

Pinecone Preschool

Parent Handbook

"Planting Seeds of
Learning"



Pinecone Preschool Parents' Handbook

At Pinecone Preschool, we are committed to caring for and teaching your child in a calm, loving atmosphere that supports the children's desire to be life-long learners.

PINECONE PRESCHOOL MISSION Statement

Our mission is to provide the families in our community with a high quality early childhood educational program that nurtures the spiritual, social, emotional, physical, and intellectual growth through creative play and loving instruction.

HOURS OF OPERATION

Pinecone Preschool hours of operation are 6:45 A.M. until 6:00 P.M. Monday through Friday. Pinecone Preschool observes the following holidays: **Normal tuition is still due for these holidays.**

- New Years Holiday (December 31 & January 1)
- Martin Luther King Jr. Day (January 20)
- Presidents Day (February 17)
- Spring Break (March 19&20)
- Memorial Day (May 25)
- Fourth Of July
- Labor Day (September 2)
- Fall Holiday (October 10 &11)
- Veterans Day (November 11)
- Thanksgiving Holiday (November 28 & 29)
- Christmas Holiday (December 24,25,26)

REGISTRATION

A nonrefundable, yearly registration fee of \$100.00 is required to secure your child's space. The registration fee is required per child.

Prior to the starting date of child care, the following must be received:

1. Registration form
2. Registration fee
3. Completed medical record form
4. Current immunization record
5. Emergency notification card
6. Signed signature page of the "Parents' Handbook"

Transition Plan

In order to transition your child into the preschool program we suggest that you visit your child's classroom during the morning hours during group time or art activity to interact with the teacher and students for up to two weeks prior to the start date. When children are ready to transition to the next classroom, they will visit for a short time up to two weeks before they move up to the new class. Please note, all teachers cover all classrooms for breaks throughout the day. This ensures that all children are familiar and comfortable with all staff. When children are ready to leave Pinecone Preschool for Kindergarten, families will be provided with the registration and visitation dates throughout the school district which generally happens in February and March.

Tuition

Fulltime rates are based on weekly payments, due on Monday. Rates are subject to change.

Infants (Baby Mickey & Friends, Pooh's Corner)	\$205.00 Weekly
One-year-olds, (Bambi's Meadow & Mickey's Clubhouse, Nemo's Anemone)	\$195.00 Weekly
Two's (Dumbo's Circus, Planet Turo & Radiator Springs)	\$195.00 Weekly
Threes (Woody's Round Up)	\$195.00 Weekly
Pre-K (Moanas Island & Pride Rock)	\$180.00 Weekly

Part-time rate for 3-days is \$161.00 and for 2 days is \$126.00

There are no refunds on tuition.

Tuition can be in the form of check, cash or money order only. Tuition is based on your registered days or "booked days," not on actual attendance. Payment is required at "drop-off" time on Monday morning, your child/children will not be allowed to remain at Pinecone until payment is received. There are No exceptions. By Thursday morning, a \$25.00 late fee will be assessed on any outstanding balance. Unpaid fees are subject to immediate termination of care.

RETURNED CHECK/NSF

Returned checks due to insufficient funds will also incur a \$25.00 fee. Payment of tuition and the \$25.00 fee is due in full by the following Monday. If this occurs more than three times, all future payments must be money order or cash for the remainder of your child's or children's enrollment.

DES ELIGIBILITY AND REIMBURSEMENT

Pinecone Preschool is a state licensed facility and accepts recipients of The Arizona Department of Economic Security (DES) Child Care Assistance Program.

It is the family's responsibility to complete the appropriate paperwork and abide by all DES guidelines for continuing coverage. All co-pays and amounts not covered by DES are due weekly. Any unpaid balance due to change in coverage will be billed at the end of the month and must be paid with the next scheduled payment.

LATE PICKUP

Pinecone Preschool closes at 6:00 P.M. A late pickup fee of \$5.00 per child for every five minute increments past 6:00 P.M. will be charged. The fee is due the next day at time of arrival. It's realized that uncontrollable circumstances occasionally arise, therefore, one "free" late pickup per family per year is granted. If your child is not picked up by 6:00 P.M. and we are unable to contact you or any of your emergency contacts, Child Protective Services will be called to retrieve your child. All late fees will apply.

SNOW DAYS -Snow Day Policy

Pinecone Preschool Snow Day Policy: Pinecone Preschool will strive to provide consistent daily childcare. If Flagstaff Unified School District (FUSD) calls a snow day we will open at 8:00 am. However, on days that are exceptionally hazardous the following options may be taken: a full day closure or we might need to close early. Please check our:

- Pinecone Preschool Facebook page to find out if there is a change in schedule
- Listen to KAFF (92.9 FM, 930 AM).

ENROLLMENT TERMINATION BY PINECONE PRESCHOOL

Your child's enrollment may be terminated at the discretion of the Pinecone Preschool Director for any of the following reasons:

1. Tuition accounts not kept current.
2. Failure to pay late fees or penalties.
3. Three days of nonattendance without notice or payment.
4. Child's behavior is presenting a physical or emotional danger to others.
5. Child's behavior is unmanageable and does not improve after implementing a two-week improvement behavior plan.
6. Parent or parents are unwilling to comply with policies or requests made by Pinecone Preschool.

TERMINATION OF PINECONE PRESCHOOL ENROLLMENT BY PARENT

If you decide to terminate your child's enrollment for any reason, a two-week notice is required. If you terminate your child's enrollment without notice, you remain responsible for two weeks of child care fees.

LUNCH AND SNACKS

LUNCH: Parents are responsible for providing a healthy morning snack and lunch. The lunch should include a drink such as juice or milk; No soda or candied treats please. **All lunch containers must be labeled with your child's first and last name.** The labels are to ensure that your child receives the right food containers, to prevent any cross contamination and loss of any food containers from your child (s) lunch box. Students will have two snacks during school.

- Afternoon Snack (2nd snack) will be provided by the school for ages two- years and up. They will receive the afternoon snack after their down time/nap time each day at approximately 3:00 p.m.

Parents; it is your responsibility to pack one snack for your student everyday.

CHILD ADMISSION AND RELEASE

Our Licensing entities, the Arizona Department of Health Services, Division of Licensing Services, Office of Child Care Licensing, require that every child be signed in and signed out of child care daily. No child will be allowed to leave the school at any time without written authorization from a parent or a legal guardian. Anyone picking up a child must be prepared to present identification and must be listed on the child's Emergency Notification Card.

GUIDANCE AND DISCIPLINE

Discipline will be handled firmly, quietly and will be of a positive, redirective nature. No physical punishment will ever be used. If necessary, the child may be removed from the situation for a short period of time. If the undesired behavior persists or if it is of a severe nature, a parent will be called to help handle the situation with the staff member. If necessary, a parent conference will be convened and a two-week behavior improvement plan developed and started. If the behavior improvement plan does not work and the undesired behavior continues or increases, Pinecone Preschool reserves the right to terminate the child's enrollment. Discipline will be handled swiftly, individually.

TRANSPORTATION AND FIELD TRIPS

Pinecone Preschool does not provide transportation. We will bring special events and community resources to the school property.

PARENT RESPONSIBILITIES

The safety and happiness of your child is our primary concern. You can assist us by adhering to the following: The person dropping off and picking up a child must sign the child in and out of the preschool using their full first name or first initial and full last name. They must present identification and their name must be listed on the Emergency Notification Card

This includes the following:

- Call when someone other than the parent or guardian will be dropping off or picking up your child. This person must be listed on the Emergency Notification Card.
- Check your child's folder daily and remove items that go home.
- Provide disposable diapers and wipes (if applicable). Provide a complete lunch from home each day.
- Lunch containers should be labeled with child's first and last name. It should be placed in the child's cubby with ice packs. (Labels will be provided if needed with full name)
- Provide a small blanket for naptime. Please wash and return sleepy items weekly (these items must fit in the bin provided).

- Provide one extra change of seasonal appropriate clothing for your child, including shoes and underwear. Two changes of clothes are required for children who are being potty trained.
- Two sets of cloths are required for children who are being potty trained.
- Label all personal items with the child's first and last name. (fabric paint or a sharpie pen)
- Do not allow your child to bring toys from home. (Unless said otherwise by their teacher)
- Do not send gum, candy, or soda.
- No electronic devices, cell phones, I-Pods etc. "If you will miss it if it's gone, don't bring it."
- Call the preschool by 9:00 A.M. on any day your child will be absent.

WHAT TO WEAR

Your child should dress for an active day. We suggest comfortable, washable play clothes. Sneakers and socks are best for active play. Please No open toed shoes, or flip flops.

CURRICULUM

Pinecone Preschool offers your child a safe, loving, and stimulating environment. The school will provide experiences that encourage the development of your child's positive self-concept, while recognizing individual needs. Pinecone Preschool adheres to the teaching theory that play is fundamental to learning. Research shows that children can attain "kindergarten readiness" through play. Pinecone Preschools uses a variety of curriculum which includes Creative Curriculum.

- Listening and Audio
- Pretend Play
- Writing /Reading
- Math
- Science and Sensory
- Art
- Small Manipulative Skills
(beading, puzzles, matching, peg boards, card and board games, and Cuisenaire rods)
- Large Manipulative Skills (cars, dinosaurs, animals, blocks, and building tools)

Pinecone Preschool curriculum aligns with the Arizona Early Standards and the Infant Toddler Developmental guidelines created by the Arizona Department of Education. Pinecone Preschool is also affiliated with First Things First to have a higher standard of educational learning for our students of Pinecone Preschool.

First Things First / Quality First

First Things First is one of the critical partners in creating a family-centered, comprehensive, collaborative and high-quality early childhood system that supports the development, health and early education of all Arizona's children birth through age five. Only through continuous improvement and innovation will we be able to maximize benefits to children and their families. First Things First is accountable to demonstrate that our work truly improves the lives of children and their families, and promotes support for investing in education.

Both research and common sense tells us high quality child care makes a difference. Children in high quality child care settings fare better in school, and develop better language and social skills. Through our signature programs, First Things First works to improve the quality of early education services in licensed child care centers and certified child care homes statewide. Quality child care settings include: safe, healthy environments; highly educated teachers; classrooms and materials that stimulate children at different stages of learning; and, low staff to child ratios so that kids get the attention and support they need.

Here at Pinecone Preschool we have committed to improving early education services through participation with First Things First and Quality First.

Child Assessments and Lesson Plans

Sharing Curriculum with families

The head teacher of each classroom will plan and post a weekly lesson plan every Monday. Weekly Lesson plans are individualized to the children's needs and will include the standards as outlined in the Arizona Early Learning Standards and Infant Toddler Guidelines. Parents are encouraged to review lesson plans weekly. If you have any questions or suggestions regarding the weekly plan please see your child's teacher. The lead teacher keeps a portfolio on each child. This is shared with the parent's anytime and at a scheduled parent\teacher conference.

Arizona Early Learning Standards

- Social Emotional
- Language and Literacy
- Mathematics
- Science
- Social Studies
- Physical Development, Health and Safety
- Fine Arts

Infant Toddler Development Guidelines

- Social Emotional
- Language Development and Communication
- Cognitive Development
- Physical and Motor Development

Screening and Referral Policy

Students are monitored by the teachers regularly to observe for developmental milestones. Twice a year every student will be formally assessed to determine individual strengths and needs. These assessments are shared with the parents during a Parent/Teacher Conference. If it's determined that further professional evaluation is needed, together with the parents we will make a referral to the specialist.

Child Assessment

Ongoing assessments of each child will be conducted into the form of a portfolio. Development checklists, anecdotal notes, work samples, and observation of child in play by staff and families will be used to track your child's development in Social, Emotional, Cognitive and Physical domains.

Parent Teacher Conferences

Parent Teacher Conferences will be conducted twice a year; once in September and once in April. Additional conferences may be requested by either staff or parents.

Immunizations

A completed Medical Record Form along with the child's current immunization record is required upon enrollment. Copies of Immunization updates are needed every year or every visit for infants.

Illness

Parents may Not bring children to childcare when any of the following symptoms are present:

- A fever of 100.5 degrees or higher (unmedicated)
- A persistent cough
- Diarrhea or vomiting
- Disease or infestation
- Colored mucus

To assist with minimizing exposure to illness please keep your child(ren) home when sick. If a child develops any of the above symptoms, illness, or infestation while at the school, the staff will

isolate the child from the other children and will notify the parents immediately. The parent or guardian must pick up the child from the school within 30 minutes. The child will not be permitted back to school until the child has been symptom free for 24 hours or the parent provides a doctor's note stating that the child is not contagious and may return to childcare.

POTTY TRAINING

Pinecone Preschool staff cannot assume the responsibility for potty training your child, but is willing to work and support you in this endeavor. For a child to be considered potty trained and to be allowed to come to preschool in underwear, the following minimum requirements must be met:

1. The child must be using underwear at home on a daily basis for a minimum of two weeks with limited accidents.
2. The child must be able to initiate going into the bathroom on their own as needed.
3. The child must be able to use the toilet on their own. Pinecone Preschool staff will help with buttoning and wiping. We ask that you talk with your child's teacher regarding your goals and requests for potty training and that you do not send your child to preschool in underwear before they can meet the minimum requirements. After potty training, if your child has two or more accidents a day for two or more days while wearing underwear at school, you will be asked to return them to pullups/diapers until a second two week period of meeting the above requirements is achieved.

Your child's teacher is limited in how they can assist you in potty training because of the significant amount of dedicated time required in this endeavor. The Pinecone Preschool Director will discuss this policy with you upon request.

Policy of Confidentiality

In order to ensure confidentiality of personal information, Pinecone Preschool has established the following policies:

1. Children's records will be available for parents inspection at all times, and copies of original records will be provided to parents upon request.
2. When custody has been awarded to only one parent, access to the child's records will be limited to the custodial parent provided that Pinecone Preschool has copies of the legal documentation granting full custody to that parent.
4. Sharing of personal records with anyone other than the child's teacher and/or the preschool management shall require written permission from the parent.
5. Information about injuries that are either sustained or caused by your child will remain confidential.
6. Information regarding illness and/or infestation present at the preschool will be posted on the parents' bulletin board. No personal information regarding which child(ren) has/have contracted the illness and/or infestation will be provided except to authorized personnel.

EMERGENCY MEDICAL PROCEDURES

At all times, one or more Pinecone Preschool staff members certified in First Aid and CPR will be on site. Parents will be contacted by a staff member if there is an emergency.

If a serious injury occurs, and the parent or other authorized person listed on the child's Emergency Notification Card cannot be reached, the staff member will contact the doctor listed on the Emergency Notification Card to treat your child. If the emergency requires an ambulance, one will be called. Any medical devices such as nebulizers, Epi pens, and diabetes testing will be administered by the Director or the child's teacher. It is the parent's responsibility to inform the staff on how to properly administer the medication.

EMERGENCY EVACUATION PLAN

Emergency drills are routinely practiced with the children at the Pinecone Preschool. The following procedures are practiced during each drill:

1. When the alarm sounds, teachers take the attendance clipboard, which has copies of your child's emergency information forms, and leads the children to the exit.
2. The Director takes the original emergency information forms and does a sweep of the classrooms and bathrooms, closes the doors and gate, if possible, posts an evacuation notice.
3. Teachers conduct a student count and an attendance count when the children exit the facility, when the children arrive at the designated meeting place, every 15 minutes while at meeting place, when leaving the meeting place, and when arriving back at the classroom.

We have developed general operating guidelines, and procedures for a list of critical events and emergencies. This plan will not limit the use of experience, good judgment, commonsense, discretion, flexibility, and ingenuity to adapt to any type of critical event, emergency, and the complexities which exist under emergency conditions.

EMERGENCY RESPONSE PLAN

This plan defines emergency response operations such as communications plans, student release procedures, general emergency actions, and hazard-specific procedures. This plan will be reviewed by all preschool staff annually.

EMERGENCY COMMUNICATIONS

If an emergency occurs during preschool hours: • Do not drive to the school unless it is safe to do so and/or you have been directed by the preschool director to pick up your child. It may be difficult to get through to the preschool via telephone because of damage to phone lines or cell phone tower outage. Staff will contact parents as soon as possible. • Tune to news media for emergency instructions. In times of emergency, information about the status of schools is communicated through a variety of media. The preschool requests that parents do not call their child's school in times of emergency as it is important to keep phone lines free for emergency communications. Circumstances may prevent parents from picking up their children or may require that children be picked up at a location other than the preschool facility. The safety of children and staff is our first priority. Our second priority is the reunification of parents with their children. Parents should check the following sources for information and status reports: • Local media • The preschool website: www.pinecone preschool.org In times of emergency, general information will be shared with the community through Kaff radio stations: The staff of the Pinecone preschool will strive to preserve and protect life, reduce emotional trauma, minimize personal injury, and cooperate with the local emergency preparedness agencies.

GOALS

The primary goals of this plan are to:

- Develop effective crisis and security plans that will promote the safety and welfare of students and preschool staff, protect preschool property, and regulate the operation of the preschool during a crisis incident, critical incident.
- Prepare students and preschool staff to take Goals: appropriate actions in response to natural, technological, or preschool specific hazards.
- Provide parents with accessibility to the policies, guidelines and procedures we will be utilizing during an emergency.

SCOPE

For purposes of this Emergency Preparedness for Critical incidents requiring an immediate response by public safety agencies and are managed by the preschool staff only until public safety officials arrive. They are not limited to natural and technological disasters, or security emergencies that adversely affect the normal operation of the preschool. Examples include: tornadoes, flooding, severe thunderstorms/weather incidents, fire, hazardous material spills, situations involving a hostage or kidnapping, threats involving weapons, explosions, and fugitive or suspect being pursued near the preschool by law enforcement. Acts of violence will also require law enforcement involvement. Situations can range from a non-emergency school crisis involving a single student to a life threatening situation affecting the entire preschool.

EVACUATION LOCATIONS

On-site Evacuation There are several causes for evacuation utilized by the preschool. Safe Room One is the typical on-site evacuation to a Safe Room, where students and staff are evacuated from their classrooms to a central "Safe Room" location in the preschool facility. Safe rooms are located in areas of the building that maximize the safety of occupants. A Safe Room is used when evacuation would place students at risk. Safe Rooms may change depending on the necessity and emergency conditions. The most common on-site evacuation would be in response to a tornado warning, structural hazard, or severe outside environmental hazard. Safe Room Procedures Preschool Director Order a Safe Room Evacuation for students inside and outside the facility. Communication will be by cell phone, word of mouth, or intercom If warranted, the Director would shut off heating, ventilation and air conditioning to stop inflow of outside air into the building. Teachers Immediately move to Safe Room (if it is safe to do so) using the closest route to Safe Room Teachers will take attendance and account for all students. Report any missing students to the Director. Be prepared to announce a change in status (drop, cover and hold) If necessary place towels along the bottom of doors No students or staff are allowed outside the building. Close and lock all exterior doors and windows. Monitor the main entries until the "All Clear" is given.

Lock Down and Hide

When there is a threat of violence or serious incident that could jeopardize the safety of students/staff including intruders, shootings, hostage incidents, gang violence or civil disturbance. The staff will lock the doors and keep children in the safest place possible in their classrooms. **Lockdown and Hide Procedures** The Preschool Director or designee will make the following announcement using the building intercom, cell phones: "Your Attention, Please. We are in Lockdown and Hide emergency and you must lockdown and hide immediately. Teachers lock your doors and move children to a safe place inside your classroom. Ignore all alarms and bells unless advised otherwise. Stay quiet and as still as possible, use furniture to hide under or behind." Notify staff and classes outside to immediately move to Lockdown and Hide, Account for the students by making sure teachers have classroom rosters. Director or designated staff will call 9-1-1, identify the name and address of the preschool, describe the emergency, state the school is locking down, provide intruder description and weapon(s) if known, and identify the location of the Preschool Close and lock all doors possible Teachers Clear the hallway and bathrooms by your room moving everyone into the classroom Lock your doors, turn off your lights, and shut your blinds and windows Move students and staff away from the doors and windows. Have all persons sit down against an interior wall or position behind furniture Ignore all bells and alarms unless otherwise instructed. (intruders often set off alarms) Take attendance and be prepared to notify the Preschool Director of missing students or additional students, staff or guests sheltered in your classroom. Allow no one outside of the classroom until the Preschool Director gives the "All Clear" signal.

Lockdown/Get Out

If an immediate life threatening situation exists, exit immediately to a place of safety when possible Fire Evacuation is when staff and students are moved out of the preschool facility to a safe location outside the building. Students are directed to leave the building and assemble at a designated site outside the facility. Fire Drill designated locations are across the street of the Green Law Parking lot. **Procedures for Fire Evacuation** Activate fire alarm or otherwise alert staff that there is a fire by use intercom, cell phones, intercom Evacuate the building quickly and calmly Take attendance sheets. If caught in smoke, have everyone drop to hands and knees and crawl to exit. Pull clothing over nose and mouth to use as a filter for breathing. If clothes catch fire, STOP, DROP, & ROLL until fire is out. If necessary, have staff person check areas where children may be located or hiding before leaving building. Report any missing children to the Director immediately gather in designated meeting place outside and account for all children and staff Call 911 from outside of building.

Do not re-enter building until cleared by fire department. We will move children to an off campus evacuation site, as a result of a natural disaster or facility hazard, or bomb threat in which the preschool building is damaged or considered unsafe. The staff and students will immediately relocate to a different building. In this case, the children are escorted across the street to the Greenlaw parking lot. Children and Staff will walk to this location across the street, and remain there until the "All Clear" is declared, or until Parent Reunification has been organized and parents have been notified when and where to pick up children.

Off-Site Evacuation

To a Remote Location In case of complete area evacuation due to toxic spill, explosion or gas leak, children would be moved to North Country Healthcare. After an emergency incident, and once it is deemed safe to pick up the children, parents will be directed by preschool staff to the Parent pickup location in response to the emergency incident for reunification. Students will only be released to persons who are listed on the student's enrollment form. Procedures for Off-Site Evacuation to a Remote Location These procedures are used when circumstances require the off-site evacuation and relocation of students and staff to a remote site. Where students will be accounted for and released to their parents or guardians. During emergencies, parent, relatives, and friends often rush to the school incident site to check on the safety of students and staff. The resulting blockage of streets and large number of people can severely hamper response actions by emergency agencies. The most effective way to prevent this chaos is to redirect those concerned individuals to a site that is remote from the school facility and to evacuate students and staff to that site. The Preschool Director will notify the Fire Department/Law Enforcement (911) that the preschool will need to be moved to a remote location as soon as possible. The Preschool Director will advise the teachers of the decision to implement the Off-Site Evacuation to a Remote location and begin evacuation procedures immediately. Announcing "Your Attention Please. For Safety Reasons, We are evacuating to our Off-Site Remote Location: North Country Healthcare. We will be implementing Family Reunification from our Remote Location. Teachers Take your class roster, as you exit to the area. Take roll and account for all students.

FAMILY REUNIFICATION Purpose

The Family Reunification Protocol is used to ensure a safe and secure means of accounting for students and reuniting parents/guardians with their children whenever the preschool facility or grounds is rendered unsafe and a remote site location is needed. The Preschool Director will notify the staff at the relocation site to prepare for arrival of students. Secure a holding area for arriving students and staff away from waiting family members. Set up an adult report area for parents/guardians to sign-in and to check identification. Set up a student release area where students will be escorted to meet their parent/guardian and sign out. Only release students to authorized persons after checking proof of identity and signing a student out. Instruct parents/guardians to leave the site to make room for others once they have signed out their student Teachers Account for your children Sign children out to authorized family members only. Check I.D.'s if necessary. Follow the instructions of the Preschool Director when you arrive. You may be asked to assist in staffing the site areas for pick up and release or help in calming parents.

Procedures for Other Emergency Events Bomb Threat CALL TAKER

Upon receiving a message that a bomb has been placed in the preschool: Use bomb threat checklist. Ask where the bomb is located, when the bomb will go off, what materials are in the bomb, who is calling, why the caller is doing this. (See Bomb Threat Checklist) Listen closely to caller's voice and speech patterns and to noises in the background. After hanging up the phone, immediately dial *57 to trace the call. Notify the Preschool Director immediately if needed. Preschool Director or Staff notifies law enforcement by calling 911. Meet or assign staff to brief emergency responder agencies outside the building Notify staff through by intercom, cell phone, word of mouth: "Your Attention Please. A building emergency is in effect. All Staff and Students Should remain in their rooms until notified otherwise. All two way radios and cell phones should now be turned off so they do not trigger hidden devices. A decision to evacuate immediately will be made with advice of law enforcement. Search the building and evacuate to an offsite location across the street to the Greenlaw parking lot. Ensure staff who received the call completes the Bomb Threat Checklist and gives to law enforcement official. If a suspicious item is located, notify law enforcement official, order an EVACUATION immediately selecting routes away from the suspicious item. Evacuate to our offsite location (North Country Healthcare (DO NOT ACTIVATE the fire ALARM.) Teachers and staff will leave doors open when exiting. Students and staff must be evacuated to a safe distance outside of school building(s) a MINIMUM of 1000 Feet is the general rule.

Consult with Fire and Police officials. Arrange for person who found a suspicious item to talk with law enforcement official. No one may re-enter the building until fire or police personnel declare them safe. The Preschool Director and law enforcement will notify students, teachers to "All Clear" or for Family Reunification procedures. Teachers and Staff Teachers and staff will check their classrooms, offices and work areas for suspicious items and report any findings to the Preschool Director. If a suspicious item is found - DO NOT TOUCH IT. Secure the area where the item is located, but do not guard it. Teachers will account for their students and be prepared to evacuate if suspicious items are found. Teachers and staff will evacuate using standard procedures and exit routes to evacuation site: North Country Healthcare., by walking children down the street. Teachers will leave classroom doors open when exiting; take classroom rosters and taking roll after being evacuated. Be prepared to report the names of any missing persons to the Preschool Director. Keep your class together at the offsite evacuation location until given further instructions. If given the "All Clear" signal, return to the building and resume normal operations.

- If not be prepared for Family Reunification procedures. Family Reunification Guidelines will be followed if children need to be picked up from evacuation locations.

7 BOMB THREAT CHECKLIST Description Detail Report Questions to ask: 1) When is the bomb going to explode?

- 2) Where is it right now?
- 3) What does it look like?
- 4) What kind of a bomb is it?
- 5) What will cause it to explode?
- 6) Did you place the bomb?
- 7) Why?
- 8) What is your address?
- 9) What is your name? Exact wording of the threat:

Sex of Caller: _____ Race: _____

Length of Call: _____ Age: _____

Date: _____ Time: _____

Number at which call was received: _____

Notes: Caller's Voice - Circle as applicable: Calm Nasal Angry Stutter Excited Lisp Slow Raspy Rapid Deep Soft Ragged Loud Clearing Throat Laughter Deep Breathing Crying Cracked Voice Normal Disguised Distinct Accent Slurred Familiar If voice is familiar, whom did it sound like?

_____ Background Sounds:

INTRUDER/HOSTAGE Intruder

When an unauthorized person enters the school property: Notify Preschool Director. The preschool Director may issue a Lock Down and Hide procedure at this time if needed. Ask another staff person to accompany you before approaching the guest/intruder. Politely greet guest/intruder and identify yourself. Ask guest/intruder the purpose of his/her visit. Inform guest/intruder that all visitors must register at the preschool office. If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit. If intruder refuses to leave: Warn intruder of consequences for staying on preschool property If intruder still refuses to leave, dial 911 and give a full description of the intruder. (Keep intruder unaware of call for help, if possible.) Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located in school, whether he/she is carrying a weapon or package, etc.)

Maintain visual contact with the intruder from a safe distance. Hostage Situation: If hostage taker is unaware of your presence, do not intervene. Notify the Preschool Director. The Preschool Director or Staff Member will announce Lock Down and Hide action. The Preschool Director or Staff Member will ensure students outside are notified of the Lock Down and Hide in order to move students to a safe classroom that can be locked. The Preschool Director or Staff Member will call 911 immediately. Give dispatcher details of the situation: description and number of intruders, exact location in the building, and that the school is in LOCK DOWN. Ask for assistance from hostage negotiation team. The Preschool Director will give control of scene to police and hostage negotiation team. Teachers and staff will implement Lock Down procedures upon hearing the alert. If outside, move to safe classroom or area and wait for further instructions. Everyone should remain in Lock Down until given the "All Clear" or if directed in person by a uniformed law enforcement officer. If taken hostage: Follow instructions of hostage taker. Try not to panic. Calm students if they are present. Treat the hostage taker as normally as possible. Be respectful to the hostage taker. Ask permission to speak and do not argue or make suggestions.

UTILITY LOSS OR FAILURE

Utility failure is the loss or interruption of electrical power, natural gas, water or sewage services to the school. The most common utility failure results from power outages throughout the year. In certain situations, students may need to be relocated until the power is restored. Preschool Director Upon notice of loss of utilities, the Preschool Director will initiate appropriate immediate response actions, which may include Off-Site Evacuation or Evacuation to a Remote location. The Preschool Director may direct staff to shut off utilities, as deemed necessary. The Preschool Director or Staff Member will contact the local utility company and determine the anticipated duration of the outage. The Preschool Director will determine whether the school should be closed. If so, parents are to be notified to pick up their children. In the event of a gas leak, the Preschool Director will direct staff to call 911, give name and exact location of the school, state the emergency, identify affected area(s) of the building, and announce the school is Evacuating to Off-Site Location of North Country Healthcare. For gas leaks, the Preschool Director will order an EVACUATION and open windows and doors. DO NOT ACTIVATE THE FIRE ALARM. The Director or Staff members will turn off appropriate utilities when possible. Teachers If evacuating, teachers and staff should follow evacuation procedures, avoiding areas of hazard, assemble at the outside meeting area across the street at the Greenlaw Parking lot, take attendance and report any missing students to the Preschool Director. Teachers should be prepared to evacuate students to Off-Site location site at North Country Healthcare by walking the children to the site and notify parents about Family Reunification, at the Off-Site location. Do not allow anyone to re-enter the building until the facility has been deemed safe. Turn off utilities and seal off the high risk area, if necessary or possible The Preschool Director will dial 911 for medical emergencies All Staff are CPR/first aid certified and will administer medical aid until EMS arrive No one will be allowed to re-enter the building until declared safe by emergency management and public safety officials.

LICENSING AND INSPECTION

Pinecone Preschool is licensed by the Arizona Department of Health and Services. Department of Health Services Child Care licensing and inspection reports are available upon request. Please see the preschool Director.

The Arizona Department of Health Services can be contacted at:

Arizona Department of Health Services
1500 E. Cedar Avenue
Flagstaff, AZ 86004
(928) 774-2702

Additional Contact Information

Pinecone Preschool

2901 N. King Street
Flagstaff, AZ 86004
Beth Johndrow (Director of School)
School Phone Number:
(928) 526-0072
Email: Pineconepreschool@live.com
Website: pineconepreschool.org

PARENT'S SIGNATURE OF UNDERSTANDING

I (we) have read the Parents' Handbook and understand the policies set forth. I (we) also understand that addendums may be added when necessary, and we will be notified of the changes in writing.

Parent/Guardian Signature

Print Name

Today's Date
