classroom and School Behaviors

- First offense, teacher or caregiver will give the child a warning.
- Second offense, teacher or caregiver will give the child a warning and redirect the child to another activity.
- Third offense, child will be put in "time-out"
- 2 minutes for 2-year old's
- 3-5 minutes for 3-year old's
- 5-10 minutes for 4 and 5-year old's

Written notification in the form of an incident report will be sent to the parent/guardian.

- Fourth offense, the child will be taken to the director's office for counseling and time out. Written notification in the form of an incident report will be sent to the parents/guardian.

- Fifth offense, in-school parental conference will be required to discuss ways in which the parents and the CEC can implement a plan to correct the child's behavior.

At any time, in regards to the health, safety, and welfare of the CEC staff, teachers, and students the CEC reserves the right to dismiss any child from the CEC program.

Major Offenses

- * Excessive distraction of other students

Any act that substantially disrupts the learning environment or poses a threat to the health, safety or welfare of students, staff, or others. This includes but is not limited to making loud noises with the sole intent of disrupting the class, being out of their seat and engaging in activities other than teacher led tasks.

- * Intentional use of profane language

Directed at or not directed at students or teacher

- * Harassment

Threatening physical harm to a student or teacher/caregiver

Threatening by use of verbal intimidation

- * Intentional physical aggression

This includes but is not limited to hitting, kicking, slapping and biting

Major Disciplinary Consequences

1. First offense, child will be counseled by the teacher and put in age appropriate time out. An incident report will be sent home to be signed and returned to the school.
2. Second offense, child will be sent to the director's office. The director will counsel with the child and send an incident report home to be signed and returned the to the school. Age appropriate time out will be implemented and a privilege will be taken away.
3. Third offense, child will be sent to the director's office and a phone call will be made to the parent or guardian inform
4. Fourth offense, In-school parental conference with the teacher and the director.

A written warning will be given to the parents indicating that if the child continues to be unable to obey and respect the teachers, staff and their fellow students, the CEC reserves the right to dismiss the child.

Incident reports in excess of five or more could result in dismissal from the CEC. Incident reports will stay on file for the calendar year.

At any time, in regards to the health, safety, and welfare of the CEC staff, teachers, and students the CEC reserves the right to dismiss any child from the CEC program.



WHAT TO BRING

1. Infants and toddlers will need the following:

- Disposable diapers
- Baby wipes
- Formula in unbreakable bottles
- Drinking cup (when off bottle)
- Unopened baby or junior foods (if not on table
- Pacifier (if needed)
- Two complete changes of clothing
- Blanket
- Diaper Bag



foods)

Please mark all items that come to the CEC with your child's name.

2. Twos and threes will need the following:

- Disposable diapers or pull-ups if not potty trained
- Baby Wipes
- Two complete change of clothing (including socks)
- Blanket (if staying through nap time)

Please mark all items that come to the CEC with your child's name.

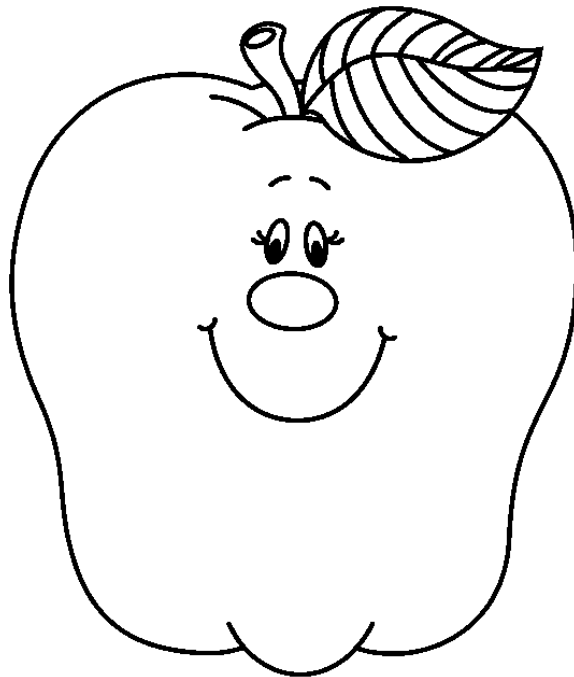
3. Fours and fives will need the following:

- One complete change of clothing (including socks)
- Blanket (if staying through nap time)

Please mark all items that come to the CEC with your child's name.

WHAT TO BRING Continued

4. Each child will be assigned a cubby for above belongings that will stay at the CEC.
5. Do not bring child's belongings in plastic grocery bags! These are dangerous and need to be kept out of the reach of children.
6. Security toys are allowed for naptime. Books, video tapes, special toys, and other items of interest to your child's class may be brought with the permission of the teacher.
7. Do not allow your child to bring toy guns, sharp objects, small pocket toys, gum, candy, or money to the CEC. If your child brings these to the CEC they will be taken away.



WHAT TO WEAR

1. Dress your child in comfortable, washable play clothes that allow freedom to participate in all activities.
2. Dress your preschooler in clothes that can be managed alone. **This is especially important if your child is potty training.**
3. Non-marring rubber-soled tie on or Velcro shoes (tennis shoes) are the best for playing. **No flip-flops, cowboy boots, cleats, or stiff dress shoes please.** These shoes **CANNOT** be worn in the gym.
4. Dress your child in the appropriate clothing required to make him/her comfortable while playing outside. Example: Winter - hat, coat and mittens; Fall/Spring - lightweight jacket or sweater; Summer - shorts and light clothing.

MEALS

Breakfast:

A variety of breakfast foods will be served each morning from 7:00 a.m. till 7:30 a.m. for full day children.*

Lunch:

A hot lunch is provided for each child in the full-day or extended afternoon programs. Menus are sent home monthly in the "Tattler". *



Please call the CEC Office by 9:30 a.m. if your child will be coming in late but will be arriving in time for lunch. We want to be sure he/she is included in the lunch count.

Snacks:

Wholesome and nutritious snacks will be served to children each morning and afternoon.*

**Infants and toddlers not on table food need to bring snacks, juice, formula, and baby or junior foods.*

Please look over the charts on the following pages for our meal patterns

Meals Continued

Child Meal Pattern Lunch or Dinner

Select One from Each Food Components Category for Meal

<i>Food Components</i>	<i>Ages 1-2</i>	<i>Ages 3-5</i>	<i>Ages 6-12¹</i>
1 milk	1/2 cup	3/4 cup 1% or skim	1 cup
fluid milk	whole		1% or non-fat
2 fruits/vegetables	1/4 cup	1/2 cup	3/4 cup
juice, ² fruit and/or vegetable			
1 grains/bread ³	1/2 slice	1/2 slice	1 slice
bread or			
cornbread or biscuit or roll or	1/2 serving	1/2 serving	1 serving
muffin or			
cold dry cereal or	1/4 cup	1/3 cup	3/4 cup
hot cooked cereal or	1/4 cup	1/4 cup	1/2 cup
pasta or noodles or grains	1/4 cup	1/4 cup	1/2 cup
1 meat/meat alternate meat or	1 ounce	1 1/2 ounces	2 ounces
poultry or fish ⁴ or alternate	1 ounce	1 1/2 ounces	2 ounces
protein product or cheese or	1 ounce 1/2	1 1/2 ounces 3/4	2 ounces
egg or	egg 1/4 cup	egg	1 egg 1/2 cup
cooked dry beans or peas or	2 Tbsp. 1/2	3/8 cup	4 Tbsp.
peanut or other nut or seed	ounce 4	3 Tbsp. 3/4 ounce 6	1 ounce
butters ⁵ or nuts and/or seeds ⁵ or	ounces	ounces	8 ounces
yogurt ⁶			

1 Children age 12 and older may be served larger portions based on their greater food needs. They MAY NOT be served less than the minimum quantities listed in this column.

2 Fruit or vegetable juice must be full-strength and may only be served once per day.

3 Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

4 A serving consists of the edible portion of cooked lean meat or poultry or fish.

5 Nuts and seeds may meet only one-half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement.

6 Yogurt may be plain or flavored, unsweetened or sweetened.

Meals continued

Child Meal Pattern Breakfast

Select One from Each Food Components Category for Meal

<i>Food Components</i>	<i>Ages 1-2</i>	<i>Ages 3-5</i>	<i>Ages 6-12¹</i>
1 milk	1/2 cup	3/4 cup 1% or skim	1 cup
fluid milk	whole		1% or non-fat
1 fruit/vegetable	1/4 cup	1/2 cup	1/2 cup
juice, ² fruit and/or vegetable			
1 grains/bread³	1/2 slice	1/2 slice	1 slice
bread or			
cornbread or biscuit or roll or	1/2 serving	1/2 serving	1 serving
muffin or			
cold dry cereal or	1/4 cup	1/3 cup	3/4 cup
hot cooked cereal or	1/4 cup	1/4 cup	1/2 cup
pasta or noodles or grains	1/4 cup	1/4 cup	1/2 cup

1 Children age 12 and older may be served larger portions based on their greater food needs. They MAY NOT be served less than the minimum quantities listed in this column.

2 Fruit or vegetable juice must be full-strength and may only be served once per day.

3 Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

Meals continued

Child Meal Pattern Snack

Select Two of the Four Food Components for Snack

<i>Food Components</i>	<i>Ages 1-2</i>	<i>Ages 3-5</i>	<i>Ages 6-12¹</i>
1 milk fluid milk	1/2 cup whole	1/2 cup 1% or skim	1 cup 1% or non-fat
1 fruit/vegetable juice, ² fruit and/or vegetable	1/2 cup	1/2 cup	3/4 cup
1 grains/bread³ bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	1/2 slice 1/2 serving 1/4 cup 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/3 cup 1/4 cup 1/4 cup	1 slice 1 serving 3/4 cup 1/2 cup 1/2 cup
1 meat/meat alternate meat or poultry or fish ⁴ or alternate protein product or cheese or Egg ⁵ or cooked dry beans or peas or peanut or other nut or seed butters or nuts and/or seeds or yogurt ⁶	1/2 ounce 1/2 ounce 1/2 ounce 1/2 egg 1/8 cup 1 Tbsp. 1/2 ounce 2 ounces	1/2 ounce 1/2 ounce 1/2 ounce 1/2 egg 1/8 cup 1 Tbsp. 1/2 ounce 2 ounces	1 ounce 1 ounce 1 ounce 1/2 egg 1/4 cup 2 Tbsp. 1 ounce 4 ounces

1 Children age 12 and older may be served larger portions based on their greater food needs. They MAY NOT be served less than the minimum quantities listed in this column.

2 Fruit or vegetable juice must be full-strength and may only be served once per day. Juice cannot be served when milk is the only other snack component.

3 Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

4 A serving consists of the edible portion of cooked lean meat or poultry or fish.

5 One-half egg meets the required minimum amount (one ounce or less) of meat alternate.

6 Yogurt may be plain or flavored, unsweetened or sweetened.

ARRIVAL AND DEPARTURE



Arrival: Parents should bring children into the building and see that they are in the proper room. All children must be signed in and out. Parents are responsible for

signing their child in, noting the time of arrival and who will be picking the child up. Parents are responsible and required by DHR to take their child to his/her classroom.

Departure: Parents are responsible and required by DHR for signing their children out. Please notify the staff person in charge before taking the child from the classroom.

Card Access System: Our Card Access System helps us provide a safe and secure environment for your child. Each family will receive two fobs that will open the doors of the CEC. It is important that you bring your fob with you, this is the only way you will be able to open a door. If you lose your fob you will have to purchase a replacement which will cost \$25.00. If you forget your fob or another family member or friend picks up your child you will need to come to the main door of the CEC by the playgrounds and there you can push a button that will contact the CEC office that will let you in.

If someone other than the person on the sign-in sheet is picking up the child, please call and notify the office of the change. If the person picking up the child is not someone the staff is familiar with, they will ask for ID, and if necessary call the parent or guardian, before the child is released from the CEC's care.

ARRIVAL AND DEPARTURE Continued

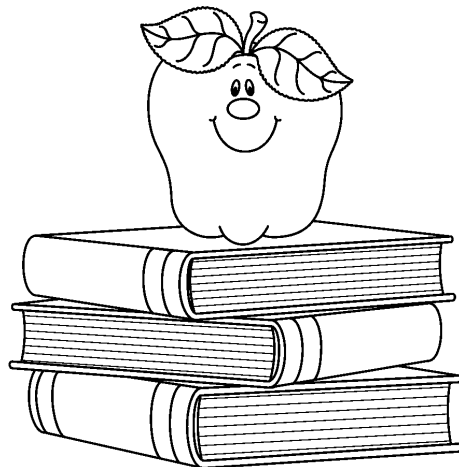
In accordance with Department of Human Resources guidelines, parents or guardians must furnish to the CEC, in writing, a complete list - including name and telephone number - of those who are permitted to pick up a child at any time. A child will not be released to anyone not listed.

If we are unable to communicate with the parent/guardian the child will not be permitted to leave the premises. This is not meant to be inconvenient but rather a safety precaution for the care of your child

CEC closes at 6:00 p.m. If a child is late being picked up, a late charge of \$1 for each minute will be charged to their account. The late fee will **ONLY** be waived in cases of emergency. If you see that you are running late, please call the CEC office to notify the staff.

If you have an emergency and cannot get to the CEC on time, please call the office to notify the staff.

631-0433



Enrollment Policy

Please note that ALL registration papers in the registration packet must be properly filled out, signed and notarized and all fees must be paid before your child is considered "Enrolled" in the Child Enrichment Center.

In order to make enrollment changes you must:

- ⇒ Check with the CEC office to see if there are openings on the days you require.
- ⇒ Submit a notice in writing to the CEC office two weeks prior to any changes being made. Original weekly fees are still required during this two-week period.
- ⇒ Fill out and sign new "Payment Agreement" papers.

ATTENDANCE

Please notify the CEC office if your child will be out more than two days due to illness, vacation (a "Vacation Form" must be filled out two weeks prior for your child's account to be credited), death in the family, etc. If your child has to be admitted to the hospital for any reason, please notify the CEC Office as soon as possible.

WITHDRAWAL

A two week written notice is required if you should wish to withdraw your child from the CEC. Weekly fees are still required during this two-week period.

The CEC reserves the right to drop your child from enrollment if the staff determines that the program is not meeting the needs of your child or your child's presence poses a threat to the welfare of others. Failure to pay fees may also constitute dropping a child from enrollment. Refer to the Payments and Fees: Late Payments section of the handbook.



Payments and Fees

Payment Policy: Tuition may be paid weekly, biweekly, monthly or *annually, and is to be paid in advance. Tuition must be paid online. Please check with the office to set online payments up for your account. All payments are due on Monday of each week, and is considered delinquent on Wednesday at 6:00 p.m. If you pay monthly, unless you have made other arrangements with the CEC office, your payment is due by the 10th of each month and late on the 15th.

*if you pay annually you get a 10% discount, if you pay for the school year (August-May) it is by Aug. 28th, or by the year (January-December) by Jan. 30th.

Late Payments: If an account is delinquent for two weeks, the appropriate late fees will be charged in the amount of \$10.00 per week until the balance has been brought current. A letter will be issued from the bookkeeper to the family informing them of their current balance.

If the CEC office is not contacted within 3 days of receiving the delinquent letter and a payment plan is not agreed upon, or if there is no clear parental response, the child/ren will be dismissed from the CEC until all fees are current.

Insufficient Funds: If a check or online payment should be returned due to insufficient funds, a \$35.00 returned non sufficient fund fee will be assessed to your account. A time, not to exceed one week, will be given to cover the returned check plus the returned check fee.

If a second check is returned within a two year period, that family will be placed on a CASH ONLY basis.

Discounts:

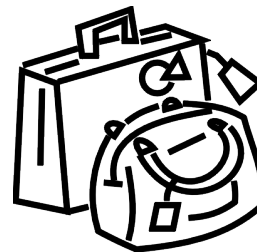
Full Time (five days): Full tuition for the first child and a \$10.00 weekly discount for each child beyond the first.

Kindergarten and Preschool (five days): Full tuition for the first child and a \$5.00 weekly discount

Afterschool (five days): Full tuition for the first child and a \$3.00 weekly discount for each child beyond the first.



Vacation Policy



Vacation Policy:

Parents of full time children (those that attend 5 days a week, twelve months a year, 7:00 a.m.—6:00 p.m.), after having been enrolled in the CEC six months, are given 2 weeks (10 days) "vacation time" per year. A Vacation Form, available in the CEC office, must be completed and returned to the CEC office at least two weeks prior to the requested day(s) off. This will insure that your account is properly charged and that tuition can be properly credited. Vacation time runs from Jan. 1st-Dec. 31st. Unused vacation days cannot be rolled over to the next year.

Parents of Preschool Children (those that attend 8:00 a.m. to 12:00 p.m.) of the four (4) weeks listed below, two may be taken as vacation, the other two must be paid. The choice is up to the parent/guardian which two weeks will be taken as vacation. A "Vacation Form" must be filled out and turned into the CEC office two weeks prior to days off so that your account can be properly assessed. "Vacation Forms" may be picked up in the CEC office.

*Thanksgiving, Two Weeks at Christmas Break, and Spring Break

Parents of afterschool children during the weeks listed below if the child/ren are not here they will not be charged for that week. If the child/ren come they will be charged \$30.00 per day. If Afterschool children attend full time (5 days a week) during the school year and summer care the child/ren receive one week (5 days) of vacation during summer care. A Vacation Form, available in the CEC office, must be completed and returned to the CEC office at least two weeks prior to the requested days off. This will insure that your account is properly charged and that tuition can be properly credited.

*Two weeks at Christmas, and Spring Break

Children that do not attend Preschool (8-12) or are not Full Time (those that attend 5 days a week, twelve months a year, 7:00 a.m.—6:00 p.m.) do not receive vacation.

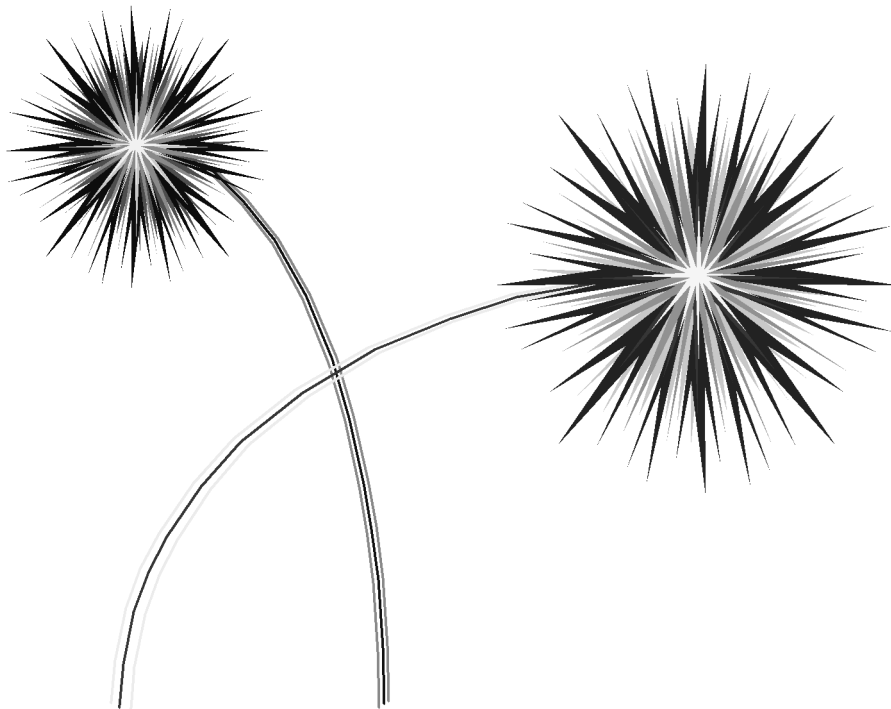
Please DO NOT deduct days of absence from your child's tuition payment, due to illness, bad weather, holidays, school closings or vacation. Other than the vacations mentioned above, all other days must be paid.

HOLIDAYS

The CEC will be closed on the following holidays:

- New Years Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday After
- Christmas Eve
- Christmas Day

When a holiday falls on Saturday it will be observed on the previous Friday. If the holiday falls on Sunday, it will be observed the following Monday



CLOSING PROCEDURES DUE TO SEVERE WEATHER

In the event of severe weather, you should receive communication in the form of a phone call and text message through School Cast (automated messaging system).

As a normal rule, in the event of severe weather the CEC will follow the Jefferson County Board of Education procedures in determining whether the CEC will be open; i.e. if Jefferson County schools are closed due to weather, the CEC will be closed.

However, in the event that Jefferson County declares school opening delay the CEC will make a judgment call whether to follow Jefferson County School's delay in opening dependent on whether the CEC feels it is safe for children, parents, and staff to travel on the roads. You will receive notice from the CEC through our School Cast system, Facebook and Fox 6.

If Jefferson County schools close during the day due to severe weather the CEC will not pick up school kids and bring them to the CEC. Parents/guardians will be responsible for picking up their school age child. We want to keep the children and staff of the CEC safe at all times.

In the event of a long term school closing by Jefferson County School System for inclement weather the CEC will make a judgment call based on the communities we serve to make sure it is safe for children, parents, and staff to travel on the roads. We will communicate it through our school cast system, Facebook, and Fox 6.

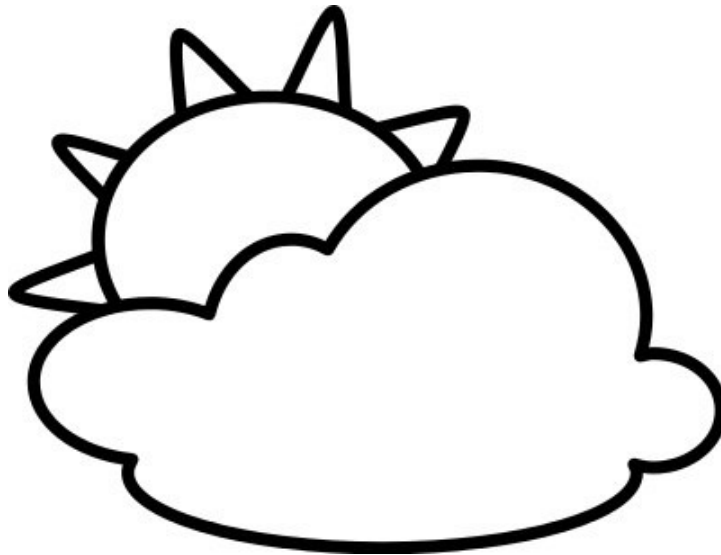
If you have any questions as to whether or not the CEC will be open, the CEC will post closings on local media outlet: Fox 6 and Facebook

TORNADO, FIRE AND EMERGENCY EVACUATION PROCEDURES

The CEC is equipped with a weather monitor alert system.

TORNADOS: If conditions warrant, the CEC is partially underground and a safe shelter. The children are taken into the inner hallways. The children will be instructed and will have tornado drills regularly. In the event of a power failure, the school is equipped with emergency lighting.

FIRE: The CEC has set aside a week each school year for Fire Safety. The children will have fire drills regularly and will be instructed on how to evacuate the building in a calm and orderly manner should the need arise. In the event of a small fire, the school is equipped with fire extinguishers mounted on the walls in the hallways and kitchen. The Fire Marshall inspects these extinguishers annually.



The following section contains general response guidelines to emergency situations that may happen in the CEC.

Hazardous Chemical Spill

When handling chemicals, CEC will be sure to follow the instructions written on the product.

If there is a hazardous Chemical Spill CEC will:

- Evacuate the area immediately if a hazardous chemical is spilled.

- CEC will not turn any electrical switches ON or OFF when exiting the room and eliminate all open flames.

- CEC will evacuate to an area upwind and uphill from the location of the spill if possible.

- The child care center director or designee will contact local emergency services (911) and notify them that there has been a "hazardous materials spill."

- The child care center director will contact the maintenance personnel to request turning off the ventilation system to avoid further spread of the hazardous materials.

- No person will try to contain, touch, or identify the hazardous material.

- If any child or staff has come into contact with a hazardous material, the chemical will be washed off immediately with water.

Utilities and Maintenance Emergency

When a utility failure has occurred, the decision to close the CEC or delay its opening will be based on the following factors:

- The amount of natural light in the CEC;

- The temperature in the CEC

- The ability and necessity of heating food and formula

- The risk to the health and well-being of children and staff.

When and if the decision is made to close or delay opening of CEC all parents will be notified through our school cast call/text system.

Gas Leak

- The children and staff will evacuate the building.

- Local emergency services (911) will be notified that there is a possible gas leak at the CEC.

- The child care center director will be notified of the situation, and the director or designee will notify the rest of the staff.

- CEC will not turn ON or OFF any electrical switches.

- The CEC will not allow anyone to enter until the fire department announces it is safe to re-turn.

When and if the decision is made to close or delay opening of CEC all parents will be notified through our school cast call/text system.

Electrical Power Failure

In the event of an Electrical Power Failure CEC will:

Access emergency lighting from our emergency supply cache (flashlights, lanterns).

Contact the electric company.

If there is danger of fire, evacuate the CEC.

If an electrical short is suspected, turn off power at the main control point.

When and if the decision is made to close or delay opening due to electrical power failure all CEC parents and staff will be notified through our school cast call/text system.

Water Main Break

In the event of a water main break CEC will:

Call maintenance personnel and/or the water department.

Shut off the valve at the primary control point.

Access water from your emergency supply cache.

When and if the decision is made to close or delay opening due to a water main break all CEC parents and staff will be notified through our school cast call/text system.

Contaminated Water Supply

Occasionally water supplies are contaminated or are suspected of being contaminated with microorganisms or chemicals due to a break in a water main or other damage to the distribution system. If this happens CEC will discontinue the use of tap water, ice machines, drinking fountains and any other water equipment to prevent ingestion. CEC will label all water sources with a sign reading, "Do not drink" and begin using bottled water.

Extreme Weather

Flash Flood

The CEC director or designee will move records and valuable equipment to higher floors.

The CEC director or designee will prepare to move children and staff to higher ground.

If evacuation is necessary and time permits, staff members or employees will unplug all electrical appliances.

Blizzard/Snow

Outdoor activities will be modified to ensure that quick access to shelter is available in case of hazardous conditions.

Active Shooter

Staff will be trained to look for signs of behaviors that include suspicious visitors in the parking lot. Staff will report this information as soon as it is identified. The CEC has safe measures to ensure that the building can only be accessed through the use of a fob system.

There are three basic steps to survival during an active shooter incident: "Run, Hide, Fight."

"Run"-If you are able to escape, evacuate yourself and children to safety and then contact law enforcement (911).

"Hide"- If you and the children are not able to evacuate, CEC will use a modified lockdown procedure by hiding, keeping the children as calm and quiet as possible to try to avoid detection.

"Fight"-As a last resort, in order to protect yourself and the children, fight the shooter with aggression and improvised weapons (anything you can throw at the shooter such as books, chairs, canned goods, etc.)

Once Gardendale Police Department arrives they will be in charge of the situation completely. The CEC will conduct regular drills to provide staff with the training they need to know should an active shooter incident occur at the CEC.

Bomb Threats

Any bomb threat will be taken seriously and treated as a real situation until proven otherwise.

- * Any suspicious packages will be reported to authorities.
Evacuation will be out of the CEC to another location as far from the center as possible.
- * Upon arrival of Gardendale Police Department, the CEC director or designee will assist with any question the law enforcement response team may have.
- * No person will be allowed to enter the building until the law enforcement response team has been consulted and the situation has been resolved.
- * CEC will use landline telephones only. CEC will turn all cell phones off and will not use them until the situation has been resolved.

Short Term Safety Procedures

There are 3 types of short-term safety procedures: shelter-in-place, lock down, and evacuation.

Shelter -In-Place Procedures

When a threat creates hazardous conditions outside the CEC, staff may need to shelter in place. Shelter-in-place involves keeping children and staff in place inside the CEC securing the center for the immediate emergency. Examples of such situations include tornados, community violence or a hazardous material spill.

- * The children will be taken to the inner interior hallways as instructed in a tornado drill.
- * Close and lock all windows and doors.
- * As applicable shut off the building's air handling systems, gas, electric, water and other utilities.
- * Gather disaster supplies and bring to the predetermined area, as applicable.
- * As applicable, seal all cracks around the doors and any vents into the room with duct tape or plastic sheeting.
- * Conduct a roll call to ensure everyone is present and accounted for in the area.
- * Inform the director or designee of the list of children and staff who are present.
- * Listen for announcements from the local officials via portable battery or hand-assisted radio and continue to shelter-in-place until told it is safe.

Lock-Down

The purpose of a lock down is to keep children and staff inside the building by securing them inside a classroom or other secure safe area due to an immediate threat inside the CEC. Lock-down procedures will be used in situations that may result in harm to persons inside the CEC, such as a shooting, hostage incident, intruder, trespassing, disturbance, or at the discretion of the director, designee or public safety personnel.

- The director or designee will notify local emergency (911) and initiate the lock-down procedure by announcing it over the intercom system.
- * In a lock-down situation, all children are kept in classrooms or other designated safe area locations, out of view and away from danger.
- * Staff members should put their cell phones on silent mode.
- * Staff members are responsible for ensuring that all children are present and accounted for and that no one leaves the classroom or designated safe area locations.
- * Maintenance personnel should secure building entrances, ensuring that no unauthorized individuals leave or enter the building.
- * Staff and children remain in the classroom or other designated safe area, ensuring the doors are locked and if possible, turning off the lights and covering windows. Encourage children to remain out of sight (get under tables, behind cabinets). If possible engage in quiet story time activities with the children until "all clear" is announced.

Evacuation

Evacuation of CEC involves moving children and staff out of the building that is affected by the emergency and relocating them to a safer area. There are 3 types:

- ***Onsite:** Evacuation to a designated safe area (Fire Safety Location).
- ***Offsite:** Movement of children and staff off the premises of the CEC to a designated relocation area due to a threat (Bomb, hazardous chemical, natural).
- ***Reverse Evacuation:** Movement of children and staff back into the CEC due to a danger/emergency outside. An example of this would be a suspicious or criminal act occurring nearby.

In the event of a fire, extreme weather, CEC emergency, bomb threat, or any other situation that results in the CEC needing to be evacuated, all staff should adhere to the following.

- * The director or designee will call 911 and indicate the need for assistance.
- * Evacuate all child care attendees and staff members to a designated safe area away from the building as quick as possible.
- * Before leaving the CEC, confirm attendance by conducting a **roll call** to ensure all children and staff members are accounted for. Bring attendance list along to the evacuation site.
- * During the evacuation, staff should adhere to predetermined evacuation routes as much as possible. However, staff should not hesitate to alter the designated route if determined to be unsafe.
- * The staff will evacuate children as follows:
 - * Infants: Place up to four infants in an evacuation crib.
 - * Toddlers and Preschool: Gather children in a group and supervise an orderly evacuation to the designated assembly area.
- * Emergency disaster packs/backpacks are carried out by the designated staff.
- * Once child care attendees and staff report to the designated safe staging area, a **second roll call** should be conducted to ensure that everyone has exited the building safely.
- * The director or designee will notify the CEC parents of the situation and the pick-up point for the children.



FIELD TRIPS AND TRANSPORTATION

Only children four years and older will participate in field trips.

The utmost care will be taken to ensure your child's safety at all times.

Transportation will be provided by the Church vans.

In order to participate in field trips or to be transported to or from school each child is required to have a current signed Field Trip & Transportation Authorization in their file.

We not only welcome, but encourage, parents to help in many ways, especially on field trips or other special classroom activities.

Any child whose behavior during a field trip puts themselves or anyone else in jeopardy may not go on the next field trip. If a child should misbehave a second time they will not be permitted to go on any other field trips unless his/her family provides an adult to go along and be solely responsible for that child. If the child continues to misbehave he/she will not be permitted to go on any other field trips for the remainder of the year.



**SEATBELTS MUST BE WORN AT ALL TIMES.
NO EXCEPTIONS!**

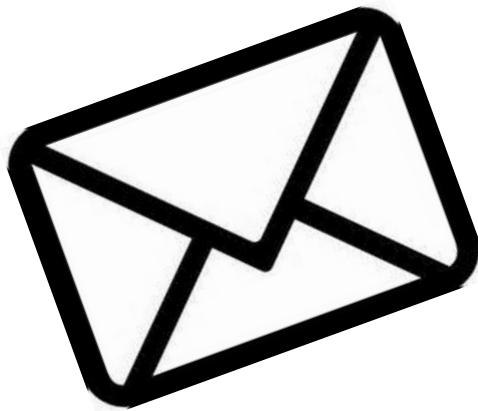
Lines of Communication

Once a month the CEC newsletter "The Tattler" will go out to all parents to keep them informed. "The Tattler" will have current and upcoming events that you may want to mark on your calendar. It will also include the lunch menu for the month.

The staff caring for infants and crawlers will provide daily written information for each parent or guardian concerning their child's sleeping, eating and toilet habits while at school.

Also check the CEC Parent Info boards located in the hallway outside the CEC office and in the hallway in the Kindergarten building, for current happenings, important info, and upcoming events.

Keeping the lines of communication open between the staff and parents is essential in providing the best quality care possible. We are committed to keeping you informed on your child's progress and overall evaluations. If you have any needs or concerns please feel free to call on us at anytime.





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