

Happy Trails Preschool Family Handbook

Welcome!

We are so excited to begin this journey with you and your family! The Department of Early Education and Care (EEC) and I invite you to join in a partnership with us to ensure a high quality child care environment. This handbook will also acquaint you with some of the key EEC standards designed to ensure a safe, healthy and educational child care experience. Below, we have outlined our policies and expectations. If you have any questions or concerns please do not hesitate to contact us, communication is key!

A Word from EEC:

EEC is the agency that oversees the early education and care and after school services for families in Massachusetts. As the agency that licenses child care, EEC has quality standards for all licensed programs to ensure high educational value, as well as health and safety. Having a license means that I have demonstrated that I meet the standards outlined in the EEC regulations.

To obtain your own copy of EEC Child Care Regulations, you may download them from the EEC web site at: http://www.mass.gov/Eeoe/docs/EEC/regs_policies/20090122_606_cmr.pdf

Our program is licensed by the EEC
NORTHEAST REGIONAL EEC OFFICE
(978) 826 - 1300

360 Merrimack Street, Building 9, Third Floor
Lawrence, MA 01843

Parents/Guardians may contact the EEC for information regarding our program's regulatory compliance history.

Administrative Organization

EEC
Director
Assistant Director
Lead Teachers
Assistant Teachers

Sabrina Zache, owner and director is responsible for administrative supervision at all times.

To ensure regular, ongoing supervision of all educators, the director and assistant directors will document observations of educators while working with children every 2 months. During staff meetings (once a month) educators will consult with directors regarding children's individual needs and communication with families. Educators may also schedule consultations as needed with directors. Staff meetings and any separate consultations will be documented.

Statement of Purpose

Happy Trails is a licensed preschool providing care for children from 2.9 years old to 5 years old. Our goal is to provide a safe, creative and loving environment for your child, where they can learn and grow emotionally, intellectually, socially and physically. We implement our school's plan on providing positive and consistent guidance to children based on their individual needs and development daily! We believe that children learn through play, a flexible schedule and positive relationships. We strive to take our teaching beyond the classroom!

Services Provided

Happy Trails prepares daily, play-based lesson plans for children in our care. The lesson plans include but are not limited to arts & crafts, sensory play, gross and fine motor activities, etc. We host in house field trips and monthly family events.

Operating Hours

Operating hours are 7:30 AM to 5:00 PM, Mondays - Fridays.

Your family will pick a time slot between these hours (see options on registration form).

We ask that children be dropped off by 9:00 AM so they do not miss any of the days activities! After 9:00 AM your child will be considered absent.

Children may be picked up at any time within their session but you will be required to pay the pre-determined weekly payment with no alterations or exceptions.

Capacity

Our current licensed capacity is for 35 children - which is posted on our license. At any one time, we can only care for the number of children that

we've been licensed for. If you have concerns or questions about the number of children in our care, please feel free to discuss them with us.

Communication

You may reach us through phone, email or in person.

To set up a meeting, please request a time/date, call or email us.

If the family's primary language is not English, Happy Trails will translate all forms and information.

Please feel free to communicate in a matter you find easiest and most comfortable. You and your family are very important to us, we highly encourage your input and communication!

Open-door Policy

Families are welcome to visit unannounced at anytime while their child is present.

Progress Reports

Progress reports will be done every 6 months for our preschoolers and stored in their files.

Copies of the progress reports will go home for families to review the same week they are conducted. Parents may request a conference with their child's teacher to discuss the progress report.

Meals

Parents are responsible for lunch. We have 2 snack times during care (morning and afternoon) but recommend bringing in breakfast if your child attends our early bird hour.

Please place ice packs in your child's lunch box when necessary.

We do not heat food - if you'd like your child to have a hot lunch please place it in a heated thermo.

List of some nutritious foods that parents may choose to include for lunch: Fruits, vegetables, pastas, sandwiches, leftovers in thermo, cheese, crackers - please reach out if your family needs some ideas!

Potty Training

If your child is not potty-trained we will work with you and your child to make this an easy and successful transition!

Your child must be accident free for 2 weeks in pull-up before attending preschool in underwear.

Daily Schedule

Each classroom follows a different daily schedule. The Director will provide you with the schedule specific to your child's classroom.

To Stay at Preschool

Sleeping material (Sleep material will be sent home every week for washing)
An extra set of clothing

To Bring in Your Child's Backpack Everyday

Water bottle

Lunch

Pull-ups (If used)

Wipes

Please label EVERYTHING

Program Closures

The following days will be considered paid holidays to the preschool if they happen to fall on your regular day:

- New Years Day
- Martin Luther King Jr Day
- President's Day
- Labor day
- Veteran's Day
- Thanksgiving & Friday after Thanksgiving
- The week of Christmas Day
- Patriots Day
- Memorial Day
- July 4th
- Up to 5 Professional Development Days (determined on a yearly basis - families will have notice at least a month ahead of chosen dates)

THE PRESCHOOL WILL BE CLOSED ON THESE DAYS.

Absences

If your child is absent, you are still required to pay the regular weekly payment.

Snow Days

The preschool will follow Methuen Public Schools' decision for snow days and delayed starts. Snow days will still be a paid day to the preschool if it happens to fall on your child's day of care.

Records

EEC regulations require us to maintain an individual written record for every child in care. These records include the information that parents complete at enrollment, as well as progress reports, incident reports and other documentation regarding your child's care. Records are updated at least annually, but may be updated as frequently as needed. As a parent, you have access to the record that we maintain for your child, and you have the right to add information or to request that information in your child's record be changed or deleted. You also have a right to receive a copy of your child's record.

EEC regulations require that we make children's records available to EEC at any time that EEC may request these records, such as during a licensing/ monitoring visit, a complaint investigation, or a financial review of my program. Failure on our part to provide these records to EEC could result in EEC citing me for regulatory non-compliance or taking legal action against my license. When EEC staff members review children's records in order to ensure that we are in compliance with EEC regulations, at times they may copy and keep the information found in these records in order to review our compliance with all EEC regulations and policies applicable to our program. This information will be kept in our EEC Licensing file or in EEC's financial monitoring file if the information involves issues related to subsidized care. EEC is required by law to keep confidential any personally identifiable information found in children's records collected and maintained by EEC staff members. EEC has a Privacy Policy which discusses how EEC keeps such information confidential. That policy can be found by going to the EEC website at http://www.eec.state.ma.us/docs/20101124_eec_privacy_policy.pdf. Please let us know about any questions you have regarding your child's record.

Illness Policy

If you notice your child is ill please report this as soon as possible. In conformance with regulations set by the Division of Communicable Disease Control and Department of Health children must stay home when they become seriously ill, have a contagious disease or reportable disease. The following symptoms will require immediate pick up of your child from the preschool: high fever, diarrhea, vomiting, runny and irritated eyes, unexplained rash and if they report excessive pain or discomfort. Children are clear to come back after 24 hours without signs of these symptoms or with a doctor's note.

Medication

Both nonprescription and prescription medications, ointments and creams can be given to your child if needed. You are required to fill out the proper forms and to supply the medication in the original container. All written instructions shall be valid for one year unless a shorter time period is designated by the physician, dentist or you. Medications must be labeled with your child's name. We may not exceed the manufacturer's recommended dosage unless you provide us with written physician's instructions when administering nonprescription medication. You must provide written authorization by a licensed health care practitioner for any non-topical, non-prescription medication you wish to be administered to your child. The first dosage must be given by you. We may not administer nonprescription topical ointments, creams or lotions for longer than 14 consecutive days when used for skin irritations.

The program will use insect repellants based on the recommendations from the DPH.

Emergencies

In the case of an emergency, we will follow our protocol, we will administer the necessary first aid/CPR and call 911. You will be notified immediately. A copy of our detailed emergency preparedness plan is available to all families and also posted near classroom exits.

Child Abuse & Neglect

Child educators are mandated reporters and must, by law, report suspected child abuse or neglect to the Department of Children and Families. We will notify you immediately of any allegation of abuse or neglect involving your child while in our care and custody.

Payment Procedure

The agreed upon weekly payment for your child's care is due no later than Monday of each week. Payment should be sent through the app.

Late Fees

There will be a fee of \$1 per minute if you are late to pick up your child. The fee must be paid the next day of care. There will be a \$10 fee for each day the weekly payment is late. Child care will be put on hold if payment is not received within 10 days. If the preschool goes more than 2 weeks without receiving payment, the child will no longer be enrolled.

Suspension and Termination Policy

Suspensions will occur after 3 warnings. 1st warning will be a written notice home, 2nd warning will be a parent/teacher conference and 3rd warning will result in a meeting to make a decision. Suspensions will occur for 1 week of care. You are still required to pay the weekly payment during suspensions. Terminations will occur after 3 suspensions and all options have been executed. We will do everything in our power to avoid suspension or termination. Before these last resort decisions you will have the opportunity to meet to discuss options other than this. We will provide referrals, help pursue supportive services to the preschool and develop a plan for behavioral intervention at home and at the preschool. Our program may use MSPCC to help develop a plan for intervention and/or behavioral plan to avoid suspension and termination.

If you wish to terminate our contract, the preschool must be notified 30 DAYS prior to the termination. If you fail to do so, you will be responsible for tuition regardless of enrollment.

Although we will make every effort to avoid termination, Happy Trails Preschool reserves the right to terminate a child's enrollment from our program. The following are instances that may result in a child's termination (immediate or 2 weeks):

- *Behavior that interferes with the learning and/or safety of other children or staff. Staff will document incidents and keep parents notified of ongoing issues. We will work with the child and parents to help rectify the problem and to avoid suspension or termination, if at all possible.
- *Parents failing to respond to suggestions for outside referrals, refuse to work with staff on intervention plans, or have behaviors that conflict with our policies and expectations (including but not limited to swearing, yelling, degrading or showing behaviors that will put children, staff or other parents mental and/or physical well-being at risk).
- *Failing to provide necessary enrollment forms, documents and on-going forms/documents.

Enrollment Policy

- * Happy Trails Preschool does not discriminate in providing services based on race, religion, cultural heritage, political beliefs, national origin, marital status, sexual orientation, disability or toilet training status*

Families that are interested in enrolling their child will set up a tour at the preschool to meet the Director, tour and get all necessary information/forms. A non-refundable \$50 registration fee along with the registration

form needs to be received before a spot is secured. Once the child's spot is secured, families and the Director will determine a start date. All the forms and necessary documents must be received and approved by the preschool before the first day of care.

Revisions

Any revisions to the handbook or contract will be notified to you, in writing, at least 2 weeks prior to the implementation.

HAPPY TRAILS PRESCHOOL PLANS & POLICIES

Happy Trails Preschool Background Check Policy

All staff are hired based upon CORI, DCF and Fingerprint approval letters. We ensure that all employees are approved by EEC and their status will be maintained while working with us.

Plan for Child Guidance

Happy Trails will provide positive and consistent guidance based on the children's individual needs and development. Self control will be encouraged along with the use of positive child guidance techniques including but not limited to: providing choices, allowing and teaching children to express their feelings, redirection, appropriate expectations for children's behavior, experiences that engage the whole child and maximizing relationships. Educators will provide lesson plans and read books that teach social, communication and emotional regulation. There will be various professional development opportunities to help educators with strategies that can be used to encourage appropriate behaviors and to prevent challenging behaviors. When children are physically aggressive educators may, reinforce alternative behaviors, use of visual reports, provide replacement behaviors or redirect. Children will help educators create classroom rules as part of one of their initial lesson plans. To ensure consistency of techniques used throughout the program the educators will participate in a professional development overviewing our plan for child guidance. Child guidance practices that will be prohibited include: time outs, actions to insult or belittle children based on their behaviors and no restraining as a method to control behavior.

Happy Trails Preschool Diapering and Toileting Plan

Diapering Plan

Diapers should be changed when soiled or wet and checked at least every two hours. A clean diaper and necessary supplies must be placed on the changing table.

A disposable liner that covers the surface must be on the changing table prior to changing the child.

New non-latex gloves must be worn for each diaper change.

Each child is washed and dried with individual washing materials, such as single use disposable wipes, during each diaper change.

A child is never left unattended on the changing table.

Soiled diapers are put in a diaper pail that is lined with a leak-proof disposable lining and a tight fitting cover. These diapers must be removed from the center daily or more frequently as necessary.

Clothing, blankets, and linens soiled by feces, urine, vomit, or blood must be double bagged in sealed plastic bags and stored in a separate container with a lid.

The disposable covering on the changing table is changed after each use.

The changing table surface must be sprayed with a bleach solution (1:10) or commercial disinfectant after each use. If using a bleach solution, it must be made fresh daily. Disinfectants and bleach solutions will not be used around the children. Children's hands must be washed thoroughly with liquid soap and running water after the child has been changed. Staff members must wash their hands thoroughly with liquid soap and running water after changing the child. Hands must be dried with individual or disposable towel.

Toileting Plan

Children are reminded to go to the bathroom several times during the day.

They go into the bathroom in small groups and individually as needed.

A staff member supervises them in the bathroom.

Children must wash their hands with liquid soap and running water after toileting. Staff members must wash their hands with liquid soap and running water after assisting each child with toileting or diapering or using the bathroom themselves. Disposable paper towels are used to dry hands. Toilet training is done in accordance with the request of the parent(s) and is consistent with the child's physical and emotional abilities.

No child is ever punished, verbally abused, or humiliated, for soiling, wetting, or not using the toilet.

Happy Trails Preschool Plan for Transitions

Our educators work with your child during their time here to prepare them for the moment they move from our program, to a Kindergarten

classroom. We work to provide your child with the right experiences for a solid foundation heading into this new chapter.

We reach out to the elementary school you would like your child to transition to so we can:

- Keep open communication between our program and the schools.
- Inform you about available activities for incoming students and families.
- Collaborate and share information about your child including their portfolio, assessments, records and other helpful information - only with your permission.

This is a huge transition for your child, we do our best to prepare them for this by:

- Encouraging your child and letting them know that they are ready for this new experience.

- Explaining that many of the things we do in our classroom, will continue in their new classroom.

- Discussing what they can expect and reminding them that they are always able to ask questions.

- We let your child know that they are always welcome back to visit and that we will make a visit to their new classroom (IF the school allows it).

- There is a graduation ceremony for all of our students who will be transitioning.

Please do not hesitate to ask questions, we want your child and family to enjoy this new chapter and we will help in any way possible!

Happy Trails Preschool Plan for Referrals

Our staff have the responsibility to inform the licensee (Sabrina Zache) if they have a concern about a child and believe that an assessment for additional services would benefit the child.

Prior to making a referral the licensee will then conduct an observation. The style of observation will depend on what the concerns include. The child's behavior will be observed and recorded on paper. The licensee will also review the child's record to gather more information and make a decision on whether a referral should be made. If after the observation and review the licensee believes a referral needs to be made the licensee will set up a meeting with the child's parents to notify them of the program's concerns. During the meeting the concern and observation will be discussed and a review will be presented to the parents by the licensee and the child's teachers.

Our licensee will then provide parents with a list of current referral resources in the community for children in need of social, mental health, educational or medical services and assist parents with the process.

Our referral list includes but is not limited to:

Center for Family Development

Office Location: 45 Merrimack Street, Suite 200, Lowell, MA 01852

Phone: 978-459-2306

Email: cfid@cosicounseling.com

MA Department of Mental Health

Office Location: 15 Union St, Suite 13, Lawrence, MA 01840

Phone: 978-738-4500

Massachusetts Department of Developmental Services

Office Location: 200 Main Street #8, Haverhill, MA 01830

Phone: 978-521-9432 (TTY: 978-521-4391)

Child Care Circuit

Office Location: 190 Hampshire St, Lawrence, MA 01840

Phone: 877-823-2273 / Fax: 978-975-3120

Children's Medical Office

Address: 477 Andover St, North Andover, MA 01845 Phone: (978) 975-3355

South Bay Early Childhood Services - Lawrence 360 Merrimack Street,
Building 5, Unit F

Lawrence, MA 01843 Fax: 978-688-4901

Phone: 978-620-0290

REFERRAL LINE: 800-244-4691

Professional Center for Child Development 32 Osgood Street
Andover, MA 01810

Phone: 978-475-3806

Fax: 978-475-6288

Happy Trails Preschool Health Care Policy

Happy Trails Preschool Health Care Policy

Health Care Consultant: Jerene Dawley

Telephone Number: 9786049027

Address: 21 Cypress Street, Salem NH

Fire Department: 9789838940

Police Department: 9789838698

Ambulance: 9784419191

Emergency Health Care Facility: 9786834000

Poison Control Center: 18002221222

Emergency Back Up: Kayley Fisher
Telephone Number: 9783907460

Our Program: 447 Lowell Street, Methuen MA 01844
Location within the Building: 1st floor & 2nd floor of building
Telephone Number: 6177671639

Procedure in case of illness, injury or emergency:

In case of illness or injury the appropriate authorities will be called by the Lead Teacher. The Director trained in first aid will administer first aid to the child until the paramedics arrive. The Lead Teacher will immediately call parents and have them meet our staff and the child at the hospital. The Lead Teacher will determine with the authorities whether the child can be driven to the hospital by the Director or if the child will be transported by an ambulance. If parents cannot be reached, HTP will contact emergency contacts listed in the child's file. The staff member that accompanies the child to the hospital will have the child's authorization forms on hand so that treatment may be started immediately.

A report will be filed and kept in the child's file. A copy is sent to parents. A report of the accident is written in the injury logbook and EEC is properly notified. A child may return to the program only if they have a written doctor's note stating it is safe to do so. The same procedure will be followed when on field trips.

Our program has specific procedures for meeting potential emergencies including but not limited to:

Emergencies

EEC regulations require that we have a plan for meeting potential emergencies that may occur either during child care hours or at any time if they may affect the operation of the program.

All staff have been trained to handle all emergency situations in an appropriate manner and are able to communicate basic emergency information to emergency personnel. Staff are equipped with a telephone that can be used on or off our premises.

Our program holds practice evacuation drills with staff and children on a regular basis. Every month an evacuation drill is conducted and after each drill the exit used, time it took to complete, and efficiency of the drill is

documented. Fire drills with local authorities are conducted every 4 months. Smoke detectors are checked every month as well.

Emergency Evacuation:

In the event of an evacuation emergency, the Director will contact the local authorities to determine whether to evacuate the program or remain sheltered at the program. If the authorities decide it is safer to evacuate In the event of a fire, natural disaster, or other situation requiring evacuation of the building (such as a chemical spill or bomb threat), the escape routes from each floor of the licensed child care space are posted in clear view by the exit doors. There are various exits at our program, the two that we focus on are: the main entrance of the preschool on Lowell Street and the back door on Bolduc Street. The program will meet at an alternate location in case of evacuation. The designated meeting place outside the program for an emergency is across the street at the corner of Bolduc Street and North Lowell Street - the children and staff will walk to this location. Children are counted as they leave the program and when they reach the designated meeting place, they are counted again and go through a name call conducted by the Director. The Director is responsible for using their cell phone to call appropriate authorities. The emergency backpack including emergency contact information for all children, emergency medical treatment consent forms, special medications needed by the children, first aid supplies, snacks and activities will be the responsibility of the Director to the alternate location. Parents and EEC will be called in the event of an emergency evacuation as soon as everyone has been counted for and safe by the Director. It is the responsibility of the Director to contact parents. If children must be transported to an emergency location, the program will need assistance from emergency vehicles. EEC will be immediately notified by the Director about any emergency relocation. When the children are picked up from the temporary location it will be documented by the Director and by whom. If the emergency is spreading wider than the alternate location the children and staff will relocate to Albert Street - they will walk to this new location.

Mild symptoms with which ill children may remain in care:

- Runny nose
- Mild cough

More severe symptoms which require immediate pick up:

- Fever of at least 100 o F
- Diarrhea
- Vomiting

- Earache
- Headache
- Signs of irritability or confusion
- Sore throat
- Rash
- Fatigue that limits participation
- Eye discharge
- Sick appearance, not feeling well and not able to keep up with program activities
- Lice

Plan for caring for mildly ill children who remain in care:

When a mildly ill child attends, we will do our best to make sure the child is comfortable. We will sanitize areas/toys used by mildly ill children immediately after use or put it into a bucket kept away from the children to sanitize later. If the mildly ill child gets worse throughout the day and develops any of the more severe symptoms, parents will be asked to pick up immediately.

Plan for administering medication:

Both nonprescription and prescription medications, ointments and creams can be given to your child if needed. Parents are required to fill out the proper forms and to supply the medication in the original container. Medication forms are available with the Director. The form will need to be completed before the program will administer medication. The name of the medication, the dosage, the time and method for administration, and the name of the person who gave the medication will be documented on the medication form. This form will be kept in the child's file. All medications will be stored out of the reach of children (in the right upper cabinet). All medications that are considered controlled substances will be locked and kept out of reach of children in the locked cabinet. All written instructions shall be valid for one year unless a shorter time period is designated by the physician, dentist or parent. Medications must be labeled with your child's name. We may not exceed the manufacturer's recommended dosage unless you provide us with written physician's instructions when administering nonprescription medication. Parents must provide written authorization by a licensed health care practitioner for any non-topical, non-prescription medication they wish to be administered to their child. The first dosage must be given by the parent. We may not administer nonprescription topical ointments, creams or lotions for longer than 14 consecutive days when used for skin irritations. Medications that are unused, outdated or discontinued will

be returned to parents and documented on the child's medication form. When medication disposal is necessary the HTP Director will follow directions on the medication's label for disposal.

Parents must provide HTP with a written authorization by a licensed health care practitioner for administration of any non-typical, non-prescription medication to their child. Such authorization shall be valid for one year unless earlier revoked.

There will be annual evaluation by the Director, of the ability of any staff authorized to administer medication to follow the medication administration procedures.

Plan for meeting individual children's specific health care needs:

Parents will fill out forms prior to enrollment indicating allergies, asthma or other chronic conditions. For allergies, parents are asked to provide a food plan listing food that they either can or cannot consume. A Food Allergy Action Plan is created with the parents and the child's physician, and then given to the school. For children with asthma or other chronic conditions, an Individual Health Care Plan is created with the parent and the child's physician, and then given to the school. A list of all health conditions and medications are posted in the child's classroom in a manner that protects the child's privacy. This list is reviewed with all staff.

Implementation of IHCP

Parents, with the written permission of their child's health care practitioner, may train staff in implementation of their child's individual health care plan. The Director will set up a meeting with parents and staff for this training and will document it.

Children with Disabilities

All appropriate measures will be taken to ensure that the health requirements of children with disabilities will be met when a child with disabilities is enrolled. Parents will be required to create an Individual Health Care Plan with the child's physician and Director. The Director will meet with appropriate members of the plan to document and implement all changes required to the program to meet the child's needs.

Notification to Parents - Child Abuse & Neglect

Child educators are mandated reporters and must, by law, report suspected child abuse or neglect to the Department of Children and Families. We will

notify parents immediately of any allegation of abuse or neglect involving their child while in our care and custody.

Happy Trails Preschool Evacuation/Emergency Contingency Plan

Our program has specific procedures for meeting potential emergencies including but not limited to:

EEC regulations require that we have a plan for meeting potential emergencies that may occur either during child care hours or at any time if they may affect the operation of the program.

All staff have been trained to handle all emergency situations in an appropriate manner and are able to communicate basic emergency information to emergency personnel. Staff are equipped with a telephone that can be used on or off our premises.

Our program holds practice evacuation drills with staff and children on a regular basis. Every month an evacuation drill is conducted and after each drill the exit used, time it took to complete, and efficiency of the drill is documented. Fire drills with local authorities are conducted every 4 months. Smoke detectors are checked every month as well.

Emergency Evacuation:

In the event of an evacuation emergency, the Director will contact the local authorities to determine whether to evacuate the program or remain sheltered at the program. If the authorities decide it is safer to evacuate In the event of a fire, natural disaster, or other situation requiring evacuation of the building (such as a chemical spill or bomb threat), the escape routes from each floor of the licensed child care space are posted in clear view by the exit doors. There are various exits at our program, the two that we focus on are: the main entrance of the preschool on Lowell Street and the back door on Bolduc Street. The program will meet at an alternate location in case of evacuation. The designated meeting place outside the program for an emergency is across the street and up Bolduc Street at the corner of Bolduc Street and North Lowell Street - the children and staff will walk to this location. Children are counted as they leave the program and when they reach the designated meeting place, they are counted again and go through a name call conducted by the Director. The Director is responsible for using their cell phone to call appropriate authorities. The emergency backpack including emergency contact information for all children, emergency medical treatment consent forms, special medications needed by the children, first aid supplies, snacks and activities will be the responsibility of the Director to the alternate location. Parents and EEC will be called in the event of an

emergency evacuation as soon as everyone has been counted for and safe by the Director. It is the responsibility of the Director to contact parents. If children must be transported to an emergency location, the program will need assistance from emergency vehicles. EEC will be immediately notified by the Director about any emergency relocation. When the children are picked up from the temporary location it will be documented by the Director and by whom. If the emergency is spreading wider than the alternate location the children and staff will relocate to the Albert Street - they will walk to this new location.

Sheltering in Place

In the event of an evacuation emergency, the Director will contact the local authorities to determine whether to evacuate the program or remain sheltered at the program. If the authorities determine that it is safer to remain on site until the emergency has ended (in the event of severe weather or other emergencies creating a power outage, loss of heat or water), the program will continue to operate on site. Program staff will be notified by the Director and will be notified by the Director once the authorities have decided the lock-down has ended. The program will have an emergency pack brought to the area the children are located in. Children will be placed in the classroom restroom/lobby. Placing the children in the restroom/lobby will meet the requirements for toileting, flushing toilets, diapering, hand washing and dish washing if necessary.

The emergency pack will include a first aid kit, emergency contact and information for each child, blankets, flashlights, water, non-perishable foods and staff will all have their cellphones with them. Coloring paper, crayons, fidget toys, car toys and magnatiles will be placed in the emergency pack to engage children during the emergency until the situation resolves. The Director will be responsible for taking the emergency pack and activities to the restroom to engage children until the situation resolves. The Director will be responsible for shutting off the electricity, gas and water service if necessary.

In the event of a potential threat from an intruder inside or outside the program, the Director will call for either a lock-down or evacuation. Program staff will be notified by the Director and will be notified by the Director once the authorities have decided the lock-down has ended. In the event of a lock-down children will be gathered into the bathroom/lobby with staff by the Director. The Director will lock the doors and turn off the lights. Shields will be placed on the windows. The Director will call authorities and wait with children and staff in the bathroom/lobby until authorities have arrived and

eliminated the threat. Children will be asked to sit and remain quiet at the end of the bathroom/lobby, away from the door. The Director and all staff will have their cellphones available. The Director is responsible for notifying parents and EEC. The program will conduct a head count and name call before, during and after the emergency. The program will ensure access to sufficient supplies to meet the children's immediate needs by taking the emergency pack into the lobby.

Missing Child:

In the event that a child goes missing, staff will inform the Director. The Director will place the preschool in a temporary lock-down. The Director and Assistant Teacher (if over-staffed) will be responsible for searching for the missing child. The child's classroom will be the first area searched then the other classroom, bathroom, hallways and upstairs of the facility. If the child is not located, the Director and Assistant Teacher will search the outdoor area, including, the playground, surrounding outdoor area of the facility and Lowell Street, Buldoc Street and North Lowell Street. They will search for 5 minutes before calling the authorities for assistance. The child's parents, authorities and EEC must be notified and the Director will be responsible for doing so.

If such an occurrence takes place, Happy Trails Preschool will reevaluate and update the emergency contingency plan. Some impacts on the program will include increased safety training for staff, stricter rules on areas children are allowed in, additional interior locks and the Director and authorities will have a meeting to discuss any necessary changes to prevent such occurrence from happening again.

If a child goes missing during off-site activities (such as field trips), the program will follow the same procedure as a missing child at the facility but, instead of a lock-down, staff will designate a safe spot to keep children together and conduct a name call while the Director and Assistant Teacher search for the missing child. The Director and Assistant Teacher will scan the immediate area for the missing child. If the child is not located they will contact the authority of the off-site establishment for aid (if applicable). The search will be lead for 5 minutes, if the child is not encountered then authorities will be called for assistance. The child's parents, authorities and EEC must be notified and the Director will be responsible for doing so.