



Parent

HANDBOOK

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Please review this handbook in depth to fully comprehend and retain the contents within. These policies, procedures, and philosophies play an important role in the quality of our preschool program.



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Mission Statement

The core purpose of Valley Christian Preschool is to embrace childhood in partnership with families and with God. Our preschool is guided by and shares the following values:

Christian Faith Values:

We model and teach the principles and values found within the Christian faith, such as love, patience, kindness, compassion, goodness, self control, gentleness, forgiveness, faithfulness, joy, and humility.

Child-Centered Curriculum

We believe children learn through play. Our teachers skillfully prepare and facilitate open-ended developmentally appropriate learning environments intended for child-initiated exploration.

Relationships

We value and respect each child and all people as unique gifts from God.

Continuing Education

We value continuous learning and what it brings to our community

Childhood

We value childhood and its importance on "who" young children become. We believe it is our responsibility to be active in safekeeping it.

Teaching Philosophy

“For all who are led by the spirit of God are children of God.” Romans 8:14

Valley Christian Preschool believes that children are a precious gift from God and therefore is committed to the development of the whole child.

Our preschool is open to all children and families. We strive to provide a program that will not only meet basic needs but also nurture the social, emotional, cognitive, physical and spiritual development of each child. We are committed to building a sense of trust, respect, and “at home feeling” between staff, children, and parents through open communication and by providing qualified staff trained in early childhood education, who are committed to partnering with individual families to provide the best possible environment for each child.

Children in the preschool ages of development learn best through actual experience and participation. We will provide daily opportunities for many hands-on learning experiences and developmentally appropriate activities that will allow for success and encourage advancement in all areas of your child’s growth and development. We will communicate with families using many delivery methods, and in doing so VCP staff will maintain confidentiality and privacy at all times.

Growth in the young child occurs in developmental stages, with each new stage built sequentially upon the last. Our classrooms will be arranged in various learning centers that will aid in your child’s progression from one stage of development to the next by encouraging curiosity, building confidence, and processing relationships through exploration and play. There will be opportunities to develop small muscle coordination and gain manual dexterity through manipulative play and the daily use of scissors, crayons, and markers; to stimulate imaginations through puppetry, language arts, inventions, and dramatic play; and to develop creativity through various art experiences, such as play dough and many musical opportunities. Large muscle coordination will be developed through daily experiences in running, climbing, tricycle riding and ball play. Spiritual development will be encouraged through songs and dramatic play, as well as a daily prayer at snack time.

World renowned child philosopher, Jean Piaget, sums it up so well when he says, “A child’s play is his work and his work is his play!” We at VCP will put all of our energies into demonstrating God’s love in such a way that each child knows without a doubt that he/she is loved and valued, and into supporting your child’s play as important work for the building of his/her self-esteem, both of which, when built together serve as a foundation for success in life-long learning!

Our Preschool Program

"For all who are led by the spirit of God are children of God." Romans 8:14

Classroom Organization

The school offers a quality early childhood program, designed to enhance creativity, inter-personal and communication skills, and physical coordination appropriate to each age grouping. We organize classrooms by age, where students and teachers spend nine and one-half months together. Our talented and nurturing staff are consistent within each classroom, providing stability in care and supportive instruction to all children. Teachers are in close proximity to children, on the floor, at the art table, singing along and sharing in dramatic play in order to support children's social and emotional needs.

Teacher/Student Ratios

Our ratios are in accordance to the ratios mandated by the Oregon Child Care Center Rules.

Fireflies: 2 teachers/ 8 students
Ladybugs: 2 teachers / 10 students
Bumblebees: 2 teachers / 16 students
Dragonflies 2 teachers / 18 students

Learning Stations

Since preschoolers are most responsive to activities in which they are involved in a "hands-on" manner, the classrooms are arranged into learning stations wherein the child can choose whether or not to participate and for how long. Materials in each station are rotated and enhanced frequently to stimulate children's interest and encourage problem solving skills. Curriculum is child-centered as young children learn best when teachers build on the interests and abilities of the children. This will include activities in communication, science, math, art, social studies, language arts, music, dramatic play, and both small and large muscle coordination. Our program is enriched with class visitors and special events.

Our Preschool Program

"For all who are led by the spirit of God are children of God." Romans 8:14

Development of the "Whole Child"

The Valley Christian Preschool program focuses on the following areas of development in ways appropriate to each age group.

Social/Emotional

Valley Christian Preschool is a safe, accepting environment in which children can feel comfortable to be themselves. The children experience each other's special and unique qualities within a loving and supportive atmosphere. Teachers help to build each child's self-esteem while guiding and positively reinforcing responsible, cooperative behavior. We are trained in social and emotional development and consider these as vital foundations for all future learning. We acknowledge and validate children's emotions, seeking to support a child's growing senses of empathy and sympathy. Each classroom will incorporate anti-bias techniques and curriculum to encourage children to understand individual differences.

Spiritual

Our school is based on values of the Christian faith. We have the unique opportunity to not only teach about God's love, but to model and teach the practical application in our daily lives. Our practice is all-inclusive and celebrates each child and family.

Cognitive

Children learn basic cognitive skills through experience in many activities during play. Many manipulative activities are offered to stimulate cognitive thinking and require the development of problem-solving skills. The children enjoy developing these skills with objects for sorting, categorizing, sequencing, counting and quantifying, as well as taking apart and putting objects back together again. Open-ended science questions help children learn how to question for themselves and to be true thinkers.

Language/Communication

Children develop pre-reading and writing skills appropriate for their age. Letter and number recognition, expressive and creative drawing, storytelling, journal writing and discussion of events and topics of interest to the children, are all ways in which pre-reading skills are enhanced. Rhymes, chants and songs are important ways to enhance language development. The children will be exposed to both written and oral language skills.

Our Preschool Program

"For all who are led by the spirit of God are children of God." Romans 8:14

Discovery & Exploration

Children are exposed to the world around them by our developing curriculum of interest based on real life experiences. These interests develop from people, places, and things in a child's world and are enriched through creative drama, class discussions, science exploration, classroom visitors, and more.

Creative Expression

Children will be given daily opportunities for creative expression and appreciation through art, music, and dramatic play. A wide variety of art media and tools, as well as musical style, form and function are available for individual and group expression. Our creative rule of thumb is always that the process is more important than the product!

Small Fine Motor

Small muscle skills are developed through daily experiences in cutting, tearing, coloring, painting, scooping, pouring, threading, weaving, connecting, play-dough play, finger plays, action songs and more.

Gross Large Motor

Movement activities that stimulate large muscle development include walking, skipping, running, marching, jumping, balancing, catching, throwing, dancing, parachute play, climbing, tricycle riding and more. VCP will use both the indoor gym and the outdoor playground to develop large motor skills.

Sample Daily Schedule

- Welcome families - *parents sign in student*
- Free exploration - *learning stations and small group activities*
- Clean-up - *community involvement*
- Snack time - *family style sharing*
- Recess - *large motor skills development*
- Circle time - *story time, songs, finger plays, games*
- Dismissal - *parents sign out student and check cubby*

Admission & Enrollment

Procedures & Policies

Admission Requirements - Age

Children at VCP are grouped according to age. In order for a child to be admitted to one of our classes he/she must have reached the stated birth dates as follows:

Fireflies (2's) Must have reached his/her 2nd birthday by the first day of class.

Ladybugs (2.5+): Must have reached 30 months by the first day of class

Bumblebees / 3's Classroom: Must have reached 3rd birthday by the first day of class

Dragonflies/4's Classroom: Must have reached 4th birthday by the first day of class.

Admission Requirements - Immunizations & Potty Training

Each child must also meet the state requirements for immunizations. All immunizations must be up to date and recorded on the signed immunization form.

Children in our 3s and 4s classrooms must be potty-trained.

We ask that children in these older classrooms must be able to say "I have to go potty" before they have to go. We can provide a little assistance here and there, but classroom circumstances make it necessary for children to know how to prepare themselves to use the potty independently.

Children in our 2's and 2.5's do NOT need to be potty trained at the time of enrollment. This class is designed to encourage and support the potty training process in partnership with the parents.

Teachers must be prepared for accidents and be ready to change diapers following our diapering protocol.

Admission & Enrollment

Procedures & Policies

Registration

Registration for each new school year begins in January. Currently enrolled families will have first opportunity to enroll their children for the following year. Registration forms and fees must be submitted together by the registration deadline.

After the in-house registration deadline, open registration will begin. During open registration, registration forms and fees will be accepted together. Priority will be given to those on the waiting list.

After the waiting list has been exhausted, forms and fees will be accepted on a first-come, first-served basis. All families must pay the last month's tuition for the following year by May 1 of the current year in order to hold your child's place in the class.

The registration fee and the last month's tuition are non-refundable.

Tuition

Tuition at Valley Christian Preschool is based on expenses for the entire year and paid in 9 ½ monthly installments. Only ½ a month's tuition is due in the month of June. Operating costs and tuition fees shall be re-evaluated each year. Tuition may be paid either in one lump sum before the preschool year begins, or in equal monthly payments. If a family chooses to make monthly payments, tuition is due on the fifth of each month and a \$15 late fee will be assessed for tuition payments made after the 10th of the month. The school calendar extends into June, so there will be a final tuition payment due equal to half of one month's tuition.

Enrollment

Once a child has been registered and placed into a class for the new school year, digital enrollment forms containing important and vital information need to be filled out and submitted before your child can participate.

These forms will be stored in each student's Brightwheel account. These files can be accessed on Brightwheel through the classroom tablets, your app. Emergency and medical information will be printed and stored in the back up binder located in your classroom.

Class Schedule

Spring 2021

Fireflies - 2's

Must be 2 years old by first day of class
9:15 AM - 11:45 AM

Option #1: Mondays & Wednesday

Option #2: Tuesdays & Thursdays

Ladybugs - 2.5's

Must be 30 months by first day of class
9:15 AM - 12:00 PM

Mondays, Wednesdays, Fridays

Bumblebees - 3's

Must be 3 years old by first day of class
9:00 AM - 12:00 PM

Option #1: Mondays & Wednesday & Fridays

Option #2: Tuesdays & Thursdays

Dragonflies - 4's

Must be 4 years old by first day of class

Option #1: Mondays & Wednesday & Fridays
9:00 AM - 12:00 PM

Options #2: Tuesdays & Thursdays
9:00 AM - 2:00 PM

Lunch Bunch may be available for 3's & 4's from 12:00 - 1:00 pm each day dependant upon interest and availability.

Daily Operations

Policies & Procedures

Check In/Out Procedures

The classroom will be open for children to enter at 9:00 am & 12:00 pm each day. Before that time our teachers will be busy preparing for the day.

State law requires that all children, teachers, and volunteers or visiting adults be signed in and out each day. This will all be completed via Brightwheel. When you bring your child to school, walk your child to the check-in table and sign using either their personal cellular device or our classroom tablet on kiosk mode.

Using your phone, open up the Brightwheel App at drop off and pick up. Scan the QR Code and you'll be prompted to select your child and classroom they will be attending. You'll enter your own personal 4 digit PIN. This PIN will tell us exactly when, where, and by whom your child was picked up and dropped off each day.

Daily Operations

Policies & Procedures

Student Attire

Children should be dressed in comfortable, washable play clothes appropriate for the season. This includes shoes suitable for running and jumping.

Please remember to provide an extra set of clothing for your child to be kept at school. We have a small supply of extra clothing and will use it as needed. All clothing items must be labeled with the student's name. VCP is not responsible for lost or stolen items.

If a child has an accident or soils their clothing and borrows from our clothing closet, please launder and promptly return.

Toys From Home

We ask that personal toys be kept at home since we cannot insure their safety while at school. On designated sharing days, your child may bring one special sharing item as indicated by their teacher. This item may include a personal or family photo, a special science find, a favorite book or other item of interest.

VCP Screen Policy

We do not keep televisions or computers in our classrooms with exception of our administrative classroom tablets.

Daily Operations

Policies & Procedures

Send Home Communications

Each child will have a cubby or folder in their classroom. Please use it to send student art work home. While most of our communications sent home will be done digitally through Brightwheel, the Director may have classroom-wide communication to be distributed through the cubbies.

All communication sent home to students must be approved by the director prior to being placed in cubbies.

Birthday Policy

A child's special day is important and we want to celebrate it! On the day designated to celebrate their birthday, they may bring a special item to show how much they've grown such as a baby picture, baby shoes, favorite toy etc.

Please keep our snack policy in mind while discussing food options with families (see below). Fruit popsicles or berry muffins are excellent birthday choices. If parents would like to provide a goodie bag for the entire class, they are welcome to do so. They will be distributed to their cubbies and sent home at the end of the day. Birthday invitations or gifts should be distributed outside of school.

Snack Policy

FOOD ALLERGY ALERT

If a child has food allergies, PLEASE check the ingredients list on delivered snacks IMMEDIATELY to avoid possible exposure.

Each family will be assigned a day, on a rotating basis, for their preschooler to bring the snack for the morning. The snack should be kept simple and must be from 2 different food groups such as fruit (fruits and vegetables) and crackers (breads/grains). We will serve water to drink with our snack.

Snack foods should be store bought and delivered to school in their original, pre-packaged condition. A suggested snack list is sent home in August with the enrollment packet. A monthly snack schedule will be sent out.

We support children with special health and dietary needs. Our model shows flexibly allows a "back up snack", if a child has a list of ingredients or categories they must avoid. For example, if the snack delivered to school is a dairy product, and a particular student must avoid them, we keep a stock of alternatives. Parents can also opt to provide us a small inventory of alternatives for exclusive use by their child. There are extra snacks available outside the Director's office if needed.

Daily Operations

Policies & Procedures

Snack Policy, continued...

Our snack time is both a healthy eating time and social time. Teachers sit with children, engaging them in conversation or supporting dialogue between them. We encourage table manners, and children's understanding of healthy eating habits. Please suggest families bring different foods, promoting diversity. We celebrate when we try new foods!

DUE TO ALLERGIES, WE HAVE A NO NUTS POLICY FOR ALL SNACKS. PLEASE CHECK PACKAGING ON ALL SNACK ITEMS BROUGHT IN

Dismissal

Dismissal time from our preschool morning is 11:45 AM, 12:00 PM, 1:00 PM and 2:00 pm for the extended day session. We can **only** release children to pre-authorized adults as specified on the child's enrollment form or Brightwheel records. Authorized persons will be required to show a picture I.D. before the child will be released. We cannot release a student to anyone under the age of 18 years old.

Teachers will have a copy of each child's authorized pick up list in their classroom binder and access to each student's profile in Brightwheel. If a parent asks to add someone to their authorized pick up list, they may update their authorized pickup person(s) within the BrightWheel App. This must be completed before pick up. Similar to drop off, the pick up person must use Brightwheel via their personal phone or classroom tablet, scan the QR code, and enter their 4 digit PIN to finalize pick up. The PIN indicates where, when, and to whom they were released.

Pick up persons are required to come to the check-in table at pick up time.

If a parent would like to talk with you, they must wait until all children are picked up.

Daily Operations

Policies & Procedures

Late Pick Up Fees

If late pick up continues to become an issue, parents of a child that has not been picked up by their designated pick up time, may be charged \$5 for the first 10 minutes of late pick up (Up to 11:55 AM, 12:10 PM, or 1:10 pm, 2:10 pm) and an additional \$10 charge for each additional 15 minutes or fraction thereof.

If a child has not been picked up within 10 minutes of dismissal with no contact from the parents, ask the Director to contact the parents or authorized emergency contacts.

Absences

No refunds are made for illness or weather related school closures. Pro-rated tuition will be considered if a child becomes too ill to attend school for an extended length of time. A doctor's written verification of illness will be necessary for consideration of pro-rated tuition. This does not include required quarantine due to COVID-19 exposure.

Weather Related Closure

During severe weather warnings or conditions, VCP school closures, late starts, or early dismissals will generally follow the lead of the Beaverton School District. If the District has a one- or two-hour late start, Valley Christian Preschool will be closed.

Seek confirmation from the Director. Closure notifications to families will come through the Brightwheel App, via email, or text message.

Holiday Policy

As a ministry of Valley Presbyterian Church, VCP celebrates Christian holidays while honoring and respecting other religious and cultural traditions. When developmentally appropriate, VCP families may share their special traditions within the classroom with teacher and Director approval.

Behavior Management

Policy

Behavior management (commonly referred to as discipline) at Valley Christian Preschool is viewed as a vehicle through which teachers and staff help to establish a foundation for positive self-esteem in each child. It is the goal of all staff members at VCP to help children make good choices, be self-directed, and exhibit self-control.

Each teacher will be directly responsible for the behavior management in his/her own classroom. Discipline is **never** seen as punishment and any practices that would humiliate, threaten, or shame a child will **never** be used at VCP. Rather, teachers will closely supervise, gently guide, and positively re-direct behaviors of children that would be hurtful to either themselves or other children. Our ultimate goal is to foster greater self-esteem and respect for others. During any intervention, it is imperative that the child is perceiving a positive rather than a negative picture of him/herself as an acceptable person and that only his/her actions are deemed inappropriate. Children will be given an immediate alternative to the inappropriate behavior in order to empower them to control their own behavior. Safety and security is important for everyone in the classroom. Aggressive or other behaviors that compromise safety and security of other students or teachers will merit a meeting between teachers, parents and the director. The goal of the meeting will be to create a plan that best supports and promotes safety and security for all.

The following statements represent the behavior management techniques that will be used at Valley Christian Preschool:

- Children will be encouraged to resolve conflicts through first identifying and then verbally expressing their feelings, wants, needs, and desires. "Use your words" is a phrase commonly heard in our classrooms.
- Children will be reminded of safety and classroom rules in a positive manner. We will tell children what we want them to do - not what we don't want them to do. "Susie, please keep the sand in the sensory table", not, "Susie, don't throw the sand on the floor!"
- Children will be given alternatives to their behavior. Logical consequences will be explained and followed through. For instance, if a child intentionally pours paint on the floor, a time out would not be appropriate; giving them a towel and allowing them to assist with the clean-up would provide an alternative behavior. At times, it may be necessary to remove a child from a situation because of the distress it causes. This should be done only if it is a logical consequence. The child will be allowed to make a choice to return to the activity when he/she has calmed down. Children may need time to relax, but this is not to be used as a punishment. Corporal punishment, spanking, and physical restraint is never to take place.
- Only soft, low voice tones will be used in our classrooms. When setting limits we will be in close proximity and at the child's eye level.

We consider all staff at VCP as partners with you, the parents. Working together, we hope to provide the best possible atmosphere and influence for your children during their time at VCP.

Health Management

Policy

It is the policy of Valley Christian Preschool to maintain the highest standards of health and wellness for our children and to exercise the utmost caution in the prevention and spread of communicable disease. Therefore, we want you to know and understand the well-child guidelines that we have established and that will be implemented with regard to sick children at our school. It is MOST IMPORTANT that you make every effort to follow these guidelines!

All staff at VCP are well trained in Red Cross First Aid as well as communicable disease identification and control. Our staff is also trained in the proper procedures for hand washing and disinfection and will follow strict guidelines in carrying out these procedures.

Children with one or more of the following symptoms should not be brought to school.

- A fever of 100 degrees or higher, (taken by auxiliary method), within the past 24 hours.
- A skin rash that has not been identified either through a phone call or in writing from a physician who has seen the rash.
- Vomiting/diarrhea within the past 24 hours.
- Evidence of head lice or other parasite infestation.
- Severe coughing.
- Persistent sore throat or difficulty swallowing.
- Nose congestion that produces a thick mucus.
- Rapid or difficult breathing.
- Conjunctivitis - inflammation of the eye.
- Excessive fatigue or feeling uncomfortable.
- Untreated and infected skin patches.

Sick Child Procedure

Any child who appears mildly ill while at school will be cared for in the child's classroom and will be closely observed. A child who is suspected of having any symptoms of communicable disease, will be removed from the classroom and supervised while a parent or emergency contact is called for pick up. Similarly, any staff member, who becomes ill and exhibits symptoms of communicable disease while at school, shall immediately leave the school and shall remain away from the premises until visibly free from all symptoms for a 24-hour period. Within 24 hours, all parents will be notified by staff of possible exposure to a communicable disease. This policy requires teachers to communicate any confirmed cases with the Director immediately.

Health Management

Policy

Re-admittance after Illness

Children may return to VCP one full day after symptoms have disappeared:

- Child feels well enough to participate in routine activities.
- Temperature returns to normal without the use of non-prescriptive medications such as Tylenol and decongestants. Typically, temperatures rise in the afternoon. The “one full day” rule ensures the child is without a temperature for 24 hours.
- Bowel movements are normal. When a child returns after a diarrhea bout, it is a provisional return. If a child experiences another bout of diarrhea, he or she must be picked up.
- Child has kept down solid foods and has not vomited for 24 hours.
- Rash or skin infection is dry, completely scabbed over and no longer draining. All evidence of lice or other parasites is gone.
- Prescribed medication – antibiotics - have been administered for one full day.
- Eyes are dry, clear and not swollen or puffy.

Medications

It is preferable that medications be given at home. Medication will only be given at school when absolutely necessary. When medications must be administered at school, they may be given to a child only with both a physician’s written permission and the parent’s written permission on the school medication form that is supplied by the school. Medications must have a prescription label indicating the child’s name and date.

All staff must cooperate in carrying out the above health policy to insure a healthy and happy environment for all our children.

Safety & Emergency Plan

The top priority at VCP is to provide a safe place for a child while he/she is at preschool. We must consider the well being of each individual as well as the welfare of the entire class. It is the responsibility of each member of the staff to speak out if something feels unsafe. If it feels unsafe to one of us, it will likely feel unsafe to a parent or child. It is always better to err on the side of caution than to take a risk.

We are certified by the State of Oregon's Child Care Division (July 2013 - name change to Early Learning Division in the Department of Education) and must follow their guidelines regarding health and safety. It is our responsibility to be familiar with the basic health and safety guidelines/procedures required by the state and follow these guidelines/procedures in your classroom.

The following guidelines will help to assure a safe environment. This is not meant to be an all-inclusive list. Please reference the EMERGENCY PROCEDURES in your classroom binder or on your classroom tablet.

If you have a question about an activity, be sure to receive approval from the director prior to including it in your classroom.

- Lead teachers and teacher assistants in each classroom are responsible for the safety of the children in that classroom. All staff at VCP and at Valley Presbyterian Church hold current CPR and Basic First Aid training certification. A first aid kit will be kept in place in each classroom. Teachers are responsible for checking the contents and replacing missing items. Routine checks should occur at least in September, December, and June.
- No child shall be left alone or unsupervised at any time.
- If a child is injured at school, VCP will fill out an injury report to be signed by the Director and the authorized pick up person upon his/her release. This report is kept on file for at least one year. A copy of the report will be available upon request.
- All VCP staff and most Valley Presbyterian Church staff will be in communication via battery operated walkie-talkie during preschool hours of operation. These must be kept on for the duration of each school day. It's imperative that the walkie talkies maintain a good battery charge. Batteries are stored in the Director's office.
- We teach students safety procedures and conduct safety drills. A record of each safety drill conducted is kept on file and available from the director.
- Emergency procedures and evacuation routes are posted in each classroom.

Safety & Emergency Plan

- All medical emergency forms and health records of children will be kept up to date.
- Cooking is allowed in the classroom, but should never be done in a manner that poses risk. Cooking should only occur after careful observation and evaluation of the students, and then when it is deemed safe. When there is a cooking project, the heat source must be on a counter, out of reach of children. A third adult must be present and attending to the heat source at all times. The director must be notified when a cooking project is planned. No boiling water is allowed in classrooms. Teacher may pre-arrange to use the Fireside or Upstairs Kitchen for cooking, where a third adult is still required.
- Materials available to the students will be chosen carefully, and with a "safety-first" mindset. Tools can be used under direct supervision. No glass, inappropriately small objects, or toxic materials are allowed.

Safety & Emergency Plan

EMERGENCY DRILL PROCEDURES



FIRE DRILLS

- LINE CHILDREN UP SINGLE FILE
- TAKE TABLET/PHONE
- PROCEED OUT OF THE BUILDING AS INSTRUCTED BY THE MAP IN EACH CLASSROOM
- ONCE OUTSIDE THE BUILDING, CONFIRM ALL CHILDREN ARE PRESENT - VERIFY WITH BRIGHTWHEEL
- IF ALL STUDENTS ARE ACCOUNTED FOR, RETURN TO CLASS AS DIRECTED



EARTH QUAKE DRILL

- GATHER CHILDREN UNDER TABLES
- PUT HEADS UNDER ARMS
- STAY AWAY FROM WINDOWS
- WHEN THE DIRECTOR NOTIFIED THE TEACHER IT IS SAFE TO COME OUT, PROCEED TO THE DESIGNATED OUTDOOR AREA.
- DO NOT LEAVE THE BUILDING DURING AN ACTUAL EARTHQUAKE



LOCK DOWN DRILL

- GATHER CHILDREN IN TIGHT "CIRCLE TIME"
- ONE TEACHER ENGAGE IN A VERY QUIET ACTIVITY, WHILE OTHER CLOSES ALL WINDOWS AND DOOR SHADES AND TURNS ALL LIGHTS OFF
- ACCOUNT FOR ALL CHILDREN USING BRIGHTWHEEL
- HOLD IN POSITION UNTIL RECEIVING AN ALL CLEAR FROM THE DIRECTOR

FIRE DRILLS MUST BE PRACTICED AND RECORDED EVERY MONTH. PRACTICE WITH ALTERNATING CLASSROOMS (MONDAYS VS. TUESDAYS) AND VARIOUS TIME FRAMES.

EARTHQUAKE AND LOCK DOWN DRILLS CAN BE PRACTICED ALTERNATING MONTHS

RECORD THE DATE, TIME, DURATION, # OF CHILDREN PRESENT, AND DIRECTOR INITIALS

Safety & Emergency Plan

Emergency Response Protocol

Valley Christian Preschool follows emergency protocol procedures as set forth by the "I Love U Guys" Foundation. This protocol includes direction for **LOCKDOWN, LOCKOUT, EVACUATE, and SHELTER.**

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Safety & Emergency Plan

Emergency Response Execution

Prepared With:

- CPR/First Aid Certification - All VCP & VCPC Staff
- Emergency Kit and First Aid Kit in each classroom
- Individual Student Emergency Kits
- Student Emergency Forms in three places - Brightwheel App can be access via Classroom Tablet, Teacher Devices, and hard copy in classroom binder.
- Walkie Talkies - VCP & VCPC Staff
- Monthly Emergency Drills - practice

Communication to parents /family as soon as possible

- Alert on Brightwheel
- Via email
- Notice on VCP Website
- Out of town emergency contact on file for each students
- Phone calls to parents - if early release is required
- Signage in preschool in evacuation event

In emergency situation - 3 defined leadership roles and duties as follows:

1. Teachers
 - a. Assistant teacher calls 911
 - b. Stay calm
 - c. Stay together
 - d. Assess safety of current location
 - e. Take attendance
 - f. First Aid as needed
2. Communications Leader - Director
 - a. Call 911
 - b. Obtain report from each class
 - c. Meet first responders, provide overview
 - d. Communication to parents - lave signage at VCP if evacuation is required
 - e. Receive updates from location leader
3. Location Leader - Scout
 - a. Call 911
 - b. Assess safety of current locations for students
 - c. Scout for safest location and route
 - d. Communicate updates to communications leader

Possible Evacuation Locations:

- VCPC Front Lawn
- VCP Outdoor Playground
- Valley Youth House
- Raleigh Park Elementary School
- West Slope Library