



Orchard Hill Church Preschool

Parent Handbook

“Helping children grow in a nurturing environment that promotes a life-long relationship with Jesus!”

Mission:

Helping children grow in a nurturing environment that promotes a life-long relationship with Jesus.

Bible verse that drives what we do at OHCP: Luke 2:52 - “and Jesus grew in wisdom and in stature and in favor with God and men.”

We strive to help children to learn and develop academically, physically, emotionally, and spiritually.

At OHC Preschool, we value:

Hands-on Learning
Creativity
Spiritual Development
Social and Emotional Development
Diversity
Families
Parental Involvement
A Quality Early-Childhood Environment
Life-Long Learning
Developmentally Appropriate Activities for Children

Our program philosophies:

We believe all children deserve a quality Christian education.

We believe children learn the best through a variety of hands-on experiences and activities with opportunities to explore both indoors and outdoors.

We believe children need caring, respectful relationships with peers and adults.

We believe families are children’s first and best teachers.

We believe children learn best through both group activities and individual play.

Important General Information for Parents**Calendar:**

Preschool will begin the week after Labor Day and will conclude the week before Memorial Day. Please read the Newsletters and Activity Calendars carefully, as we will post any upcoming dates when preschool will be closed.

Our morning classes meet from 9:00*am-12:00pm on their respective days. ****Drop off begins no earlier than 8:50am.*** Children must be picked promptly at 12:00 and no later than 12:10pm.

Our afternoon classes meet from 12:30**-3:30pm on their respective days. *****Drop off begins no earlier than 12:20pm.*** Children must be picked up promptly at 3:30pm and no later than 3:40pm.

NOTE – If you are using the drive up lane, for safety reasons, **DO NOT** allow your child to get out of the car until you are in spot 1 or 2 with a teacher present to assist your child.

OHCP will follow the CF schools for closures and delays, this applies to both Preschool and childcare.

Closings will be posted on KWWL—online and television and messages will be sent to parents in email and Classdojo. Written notice of other closures shall be made to parents. Tuition will not be refunded or prorated for any school closings.

Enrollment:

In order to qualify for enrollment, your child must be 3 years of age on or prior to September 15th of their first enrollment school year and must be completely potty trained (See inclusion policy for exceptions).

Once enrolled, your child is eligible to continue participating in the program until entering kindergarten, unless a dismissal action is necessary. New children will be enrolled on a first come, first served basis. A waiting list will be utilized as necessary.

Forms to complete prior to enrollment of your child:

- ☐ Annual physical form completed, signed, and dated by family physician
- ☐ Current immunization record
- ☐ Medical consent signed by the parent
- ☐ Field trip consent
- ☐ Release forms
- ☐ Intake sheet

We have room for 20 students in AM 4-5-year-old section 10 students in our PM 4-5-year-old section, 16 students in our Monday/Wednesday 3-4-year-old section, and 16 students in our Tuesday/Thursday 3-4-year-old sections.

We have room for a maximum of 18 students at one time in our childcare classroom. Children must be enrolled in preschool to attend childcare.

Inclusion:

Orchard Hill Church Preschool, to the best of our ability, will make every attempt to accommodate and educate children with special needs. We acknowledge that all children have the right to learn and explore. Inclusion is about belonging, being valued, and having choices. We will ensure that our preschool supports inclusion by working with the family and local agencies to develop a plan of care for children with special circumstances. Exceptions to the policy will be made on an individual basis utilizing the guidance of Child Care Resource and Referral and other professionals involved with the child. If the preschool cannot make reasonable accommodations to serve a child with special needs, the family and agencies involved with the child will receive written notification related to attempts made to serve him/her and recommendations to the family.

Nondiscrimination:

OHCP does not discriminate based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, or political beliefs.

Fees:

Orchard Hill Church Preschool is a ministry of Orchard Hill Church; it is a non-profit organization. Fees are charged in relation to operational costs.

Registration fee

A one-time, non-refundable \$75 registration fee* is due within 3 business days of a child enrolling at OHCP for each school year. Invoice for registration fee will be sent to parents via Brightwheel. Enrollment will not be completed until the registration fee is paid.

*If student qualifies for free 4-5-year-old tuition through our partnership with CF Schools, the registration fee will be waived unless they also enroll in childcare.

Preschool tuition

- Tuition for our 3-4-year-old preschool classes --\$170/month
- Tuition for our 4-5-year-old preschool classes for students turning 5 between Sept. 15th of the current year and September 14th of the following year--\$0/month (tuition fees are paid through our partnership with CF Public Schools)
- Tuition for 4-5-year-old preschool classes for students turning 5 prior to September 15th of the current year--\$220/month

Childcare rates

Childcare rates are a flat weekly rate. Rates will not be adjusted based on child's attendance.

- 7:30am-9:00am 5 days/week: \$42/weekly
- 9:00am-12:00pm 3 days/week: \$37/weekly
- 9:00am-12:30pm 5 days/week: \$62/weekly
- 12:00pm-5:00pm 5 days/week: \$104/weekly
- 3:30pm-5:00pm 5 days/week: \$31/weekly

Preschool fees are due by the 5th of each month from September through May.

Payments will be made online through Brightwheel.com and parents will automatically be enrolled in automatic online payments. Cash or check payments will not be accepted.

Childcare fees are due every Friday for the upcoming week. Starting the Friday before school begins each year through the Friday before the last week of school.

Payments will be made online through Brightwheel.com and parents will automatically be enrolled in automatic online payments. Cash or check payments will not be accepted. Childcare rates will be prorated for Thanksgiving, Winter and Spring break holidays.

Late pick up fees: A \$5 late fee will be charged for each business day that your fee has not been paid past the due date. If there is a situation that makes it difficult to pay the preschool fees, please discuss this with the director. He/she will assist you in making arrangements that work for both your family and the preschool.

Preschool students must be picked up no later than 10 minutes past dismissal time. A late fee of **\$5 for every 5 minutes late** will be charged if your child has not

been picked up by 10 after the ending of our preschool classes.

Childcare students must be picked up no later than 5:00pm. A late fee of \$1 for every 1 minute late will be charged starting at 5:00pm for children enrolled in childcare.

Drop Off and Pick Up Procedure:

Preschool:

Parents may utilize our drop off/pick up lane on the east side of the building for drop off and pick up. Please see page at the end of this parent handbook for a map of the drop off site and specific instructions about how and where to park and walk your child to the door.

Parents may also park in the large parking lot on the north side of our building and walk their children in the building. Parents, please walk with your child all the way to their designated backpack hook. We encourage children to walk and refrain from shouting in the hallway.

Childcare:

Parents must walk into the building to drop off/pick up their child from our childcare classroom. Parents will be asked to check-in/check-out their child using the classroom iPad to either scan a QR code using a cell phone or enter a child specific check in/out code. We encourage children to walk and refrain from shouting in the hallway.

Withdrawal:

Parents may withdraw their child's registration at any time. A written notice of withdrawal is requested 14 days in advance. Preschool tuition will be prorated to account for the 14-day notice. Childcare fees will cease 14 days after written notice is received.

Communication

Email and Classdojo will be our main form of communication between teachers and parents throughout the school year. Parents will be asked to turn on necessary notifications in classdojo.

Parents may also call the preschool office (319-277-0564) or email the director (director@orchardhillchurchpreschool.org).

Your child should bring:

In his/her backpack, your child should carry:

- The teacher-parent communicator folder (provided by the preschool)

Please label your child's belongings (not school supplies) with their first and last names. Please put his/her name on the insides of the items for safety purposes.

All children should come to school dressed appropriately for active and creative (could be messy) play. For their safety, children must wear either tennis shoes or shoes that have backs and closed toes.

During the winter months, children must bring:

- Coat

- Hat
- Mittens

When there is snow on the ground, the children must **also bring** (in a separate bag, please):

- Snow pants
- Snow boots

The children will play outside on designated days, if the temperature and wind chill permits. We will follow the Iowa Department of Public Health Calendar. Your child will not be able to play outside unless he/she has the 5 clothing items listed above.

Family-Teacher Partnership:

Ongoing contact between you and your child's teachers is an important part of your child's education. We will communicate with you in person, through written notes, lesson plans, bulletin boards, conferences, and phone calls. It is the expectation that staff and parents will communicate in a professional and supportive manner. Information with regard to family issues and personal lives will be handled confidentially. **We believe that you are your child's first and primary teacher;** therefore, our partnership with you is critical to your child's learning. We invite you to stop in at any time to visit your child's classroom.

Parent/Teacher Conferences:

Parent/teacher conferences will be held once each semester to discuss your child's progress in preschool and to discuss any concerns or questions you may have about your child's progress or our program. During each conference, individual goals will be set for your child for the following semester. Additional conferences may be requested by parents or scheduled by staff as needed.

Assessments

Preschool teachers conduct formal assessments with students once per semester. Assessments are based on the Creative Curriculum Gold assessment and students are assessed one-on-one with their classroom teacher in a quiet environment away from the rest of their class.

Attendance

We recommend students attend preschool every day. We do not require students attend preschool a certain number of days each school year in order to complete the school year. Tuition will be collected regardless of the number of days a student is in attendance each month.

Field Trips

We will not leave the OHC church building for field trips during the school year. Children will remain on the OHCP premises while they are in attendance.

Classroom Parties

Our preschool classrooms will have 4 class parties throughout the school year. Teachers will communicate with parents prior to each party to allow parents to sign up for a time to volunteer in the classroom during the party. Parents will also have the opportunity to volunteer to provide materials for our parties if they are wanting to contribute but are unable to attend the party in person.

Preschool Snacks:

Snacks are served mid-session each preschool day. We ask our parents and/or guardians to provide these snacks or donate \$10/month* for OHCP to provide snacks. DHS sets guidelines that we must follow. When providing snacks, please follow these DHS regulated guidelines to ensure our students are being offered a healthy selection of peanut-free foods. **Students eligible for free 4-5-year-old tuition with our partnership with CF Schools will not be required to provide snack items or donate \$10/month.*

Please send 1 item from each column with your child to preschool at the beginning of each month.

Food item #1 (pick 1 item) <i>Please ensure there is enough in the container to feed all of the children in your child's class 1 time.</i>	Food item #2 (pick 1 item) <i>Please ensure there is enough in the container to feed all of the children in your child's class 1 time.</i>	Drink <i>Please do not send milk. OHCP will purchase milk to serve.</i>
<ul style="list-style-type: none">• Box of crackers• Box of cereal• Granola bars• Pretzels• Veggie chips or straws• Puff corn (no popcorn please)	<ul style="list-style-type: none">• Apple sauce• Fruit cups• Jello cups• Dried fruit• Yogurt (ex: Gogurt tubes)• String cheese	<ul style="list-style-type: none">• 100% juice (approx. 64 fl.oz.)

We will not serve treat/candy snacks (cookies, cupcakes, candy, etc). If we receive a snack deemed as treat/candy we will choose to distribute them in the children's backpacks instead of serving the snack at school. This way each family can decide if they would like to serve this snack to their child.

We, as a center, strive to be peanut-free; however, we cannot guarantee that another child in the center has not had something containing peanuts before coming to school. Children will wash their hands with soap upon entering the classroom to help eliminate this problem. A list of acceptable, peanut-free snacks will be given to you to assist in choosing snacks to bring.

All snacks need to be store-bought, in the original packaging, and cannot say that they contain nut products or have been processed in a factory that makes snacks with peanuts or peanut oil. Homemade snacks will not be allowed since we will not be able to read a label. Please provide a snack with minimal preparation.

Childcare snacks and meals

There are no additional fees for childcare meals and snacks, cost of those meals are included in the weekly childcare rate. OHCP follows CACFP standards when preparing and planning meals.

Mealtimes:

Breakfast 7:30-8:30

AM snack: 10:30-10:50

Lunch: 12:00-12:30

PM snack: 3:00-3:15

Bringing food from home:

If a child would prefer to eat a cold lunch from home instead of the provided lunch, the following guidelines must be met:

Food brought from home must meet USDA's CACFP guidelines*.

All food and beverages brought from home must be labeled with a child's name and date.

Staff will ensure food requiring refrigeration stays cold until served. If possible, please pack lunches with ice packs as room in the refrigerator can be limited.

Staff will supplement food brought from home if necessary to meet CACFP guidelines. Food that comes from home for sharing among children must be whole fruits or commercially packaged foods in factory-sealed containers.

**Available from director upon request.*

Health and Safety

Exclusion from the center:

Children who are ill will be excluded from participation in preschool programming. If a child appears ill to staff upon arrival at the center, the child will not be admitted. The child will be excluded if he/she:

- ☐ Has an illness preventing the child from participating comfortably in activities that the program routinely offers for well children
- ☐ Has a fever of 100 degrees axillary (101 degrees temporal) or higher (parents or OHC Preschool staff are not allowed to administer fever-reducing medication to lower a child's temperature with the purpose of keeping the child at the center)
- ☐ Is vomiting – or has vomited 2 or more times in the previous 24 hours
- ☐ Has diarrhea or watery stools
- ☐ Has had abdominal pain for over two hours with fever or other symptoms
- ☐ Has conjunctivitis (pink eye) with drainage
- ☐ Has an unexplained rash
- ☐ Has Measles, Rubella, or Shingles
- ☐ Has blood in stools
- ☐ Has other communicable disease symptoms as defined in the "Policy for Admission and Exclusion from Child Care due to Illness" forms attached to the

- parent handbook
- ☐ Exhibits behavior changes that result in the inability to participate in regular activities

If your child's teacher notices head lice on your child, your child may remain in school for that day. Your child's teacher will call and notify you immediately, and it will be your decision whether or not you pick up your child from school. We will encourage you to make the best decision for you, your child, and the preschool. The child can return to preschool following treatment to remove the head lice. Families from this classroom will receive a letter with facts about head lice.

For the well being of all children in the preschool, Orchard Hill Preschool Staff will make the final decision in whether or not a child will be excluded from preschool participation. If a child becomes ill during the time they are in preschool and needs to be removed from the program:

- ☐ The preschool staff will contact the child's parent/guardian.
- ☐ If the parent/guardian cannot be reached, the emergency contact person listed on the child's registration form will be contacted to pick up the child.
- ☐ A supervised quiet area will be provided for the ill child until a parent or parent designee can pick up the child. **The child will be expected to be picked up from the center within one hour of the initial contact with the parent or designee.**

The child may return to preschool

- ☐ After he/she has been fever-free for 24 hours **without the use of fever reducing medication**
- ☐ After he/she has been free of vomiting or diarrhea for 24 hours
- ☐ After he/she has been on an antibiotic medication for at least 24 hours

If your child is ill, please call the preschool office at 277-0564 to let us know his/her symptoms.

Incident Reports:

Unfortunately, injuries can occur while your child is at preschool. If a child becomes injured or has other incidents that warrant communication and documentation while at preschool, his/her teacher or other staff member witnessing the injury will provide TLC and first aid as necessary following Universal Precautions. An incident report will be written for the injured child and shared with the parents. This report will be signed by the staff member and parent and will be maintained in the incident report file in the staff office. If an injury needs medical attention, parents will be contacted and medical emergency procedures will be followed. Incident reports related to the emergency will be kept in the incident report file as well as in the child's individual file in the staff office. Uncommon health or behavioral concerns will also be documented as incidents.

Medical/Dental Emergencies:

If a child is injured or appears in need of emergent medical attention, preschool staff will activate Emergency Medical Services by dialing 911. The staff will contact the parent and if the parent/guardian cannot be reached, the child's emergency contact will be

notified. Emergency transportation will be provided by local EMS, as appropriate, to the facility that the EMS sees fit. A staff member will make every attempt to accompany the child to the emergency facility **if staff/child ratios permit this**. Staff will complete an injury report form as soon after the incident as possible. The form will be signed by the parent/guardian and a staff member. Copies will be kept in the incident report file and in the child's file at the preschool. Parents may request an additional copy of the form if desired.

Infectious Disease Control:

Parents are required to notify the preschool whenever a child has been exposed to a contagious disease. In turn, the preschool will notify the parents when their child has been exposed to infectious diseases within the preschool setting. The preschool will report ALL communicable diseases to the Health Department as required.

A certificate of health signed by a doctor may be required before a child may re-enter the preschool after any communicable disease or illness. Such a certificate should address the child's inability to infect other children as well as his/her capacity to participate in the program.

Medications:

Preschool staff will ONLY administer prescribed medications when an authorization form has been completed by the parent. All medication, with the exception of medication in the first aid backpack, will be locked out of the reach of children. The medication must be in the original container and the child's name must be on the medication. Medication, ointments, sun block, cough drops, etc., must be delivered to the staff member by a parent and not sent with the child. Medication forms are valid for one month. Over-the-counter medication will not be given unless a doctor's note accompanies the medication. Specific dates, times and dosages are required.

Discipline:

Preschool staff will provide positive guidance and redirection to children as discipline. This includes conflict resolution strategies, setting well-defined limits, and using logical and natural consequences such as taking some time away and redirection. Staff will separate children when there are real or threatened incidents of aggression. Types of discipline strategies that are prohibited by Iowa licensing guidelines will **NOT** be used and are as follows:

- ☐ Corporal Punishment
- ☐ Discipline which causes humiliation, fear, pain, or discomfort to the child
- ☐ Mechanical restraint or locking a child in an area
- ☐ Associating punishment with an illness, toilet training, food, or rest
- ☐ The use of verbal abuse, threats, or derogatory remarks

Behavioral Concerns:

Parents are encouraged to communicate with their child's teacher about expectations for their child's behavior. Concerns or serious behavior problems will be documented by staff in incident report forms to be maintained in the staff office and individual files. Incident reports will be shared with and signed by parents and a staff member. As needed, after consultation with the family, referrals will be made to community agencies for assistance with significant behavioral concerns.

Physical aggression of any kind will not be tolerated. Staff will do everything possible to prevent physical aggression between children; however, not every situation can be predicted by staff. When physical aggression occurs, staff will separate the children using redirection and logical consequences for the child that has become aggressive. Staff will inform parents of the children involved by completing an incident report for each child involved. Neither set of parents will be informed of the name of the other child involved in the incident.

Biting: While somewhat atypical for children entering preschool, biting can occur in a preschool setting. Orchard Hill Church Preschool recognizes how upsetting biting is for parents and the children and makes every effort to prevent it. Biting is a form of communication, as biting is almost always a response to the child's needs not being met or coping with a challenge or stressor. We will first respond proactively by providing caring relationships and supportive environments that prevent challenging behaviors. We can anticipate behaviors that are likely to occur and patiently redirect the children to help guide them toward controlling their own impulses and behavior. If an incident of biting occurs, staff will ensure that all children are safe; address the child that bit in a short, simple and clear way; give attention to the child that was bitten and show concern and support for that child; go back and talk with the child who bit about different strategies s/he can use next time; and help the children move on. If on-going biting occurs, the staff, director, and parents will meet to discuss a plan of action for the child. We will consider what is best for the child and the preschool. The child that has bitten will be disciplined according to the discipline and physical aggression policies, mentioned on the previous page. We will observe the child and determine the child's needs that are not being met. We will assess the quality of relationships between the child and their primary caregivers, the environmental influences on the child's behavior, and the targeted social-emotional supports. The purpose of the assessment is to identify the potential external causes for the challenging behavior so that further incidents can be prevented. Staff will immediately care for the child who was bitten, showing them our concern and support. The child with the challenging behavior should be taught in a caring and firm way that the behavior is not acceptable as well as alternative behaviors. Incident reports will be written for both children and shared with the parents while maintaining the confidentiality of the children. Only staff members have access to these files. These will assist staff with identifying patterns and preventing future incidents through changing the environment and intentional teaching strategies. Parents will sign the incident reports and one copy will be maintained in the children's files, one copy in the incident report file, and one copy to go home. The staff will share biting information and resources with the parents, both of the child who was bitten and of the child who bit. If the skin is broken, the wound will be cleaned with soap and water by a teacher wearing gloves. If the child is bleeding, it is recommended that the child see their health care provider at the family's earliest convenience.

Serious Injury, Illness, Hospitalization or Death:

Orchard Hill Church Preschool will immediately notify parents, the Iowa Department of Public Health, Child Care Nurse Consultant, and Department of Human Services of a serious illness, hospitalization, or death of a child or staff member that occurs during the preschool day. Preschool staff will plan and carry out communication with staff, families, children, and the community as appropriate.

Infectious Control:

All children and staff will be required to wash their hands with soap:

- ☐ upon entering the classroom
- ☐ before and after snacks
- ☐ after toileting or exposure to other bodily fluids
- ☐ after giving or receiving medication
- ☐ after playing in the water with another child
- ☐ after handling pets
- ☐ after sandbox play
- ☐ after cleaning or handling garbage
- ☐ at other times necessary to prevent the spread of germs and infection

All equipment and surfaces will be sanitized daily with a bleach water solution. Tables will be sanitized before and after snack each day and at the end of each school day. Toys that are placed in a child's mouth will be sanitized before returning the toy to the play area.

Physical Activity:

Children will receive at least 20 minutes of large motor activities daily. They will play outside daily as weather permits so please ensure your child has appropriate cold weather attire (See "**What your child should bring**" section). When the weather does not permit outside play, children will either play in the gym with balls, hoola-hoops, dancing ribbons, exercise toys, games, etc., or participate in other activities in the church which promote general physical fitness including large and small group games and activities.

Suspected Child Abuse (physical, sexual or emotional abuse and/or neglect): All

observations or suspicions of child abuse or neglect will be immediately reported to the Department of Human Services, no matter where the abuse might have occurred. The staff member that suspects child abuse or neglect will inform the director/lead teacher as appropriate **and** contact DHS to report suspected child abuse or neglect. If the parent/guardian is the person alleged to have perpetrated the abuse, the staff member making the call to DHS will follow the guidance of DHS as to further action needed/required by the staff member.

Any staff accused of child abuse or neglect will be immediately suspended until a complete investigation into the event can be conducted. Preschool administrators and church officials will be notified of the allegations. Parents/guardians of the children alleged to have been abused/neglected will be notified immediately by the director or church designee. Staff found to have abused or neglected a child will be immediately dismissed of their duties at the preschool.

Access Policy:

Centers are responsible for ensuring the safety of children at the center and preventing harm by being proactive and diligent in supervising not only the children, but other people present at the facility.

1. Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care **shall not** have **“unrestricted access”** to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.
 - ***“Unrestricted access” means that a person has contact with a child alone or is directly responsible for child care.**
 - ***It is imperative that centers not allow people who have not had a record check assume child care responsibilities or be alone with children. This directly relates both to child safety and liability to the center.**
2. Persons who do not have unrestricted access will be under the direct **“supervision”** and **“monitoring”** of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he/she delegates it to the teacher assistant due to a conflict of interest with the person.
 - ***“Supervision” means to be in charge of an individual engaged with children in an activity or task and ensure that they perform it correctly.**
 - ***“Monitoring” means to be in charge of ensuring proper conduct of others.**
3. Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If staff is unsure about the reason they will contact their Site Manager or another management staff to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the “intruder in the center” procedures. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.
4. A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A):
 - a. Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.
 - b. Shall not be on the property of the child care center without the written permission of the center director, except for the time reasonably necessary to transport the offender’s own minor child or ward to and from the center.
 - i. The center director is not obligated to provide written permission and must consult with their DHS licensing consultant first.
 - ii. If written permission is granted it shall include the conditions under which the sex offender may be present, including:
 1. The precise location in the center where the sex offender may be present.
 2. The reason for the sex offender’s presence at the facility.
 3. The duration of the sex offender’s presence.
 4. Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
 5. The written permission shall be signed and dated by the director and sex offender and kept on file for review by the center licensing consultant.

Parent Notification/Reunification: If we must evacuate our facility or when parents/guardians are unable to pick up their children, we will use the following procedures to reunite children with parents/guardians or an authorized emergency contact as soon as it is safe:

Information will be provided to parent(s), guardians, and emergency contacts. This info will be

sent by text when evacuation is occurring through the Remind App.

Sites include: Orchard Hill Church--Big House 1203 Elmridge Dr. Cedar Falls, IA and Southdale Elementary School, 627 Orchard Dr, Cedar Falls, IA 50613

Children will be released via sign out sheet with signature to parent(s), guardians, or emergency contact along with date and time (**found in emergency preparedness binder**). A list of persons approved for pick up for each child can be found in the "Emergency Preparedness Binder". Persons picking up children **must show photo id.**

Lockdown: If we need to stay in the safest place inside our facility when there is security issue, such as, a disgruntled person, active shooter, community violence, unstable custody disputes, hostage situation, other physical or verbal threats, etc., we will use the following procedures:

In the event of an active shooter, director (or lead teacher) in director's absence will decide based on information about shooter's whereabouts in the building & the location of the children regarding ability to evacuate children safely. If evacuation is deemed a safe option, staff will evacuate children referring to "Evacuation" procedures. If evacuation is not a safe option, refer to plans listed below.

If staff is in the classroom with children, stay sheltered in each classroom (in bathrooms located in classrooms). Staff will ensure doors are shut & locked and furniture is pushed in front of interior & exterior doors. If possible, director or lead teacher will shut & lock double doors next to preschool office to create an additional barrier between children and potential danger. Staff will sit with children & provide activities/games to keep children calm.

Activities/games will be located in the "Go-Kit" backpack.

If staff is on playground with children & it is safe to re-enter building, enter building through door "C" as quickly as possible. Lead children into room 141 (Prayer Room). Staff will close & lock doors and move furniture in front of doors to create a barrier. Staff will sit with children away from windows/doors and provide activities/games to keep children calm. Activities/games will be located in the "Go-Kit" backpack.

If staff is on playground with children & it is not safe to re-enter building staff will lead children to Big House. Staff will ensure doors to Big House are shut & locked and furniture is pushed in front of doors to create a barrier. Staff will sit with children & provide activities/games to keep children calm. Activities/games will be located in the "Go-Kit" backpack.

If staff is in gym with children, children will walk up steps on the north/east end of gym. Teachers and students will enter room at the top of the stairs (nick-named the "Bat Cave"). Staff will lock door from the outside, shut door and move furniture to top of stairs to create a barrier. Staff will sit with children away from door and provide activities/games to keep children calm. Activities/games will be located in the "Go-Kit" backpack.

Gas Leak:

If gas leak is suspected, or preschool staff is informed of a gas leak, Director (or lead teacher in Director's absence) will call 911 and or Cedar Falls Utilities to report possible gas leak.

Evacuate staff and children to through exterior classroom doors to grassy field south of building across parking lot. Assess the situation and take direction from Emergency personnel. If emergency personnel or CFU confirms gas leak, parents will be notified and children will be sent home. If emergency personnel or CFU find no leak, preschool staff will return children to classrooms & activities will resume.

Depending on time of day (close to dismissal vs. beginning of day) teachers may dismiss children prior to receiving confirmation of gas leak. It is recommended director (or lead teacher) wait a minimum of 30-45 minutes before dismissing children.

Bomb Threat

If church or preschool staff is made aware of a bomb threat, teaching staff will evacuate children from the building as quickly as possible through the exterior classroom doors. Staff will lead children across the gravel parking lot to the grassy field south of the building. Staff will call 911 as soon as it is safe to do so. If director/preschool staff/church staff is aware of placement of bomb, information will be given to emergency personnel.

Staff will follow instructions from local law enforcement regarding safe return to the building. If emergency personnel do not give all clear to resume classroom activities, parents will be notified and children will be sent home. Depending on time of day (close to dismissal vs. beginning of day) teachers may dismiss children prior to receiving confirmation of bomb. It is recommended director (or lead teacher) wait a minimum of 30-45 minutes before dismissing children.

Earthquake

In the event of an earthquake, lead/associate teachers will move children to floor in classrooms under tables. Staff will remain with children under tables until all clear is given. Director (or lead teacher in Director's absence) will assess building damage.

If significant structural damage occurs (staff/children are unable to exit building) teachers will be instructed to "shelter-in-place" with children until emergency personnel arrive. Director (or lead teacher in Director's absence) will contact 911. Parents will be notified that staff and children are "sheltering-in-place" and will receive further notification when emergency personnel give all clear for parents to come pick up their children.

If damage occurs to building, but is not significant (power outage, water line disturbance, etc.) staff will refer to appropriate procedures listed in Emergency Preparedness Plan.

If no damage occurs to building, preschool staff will resume classroom

activities. **Severe Thunderstorm**

If thunderstorm becomes severe, lead or associate teacher will take weather radio out of "Go Kit" backpack, turn it on and place it on a counter in the classroom. If severe thunderstorm warning or tornado watch is issued, teachers will remain in classroom with students and normal activities will continue.

If a **Tornado Warning** is issued, preschool staff will refer to **Tornado Warning** procedures.

Tornado Warning

If a tornado warning is issued, staff will instruct children to line up at the interior doors in the classrooms. Staff will lead children down hallway to the bathrooms located outside of the church gym. Staff will follow “Shelter-In-Place” procedures.

Ice/Snow Storms

If road conditions are predicted to become unsafe due to snow, blowing snow, ice, etc., school will be cancelled. Director (or lead teacher) will post cancellation to KWWL.

If road conditions become unsafe due to snow, blowing snow, ice, etc. and Director (or lead teacher in Director’s absence) is unable to notify parents to pick up children prior to unsafe road conditions, teachers will be instructed to follow “shelter-in-place” procedures until road conditions become safe.

Director/lead teacher will determine safety of road conditions by gathering information from KWWL & Iowa State Patrol/ Iowa Road Conditions website.

www.kwwl.com

<http://www.511ia.org/>

Injury/medical emergency-provider/staff

If staff member becomes injured at preschool, director (or available associate/lead teacher) will conduct a general health screening to injured staff person. If injury is non-life threatening & doesn’t require medical treatment, treatment will be given by Director (or available preschool staff/church staff member in Director’s absence) using supplies from First-Aid kit.

If injury requires medical attention, Director (or available preschool/church staff) will contact injured staff’s emergency contacts & request they transport staff member to hospital/doctor’s office. If ratios allow Director/preschool staff to transport staff member to hospital, emergency contacts will be notified that injured staff member is being transported to hospital/doctor’s office.

If life-threatening injury occurs, 911 will be notified. Director (or available preschool/church staff in director’s absence) will accompany staff member to hospital and emergency contacts will be notified. If ratios do not allow Director/preschool staff member to accompany staff member to hospital, staff member will travel alone and emergency contacts will be informed.

Injury/medical emergency-provider/child

If child is injured lead/associate teacher will conduct health screening of child to determine severity of injury. If injury is non-life threatening and medical treatment from a doctor is no required, first aid will be given on site.

If injury is non-life threatening and medical treatment from a doctor is required, parents will be

notified and asked to transport child to medical professional.

If injury is life-threatening, lead teacher (or Director) will contact 911 first, and then parents (or emergency contacts) will be notified. Director (or available preschool staff/church office staff) will accompany child to hospital, if child/staff ratios are able to be maintained in their absence.

Missing/abducted child

If a child becomes lost at preschool, lead/associate teachers will inform director (or other teaching staff in director's absence) as soon as possible. Director (or lead teacher in director's absence) will call church office (319-266-9796) to inform church staff of missing child with important descriptive information about the child: **Name, age, gender, hair/eye color, clothing, where they were last seen.** Church office staff will inform entire church staff and request they assist in search for child. Available preschool staff & church staff will conduct a complete search of the building, inside & out. If child is not found, director (or lead teacher in director's absence) will contact 911 and give a detailed description of the child: **name, age, gender, hair/eye color, clothing, where they were last seen.**

If staff observes a child being abducted, 911 will be contacted immediately. A detailed description of the child will be given: **name, age, gender, hair/eye color, clothing, where they were last seen.** A detailed description of abductor will be given: **name, age, gender, hair/eye color, clothing, height/weight, car make/model, license plate number, where abduction occurred.**

Utility outages-power failure or water line disturbance

In the event of a power outage, director (or lead teacher in director's absence) will contact power company. Students will remain in classrooms with teaching staff. If power outage will affect temperature in classrooms (above 85 degrees or below 55 degrees) parents will be notified and children will be sent home. If power outage affects visibility in classrooms, parents will be notified and children will be sent home.

In the event of a water line disturbance, director (or lead teacher in director's absence) will contact water company. Parents will be notified and children will be sent home.

Traffic Accident

If traffic accident occurs in preschool drive through lane/preschool parking lot. Director (or lead teacher in Director's absence) will assess accident & contact 911 if medical attention is required. Director or available preschool staff will offer first aid equipment/assistance if injuries occur but do not require medical treatment.

Outdoor play-Sunscreen/Insect Repellent

Preschoolers will be taken outside to play each school day as weather permits. Our playground is very well shaded. Parents will be expected to send their preschoolers to school with sunscreen/insect repellent already applied if they would like their child to be protected during their outside playtime. We will not provide sunscreen/insect repellent at OHCP.

Curriculum:

Orchard Hill Church Preschool incorporates *Creative Curriculum* and *Handwriting Without Tears* into our daily schedule.

Creative Curriculum:

- ☐ Offers children opportunities to make choices
- ☐ Provides children with ample opportunities for creative expression
- ☐ Allows children to get messy during play
- ☐ Encourages children to work independently
- ☐ Values children's ideas
- ☐ Promotes problem solving and appropriate risk taking
- ☐ Various interest areas to explore, make things, experiment, and pursue interests

Handwriting Without Tears:

- ☐ Develops coloring, drawing, counting, and handwriting readiness
- ☐ Introduces letters of the alphabet, numbers, and shapes
- ☐ Children learn that letters are formed by using big stick, little stick, big curve, and little curve
- ☐ Building letters naturally progresses to writing using crayons, markers, and pencils

OHCP Drop Off Lane Instructions



- Enter drive in southbound lane only.
- Traffic will only move from north to south, opposite lane will be blocked off. This will help ease traffic congestion & confusion.
- Follow map below to enter drop off lane from Orchard Hill Drive.
- Stop your car when you enter Parking Space #1 or Parking Space #2. Get your child out of the car and walk all the way up to the door.
- Do not get out of your car until you are parked in either Parking Space #1 or #2.
- A teacher will take your child's temperature before he/she enters the building. Wait with your child until we get a temperature reading.

