



First Presbyterian Preschool

2024-2025 Parent Handbook

659 State Street Holland, MI 49423

(616)392-9022, ext. 106

www.fppreschool.org

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ABOUT FIRST PRESBYTERIAN PRESCHOOL

OUR MISSION & PHILOSOPHY

First Presbyterian Preschool offers a warm and supportive environment in which children can make choices, explore, and experiment.

First Presbyterian Preschool structures their program in a way that allows each child to explore his or her own capabilities. We facilitate the child's natural curiosity and wonder about God's world through play.

We believe play is one of the most important parts of the learning environment. Play is instrumental in developing all phases of growth: social, emotional, physical and cognitive. We believe play is a child's work— an area where he or she can develop self-expression, concentration, self-control, and cooperation.

FIRST PRESBYTERIAN PRESCHOOL INCLUSION POLICY

The board of First Presbyterian Preschool, its member families, and the Session of First Presbyterian Church believe:

- All children are welcome and bring value to our program.
- All families will be treated with dignity and with respect to their individual needs and/or differences.

Children with special needs will be given the opportunity to participate in the best interest of the child. We recognize that some children may need additional individualized accommodations and support to participate fully in play and learning activities with peers and adults. We will work in partnership with the teachers, parents, and community resources (local school districts, health care providers, educational consultants) to provide reasonable accommodations, as we are able.
(Adopted 5/2013)

CONFLICT RESOLUTION & DISCIPLINE PROCEDURES

Students causing continuous disruption or exhibiting physically aggressive behavior in the classroom, where other children or adult's safety is at risk, will be issued one documented verbal warning from a Preschool staff member to the parent. If the behavior continues, a written warning will be issued. In addition, there will be a conference involving the program coordinator, the parent, and the teacher to discuss behavior modification and a reasonable timeline for results.

When programs suspend or expel children and school agers, they miss chances to connect with other children and adults, learn safe ways to manage emotions and behavior, and have consistent care. Data shows that children in preschool are expelled at three times the rate of children in K-12 schools. When programs share information on challenging behaviors, they help families and staff understand and apply best ways to work with challenging behaviors. This helps retain staff, keep consistent routines, reduce work and school absences for families, create positive self-concept, and

reduce expulsions. Challenging behaviors will be observed in the classroom and will be communicated to the parents (verbally at pick-up or via email) as soon as possible, in an effort to ensure that all involved parties are on the same page. It is the goal of First Presbyterian Preschool to ensure continuous enrollment for all students, in a physically and emotionally safe environment.

As a final alternative, the teacher, with the consent or recommendation from the Program Coordinator, will provide a written notice of the student's dismissal from the Preschool. A refund prorated from the beginning of the semester will be reimbursed, excluding deposit.

FIRST PRESBYTERIAN PRESCHOOL STATEMENT OF CULTURAL COMPETENCY

First Presbyterian Preschool is committed to respecting each child's and their family's culture and diverse needs. We recognize that culture influences every aspect of a child's development and is reflected in child-rearing beliefs and practices. We respect the child's home language usage while recognizing that children can and will acquire the use of the English language in our program. The families enrolled in our preschool are treated with respect and sensitivity from our first introduction in the following ways.

We employ the use of gestures, photos, and labels to represent actions and objects and repeat children's non-English words in English to support communication and encourage the child to "teach" us the meaning of the word in their native language. Our library provides diverse learning materials.

Families' financial limitations are respected and we facilitate in acquiring tuition assistance from the community and church. (Ready for School, Presbyterian Women, and Outreach Council at First Presbyterian Church). Additional family activities are provided at little or no cost.

We gather information about our students prior to the beginning of school in several ways. Parents complete the Ages and Stages Questionnaire with their child. This is scored and shared with the teachers.

Parents fill out a "Get Acquainted" form where they share information about their child's likes, dislikes, concerns, and cultural traditions or other information they wish to share. They are also encouraged to share any skills or talents they may have that can be shared in the classroom.

As required by the DHS, each child has a health record and a Child Information record with information regarding allergies and other health concerns.

First Presbyterian Preschool actively involves the families in the daily preschool program by encouraging them to attend their child's birthday celebration and providing opportunities to participate in the classroom throughout the year. This provides the opportunity for parents to gain knowledge of cognitive, social and emotional developmental expectations and present ideas for enhancing the learning environment at home. Each month, the teacher sends home a calendar listing the planned classroom themes and activities, as well as preschool events happening that month outside of the classroom. (Adopted 6/2014)

PRESCHOOL STAFF BIOS & CONTACT INFO

MARINA TRONRUD >> Program Director

Marina received her B.A. from Hope College. 2 of her 3 children have graduated from First Presbyterian Preschool, and her youngest is part of the 3's class this year. Marina has been involved with the preschool since 2014 as a co-op parent, aide, and music teacher. She loves being part of this amazing community.

Email: firstpresbpreschool@gmail.com

JENNY TELGENHOF >> Three-Year-Old Teacher and Four-Year-Old Enrichment Teacher

Jenny attended Gettysburg College and earned a B.A. in Psychology, along with an Elementary Education Teaching Certificate. She worked as the Elementary Director of The Boys and Girls Club of Greater Holland until she had the first of three daughters. They all attended First Presbyterian Preschool in both the 3's and 4's classes and now her oldest attends the University of Michigan and her two youngest attend Holland Public Schools, where her husband, Dan, teaches and coaches. While her daughters were at preschool she served on the board the Membership Chairperson. has been in the classroom as an aide as well as the gym teacher at FPP. In addition, she substitute teaches and volunteers regularly at HPS. She is so excited to continue her relationship with the preschool!

Email: missjenny.fppreschool@gmail.com

Phone: 616-218-1426

HALEY YIN >> Four-Year-Old Teacher and Three-Year-Old Aide

Haley received her Bachelor of Arts degree with a Spanish Major and a Minor in Elementary Education from Grand Valley State University. After graduating, she stayed home to care for her two daughters who now attend Zeeland Public Schools. Haley has been involved at First Presbyterian Preschool since 2013 as a cooperative parent. She also served as Treasurer of the preschool board.

Email: misshaley.fppreschool@gmail.com

Phone: 616-550-3298

KENDRA OWENS >> Four-Year-Old Aide

Kendra graduated from Trinity Christian College with degrees in leadership and theology. She is a mom to 4 delightful girls, the youngest of which graduated from First Presbyterian Preschool. This is Kendra's 3rd year at First Pres and she can't wait to meet all the 4-year-olds in her class!

Please note: the contact information in this handbook is to be kept private and is to be used for preschool-related issues only.

FIRST PRESBYTERIAN PRESCHOOL BOARD:

- President: Paul Van Kempen paul@fpcholland.org
- Church Representative: Bev Plaegenhof rbplagen@live.com
- Tuition: Sarah Sall tuition.fppreschool@gmail.com
- Treasurer: Rob Colten treasurer.fppreschool@gmail.com
- Recording Secretary: Leah Phillips
- Board Chair: Kelsey Karsten
- Board Chair: Faye Owen
- Board Chair: Lexee Bouman
- Board Chair: Maea Kangas
- Board Chair: Madison Bybee
- Board Chair: Rachel Wolgamuth
- Board Chair: Jamie Allen

First Presbyterian Church Office: 616-392-9022 office@fpcholland.org

FPC Maintenance Director: Thom Samuelson ThomSam@ameritech.net

		<u>First Presbyterian Preschool Calendar 2024-2025</u>
<u>August</u>		
26		OPEN HOUSE 6-8 pm
<u>September</u>		
2		Labor Day, NO SCHOOL
3		3's Student Orientation 10:45-12
4		4's Student Orientation 10:45-12 (AM class), 12:30-1:45 (PM class), 10:45-1:45 (all day class)
5/6		School Semester begins 8:30-11:30 am, 12-3 pm, 8:30 am-3 pm
5		Enrichment starts for 4's
15		Tuition Payment #1 Due
24/25		Picture Days
27		Wheel-a-Thon Fundraiser, 5:30-7 pm
<u>October</u>		
4		Wheel-a-Thon Fundraiser rain date
22		VIP Night MWF 4's classes, 6-7 pm
23		VIP Night T/TH 3's classes, 6-7 pm
15		Tuition Payment #2 Due
<u>November</u>		
15		Tuition Payment #3 Due
27-29		Thanksgiving Break: no school
<u>December</u>		
2		Classes Resume
7		Jingle Bell Jamboree
15		Tuition Payment #4 Due
20		Last day of classes before Holiday break
21-31		Holiday Break - NO SCHOOL
<u>January</u>		
1-5		Holiday Break - NO SCHOOL
TBD		Herrick DL Preschool Fair (Civic Center, 10-12); open registration begins
6/7		Classes resume
15		Tuition Payment #5 Due
17		No school for 4's; 4's parent-teacher conferences Jan 16-17
20		Martin Luther King Jr. Day - NO SCHOOL - First Semester Ends
25		Preschool Open House
<u>February</u>		
15		Tuition Payment #6 Due
20-21		Mid-Winter Break - NO SCHOOL

March		
15		Tuition Payment #7 Due
20		No school for 3's; 3's parent-teacher conferences
April		
4-13		Spring Break - NO SCHOOL
14		Classes resume
15		Tuition Payment #8 Due
29		Tea Party 3's - 6-7 pm
30		Tea Party 4's - 6-7 pm
May		
5-9		Teacher Appreciation Days
8-9		Tulip Time - NO SCHOOL
15		Tuition Payment #9 Due
21/22		Last day of school
21		Graduation Ceremony for 4's classes, 6-7 pm
22		Graduation Ceremony for 3's classes - end of class
Please note: Dates are subject to change		

DAILY SCHEDULE

AM CLASS:

8:30-9:00 Students Arrive - Free Play
9:00-9:30 First Circle Time (weather/calendar/introducing theme/learning activity)
9:30-10:30 Free Play/Craft/Small Group Work (students rotate through stations)
10:30-10:35 Clean Up
10:35-10:45 Second Circle Time (show-and-tell and story)
10:45-11:00 Wash Hands and Snack
11:00-11:30 Outside

PM CLASS:

12:00-12:30 Students Arrive - Free Play
12:30-1:00 First Circle Time (weather/calendar/introducing theme/learning activity)
1:00-2:00 Free Play/Craft/Small Group Work (students rotate through stations)
2:00-2:05 Clean Up
2:05-2:15 Second Circle Time (show-and-tell and story)
2:15-2:30 Wash Hands and Snack
2:30-3:00 Outside

THE ABC'S OF THE PRESCHOOL

Allergies – We are a Peanut and Tree Nut Free Facility. Please let us know if your child has a food or other allergy we should be aware of. We can then inform other parents in the class of this allergy and arrange to have snack substitutions available when necessary.

Attendance – If your child is sick or will be on vacation, please contact the preschool or let the teacher know that he/she will be absent from school. The phone number is 392-9022 ext. 106. Your child should stay home from school if they are running a fever or have a severe cough and/or continually runny nose. If your child develops a communicable disease such as flu symptoms, strep throat, or chicken pox, contact the teacher. Your child may return to school when they have been symptom free for 24 hours.

Backpacks – All children are asked to bring a backpack or bag labeled with their name each day.

Bathroom – Please dress your child so they can manage the bathroom independently. We are happy to help, but the process is up to your child. In the event of an accident that cannot be managed easily we may call you to help your child. It is helpful if a change of underwear and clothing are in your child's backpack.

Birthdays – We love to celebrate birthdays at school. When it's your child's turn to celebrate a birthday or half-birthday, you may include a special, nut-free treat or favor to be sent home at the end of class but you are not obligated to do this. We encourage non-food favors. The birthday child will wear a crown along with other special treatment. Parents can join the class for the first 1 hour of their child's birthday celebration day. Please see the guidelines for being a parent helper in the classroom.

Blood Borne Pathogens - In case of blood exposure in the classroom, acquaint yourself with the procedure we must follow as mandated by the State. The procedures and gloves can be found in the bathroom and near the sink in the snack area.

Board – A parent volunteer board oversees the activities of the preschool. Feel free to contact any member of the board or the Program Director with any questions or comments you may have. If you are interested in serving on the board, contact the Board President.

Book Orders – The Preschool offers book orders from time to time. This is a voluntary opportunity for you to purchase books at discounted prices.

Calendars – Each child will bring home a monthly calendar filled with the planned themes for the month. These should arrive home at the beginning of the month.

Class Times – The morning classes run from 8:30-11:30va.m. The afternoon classes run from 12-3 p.m. The all day classes run 8:30 am-3 pm. Preschoolers attending the all day class will have a short rest time after lunch time. Please arrive no earlier than these times and pick up no later than the ending time.

Enrichment - Our 4's Enrichment Program is a supplement to our current's Preschool class. The goal of Enrichment is to enhance kindergarten readiness through experiential learning. 4's Enrichment complements our current curriculum with three field-based units of study: STEAM learning, Exploration, and Our Community. The enrichment program meets on Thursdays, 12:30-2:30 pm. The cost is \$590 for the year.

Gym Days – Five times a year, the preschool has special gym time. The children should dress in comfortable clothes and gym shoes, ready to tumble and roll.

Health Forms – We are required to have an up-to-date health form and immunization record or waiver for each child in our care. These forms should be from a current (within the year) physical and need to be updated each year. They will be kept on file at the preschool.

Hope College Students – Occasionally, we have Hope students who spend time in our class for a field placement. When a student is assigned to a class, we will send home information to introduce them to you. Hope College students will never be left alone unsupervised with the children. All Hope College students will have a completed background check, public sex offender registry clearance, and a signed abuse/neglect statement.

Illness and Injuries (non-emergency) – If your child becomes ill, has a toileting incident, or is injured, we will use the phone numbers listed on the Child Information Card to contact you. If ill, the child will be moved to a comfortable place away from the other children until a designated adult arrives to retrieve them.

Immunizations - First Presbyterian Preschool believes it is in the best interest of the community to be fully up to date on immunizations. However, we do accept waivers according to the guidelines set by the State of Michigan.

Injuries – The procedures for serious accidents or injuries appear in this handbook and are posted in the classroom.

Lunch - If your child attends the all day class, they will eat lunch with their class around 11:35 am. Parents are responsible for providing a NUT FREE lunch for their child.

Music and Movement Days - Approximately five times a year the preschoolers will have special music and movement time with a special music teacher. Music and movement are always incorporated into the preschool curriculum, but these days will be special times of more in depth age-appropriate music instruction.

Outdoor Play – Unless the wind chill is too cold, we play outside everyday. Please dress your child appropriately in boots, snow pants, mittens, hats, etc. Label all items clearly to aid in this process.

Parent Volunteers - We love having parent volunteers in the classroom! In order to be in the classroom, parent volunteers **MUST** have a completed background check, public sex offender registry clearance, and have a signed abuse/neglect statement. This paperwork will be provided at orientation. Parent volunteers will never be alone unsupervised with the children.

Registration – Closed registration for returning families and church families will take place in January. The application form will be available online. Open registration will begin the morning of the Herrick District Library Preschool Fair (date TBD).

Rest Time - All preschoolers attending the all day 4's program will have a brief period of rest time after lunch. Rest time will include (but is not limited to) quiet activities, lowered lights, and calming music.

Show and Tell – When a child is the special helper, they may bring in one item for show and tell. We love to learn more about our preschoolers!

Snacks - All snacks are provided by the preschool. Please see the menu hanging in the coat room. If your child is allergic to one of these snack foods, please send an allergy-friendly snack alternative. You may send a package of that snack food to be kept in the classroom cupboard for your child. Please match the alternative food to the food that's on the menu (example: if your child is gluten-free, please substitute gluten-free pretzels for regular pretzels)

Snow Days – First Presbyterian Preschool follows the Holland Public School criteria for snow days. If HPS is closed, so are we. Weather Delays – when Holland Public Schools are delayed due to snow or fog, our morning class for the day of the delay will be canceled. The afternoon class will meet as scheduled.

Spring Tea Party - On April 29 and 30, we honor the special women in our student's lives. Come dressed up and prepared to have your heart warmed with tea and cookies combined with words and songs of love from your little one. One guest per preschooler, please.

Tuition - Tuition Payments may be made in full or in nine equal installments due the 15th of September - May. Tuition for the T/Th class is \$1,135. Tuition for the MWF half day class is \$1,585. Tuition for the MWF all day class is \$3,160. Reminders for when payments are due will be emailed out to every student's family. Payments may be made by check, cash, or credit card through the online PlanningCenter website. Please place checks in the black locked box outside the classroom door. For credit card payments, a link will be emailed to parents with the tuition reminder. For cash payments or any other questions related to tuition, please contact the Tuition Chairperson.

VIP Night - Come join us on October 22 and 23 for a fun night of pumpkin carving and fall-themed crafts! Each preschooler and their one special guest bring a hollowed-out pumpkin that they will carve together. The preschoolers will sing a few songs for their special guests.

Water Bottles - Please have your child bring in a labeled water bottle with them to every class period.

Wheel-a-Thon - Come join us on September 27, 5:30-7 pm, for a fun night of wheels! Preschoolers will fundraise for a few weeks leading up to the event. On the night of the WAT, we invite our community and their friends to bring their wheels (bikes, scooters, trikes) and join us as we wheel around a fun track. Dinner and snacks will be available for purchase.

COMMUNICATION TIPS

PRAISE VS. ENCOURAGEMENT

Praising children can diminish their ability to make judgments and create solutions for themselves. It can deprive them of internalizing the value of their effort and enjoyment, or their dissatisfaction and subsequent corrective measures. Encouragement notices a child's effort and allows them to make the judgments about how satisfied they are and how they might want to change.

PRAISE	ENCOURAGEMENT
You did it just like I told you.	You worked hard on that.
You did it better than anyone else	You did your best, and didn't give up.
I'm so proud of you!	You must be so proud of yourself.
All A's! I'm going to give you a big prize.	I love you no matter what.
You are such a good girl (boy).	How do you feel about it?
With more work, you just might get this right.	Look how far you've come. You can do it!
You really know how to please me.	I have faith in you.
Great! That is what I expected.	I appreciate your help.
You always have the right answer.	Your creative solution really worked for you.
You always look perfect.	You can decide. What do you think is best for you?
You are the best player on the team.	You are a team player.
I'm glad you know how to sit in class.	You figured it out for yourself.

OPEN ENDED CONVERSATION STARTERS

Tell me about . . .

How did you decide to use . . .?

What could we use for a . . .?

What would happen if . . .?

Where could we find . . .?

What is the story about . . .?

How does it work . . .?

How do we play . . .?

What if . . .?

How would . . .?

HOW TO HANDLE CONFLICTS

Treat the situation matter-of-factly.

Defuse the situation before problem solving.

Approach in a calm manner.

Stop any hurtful actions.

Acknowledge feelings.

Have the children help identify the problem.

Ask all children involved what happened.

Restate the problem.

Have the children help brainstorm ways to solve the problem and have them help choose a solution.

Ask for their ideas.

Have the children choose a solution together.

Support the children after the conflict if need be.

[OBJ]

PARTNERING IN CHILDREN'S PLAY

Observe and listen before and after entering play.

Allow the children to choose your role in the play.

Allow the children to choose the direction and content of the play and follow their lead.

Imitate children.

Offer ways to extend children's play.

Match the complexity of their play.

Stay within the children's play theme.

ENJOY YOURSELF!

SNACK MENU

Monday AM: graham crackers + applesauce

Monday PM: goldfish + raisins

Tuesday: graham crackers + applesauce

Wednesday AM: goldfish + raisins

Wednesday PM: pretzels + cheese stick

Thursday: goldfish + cheese stick

Friday AM: pretzels + cheese stick

Friday PM: graham crackers + applesauce

FIRST PRESBYTERIAN PRESCHOOL IS A NUT FREE FACILITY.

If your child is allergic to one of these snack foods, please send an allergy-friendly snack alternative. You may send a package of that snack food to be kept in the classroom cupboard for your child. Please match the alternative food to the food that's on the menu (example: if your child is gluten-free, please substitute gluten-free pretzels for regular pretzels)

A list of allergies and action plans for allergic students will be posted on the inside of the snack supply cupboards.

BATHROOM POLICY

Our bathroom is unisex. A curtain is provided for privacy in our two individual stalls. Children are encouraged to use the toilet independently. Please dress your child so they can do so with ease. We are happy to help, but the process is up to your child. With the exception of hand washing time before snack, only two children should be allowed in the bathroom at one time. Under no circumstance should the main bathroom door ever be shut in the classroom. We also request that parents always keep a change of clothing and underwear in your child's backpack in case an accident occurs.

HEALTH CARE & CLEANING POLICY

Any blood exposure (bloody nose, cut, etc.) vomit, or nose discharge must be handled by a caregiver wearing rubber gloves, which are provided in the preschool room above the sink in the bathroom and the sink in the classroom. This is for the safety and security of everyone.

Any soiled clean-up materials (sponges, paper towels, etc.) must be soaked in a mild bleach solution or sealed in a plastic bag before discarding in the wastebasket. Bleach solution can be found above both sinks.

All areas affected by blood must be sanitized by cleaning with a mild bleach solution.

When disinfecting the surfaces (counters and tables) in the classroom at the end of every session, please follow these 3 steps:

Spray with soapy water (Bottle # 1).

Rinse with water (Bottle # 2) and wipe dry with paper towel.

Spray surface with bleach water (Bottle # 3) and let air dry.

HAND WASHING PROCEDURE

Our staff will guide children through the hand washing procedure:

Have a clean paper towel available.

Turn on the water to a comfortable temperature.

Moisten hands with water and apply soap.

Rub hands together until a soapy lather appears and continue for at least 20 seconds.

Rub areas between fingers, around nail beds, under fingernails, and back of hands.

Rinse hands under running water until they are free of soap and dirt.

Leave water running while drying hands.

Dry hands with a clean, disposable paper towel. Turn tap off with the paper towel.

Dispose of the paper towel in a lined trash container.

MEDICATION ADMINISTRATIVE PROCEDURES

1. Medication, prescription or nonprescription, shall be given to a child by an FPP staff member only.
2. Medication shall be given or applied only with prior written permission from a parent.
3. All medication shall be in its original container, stored according to directions, and clearly labeled for a named child.
4. Prescription medication shall have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication and shall be given according to those instructions only, unless otherwise authorized by a written order of the child's physician.
5. All medication shall be kept out of reach of children and shall be returned to the child's parent or destroyed when the parents determine it is no longer needed or it has expired.
6. Topical nonprescription medication, including but not limited to triple antibiotic, sunscreen and insect repellent, requires written parental authorization annually.
7. The center shall maintain a record as to the time and amount of medication is given or applied with the exception of items listed in item #6, on a form provided by the DHS (BCAL-1243). One form per medication is required. The signature of the caregiver administering the medication shall be included.
8. A Food Allergy Action Plan shall be completed and posted in the snack area for students with Food Allergies.

WEATHER AND EMERGENCY PROCEDURES

Please familiarize yourself with our fire and tornado evacuation procedures, our medical emergency plan, and other emergencies. This plan can also be found posted on the cupboards in the preschool room.

Fire/Bomb Threat Evacuation Procedures

Teacher – will exit with the children through preschool entryway or alternate safe exit, taking attendance book with her. Once at a safe distance from school (likely First Reformed Church if shelter is needed), teacher will account for all students

Aide – will check the bathroom for any remaining students, close all open windows, and join class outside

Tornado Evacuation Procedures

Teacher – will exit with the children to the basement midway-high classroom, taking attendance book with her. Once in the safe location, will account for all students.

Aide – will check the bathroom for any remaining students, and join class in basement

Medical Emergency Plan

In case of serious injury or illness of a child:

Teacher – will attend to the child

Aide – will telephone an ambulance, if necessary, will telephone injured child's parents (Child Information Cards located in box on teacher's desk) and then will attend to the other children. Will be sent to retrieve the AED and assist the teacher if needed. Or will retrieve the Emergency Action Plans for our food allergic students located on the inside of the snack cupboard doors

Emergency Plan for Intruders

Teacher – will check all doors to make sure they are locked and then will join the aide and children in locked storage closet with cell phone

Aide – will bring the children to the storage closet and lock the door

Man-Made Disasters

Gas leak or chemical spill, sewer back-up, long-term power outage

Teacher and Aide – will relocate the children to a safe location, elsewhere in the church building if appropriate or to First Reformed Church across State St. Will assist any students with mobility issues. Will tend to the children's needs.

Teacher – will take the Child Information Cards, epi-pens, inhalers or any other items for special needs students. Will post a note on the school door informing parents of new location.

Teacher – will contact program director to send a mass email to parents.

Aide – will use the Child Information Cards to telephone parents

Floods

Teacher – will assemble the students and take Child Information Cards and students up to the next level and a safe area in the church building.

Aide – will pick up epi-pens, medications, adaptive equipment, and the bin with emergency supplies of food and water from the storage closet and follow the teacher and students to a safe area. Will assist teacher with moving any students with mobility issues. When the students are in a safe, secure area, will contact the appropriate emergency personnel (911) using the land line or mobile phone.

Teacher and Aide – will contact parents using the numbers provided on the Child Information Card. Will contact the program director to send a mass email and post on the preschool website.