



School Safety Policy

Arrival and Departure:

1. When you arrive at school, the adult in charge and at least one working parent must be present before you leave.
2. When you are leaving, you need to notify the teacher and remain with your child when you go. Our parking lot is a very busy place with lots of families using it. Close supervision is a **must!** Do not allow your child to exit the building without you.
3. At least **two (2) adults** must remain at school until all children have left. One of these may be the teacher or parent instructor.
4. You will need to complete a child release form to authorize anyone outside of the preschool to take your child from the building. Picture identification may be required.
5. **Under no circumstances will your child be released without prior authorization.**

In the Classroom:

1. Children using hazardous tools or equipment (carpentry tools, cooking equipment, etc.) must be supervised by an adult.
2. Teach children and enforce rules about areas that are off limits for children.
3. Walking only indoors – running is not allowed.
4. Never leave your area unattended.
5. Toys or objects discovered in the mouth of any child shall be placed in the kitchen to be cleaned with snack dishes using bleach or put in a bleach bucket specifically designated for cleaning toys.
6. If an adult discovers any broken or unsafe materials in the classroom, please remove it to be replaced
7. Any block building activity shall be kept below the child's shoulder to prevent injuries.
8. Floors are to be kept free of spills, toys, paper, and other tripping hazards.
9. Use bleach solution (see disease control) for cleaning up any body fluid in the school.
10. If an accident or injury occurs alert teacher who will administer first aid, don't move anyone or anything, be prepared to complete an accident/injury report on that day. Please know the location of the phone and be prepared to call 911 if needed. If a child needs to be transported to the doctor or hospital, an adult from the school will accompany the child and will stay until the parent or designated adult arrives. The parent of the injured child will be contacted as soon as possible.
11. INCIDENT report forms are in the file cabinet and shall be filled out any time a child is injured in the classroom. ACCIDENT report forms shall be filled out if the injury requires medical attention by a doctor. The teacher shall complete these forms.



Emergency Procedures:

1. Please make sure your child's records are up to date on immunizations and emergency information. Please remember to note changes as they occur.
2. Please acquaint yourself with the location of the first aid kit and emergency evacuation procedures.
3. All teachers, substitute teachers and instructors hold valid first aid/CPR cards.

Transportation:

1. The Preschool is NOT responsible for carpooling to and from classes and Preschool activities. The safety and financial responsibility of each carpool is the sole responsibility of each participant.

Snack Rules:

1. Snack Helper assists the Snack Provider by washing tables, placing trays or whatever else is needed by the Snack Provider. Snack Provider: please be sure to check allergy list for your group.
2. Snack Provider and Helper must wash hands with soap and warm water before starting food preparation. Use paper towels for hand drying.
3. Snack tables, kitchen countertop and sink need to be washed with bleach/water BEFORE and AFTER snack. The teacher will mix up bleach/water daily and have it available in spray bottles (1 t. bleach to 1 gallon water). Spray surface to be cleaned and wipe with paper towels.
4. EVERYONE please note that sponges in the kitchen are labeled for use. Please use appropriate sponge and return it to correct holder when done.
5. Snack dishes shall be placed in the dishwasher, and the dishwasher shall be run after each class.
6. Refer to chart in kitchen for snack set-up procedures.
7. At snack time, supervise handwashing of children and remember to wash your own hands. Children are to use tongs to serve their own snack.
8. No children are allowed in the food prep/kitchen area for reasons of safety.

Bathroom and Diaper Rules:

1. Adults, remember to wash your hands after using the toilet or helping children to use the toilet and supervise children's handwashing. Hands should be washed with warm, soapy water and dried with paper towels.
2. For changing diapers:
Use the changing table in the bathroom only.
Cover table with a piece of butcher paper.
After changing diaper, throw away butcher paper and spray changing table with



bleach/water and wipe off with paper towels.

When finished, wash hands with warm, soapy water and dry with paper towels.

Disease Control:

1. If you suspect you or your child is ill/getting ill, please stay home.
2. All hazardous materials must be kept always locked (unless in active use) when children are present. The person who unlocks the closet that contains these materials is responsible for locking it back up once done.
3. A bleach solution is used for cleaning and disinfecting. The solution must be made fresh each day and dumped out at the end of the day. The solution is:
1 Tablespoon bleach per quart of water
1/4 cup bleach per gallon of water
THIS IS NOT AN INSTANCE WHERE "MORE IS BETTER!"
4. When using cleaning supplies, do it away from children, and never set a bleach bottle down on a table where children can reach it. This is one instance where children will not be able to help.
5. To avoid contact with blood or body fluids, use latex gloves.
6. Children and adults must wash hands before eating and after toileting with liquid soap and running water. We also wash hands upon entering the preschool. Encouraging children to sing "Twinkle Twinkle" will keep them washing long enough to do a thorough job.
7. Remember to wash hands after diapering, nose-blowing, etc.

Safety Bulletin Board:

Periodically check the safety bulletin board in the hall for updated information.

Emergency evacuation procedures are as follows:

Children will remain in classroom unless there is a fire or earthquake. In the event the preschool is an unsafe structure because of these events, we will walk the children to a pre-specified location.

When we feel all children are safe and without injury, we will release children for pick up. All other children will remain at the emergency location until a parent or authorized responsible party arrives.

The preschool needs to be notified regarding any special concerns your child may have in the event of an emergency.

Contact the preschool Safety Chair with any questions or concerns.