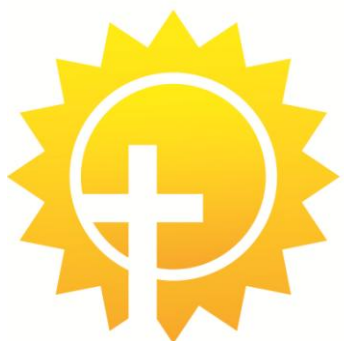


Welcome to



sonshine
CHRISTIAN SCHOOL
ELEMENTARY SCHOOL

A Ministry of Faith Baptist Church



PARENT'S HANDBOOK
(Updated 1/20/2017)

1/20/2017

Welcome to



Preparing Today's Children for Tomorrow's World

A Ministry of Faith Baptist Church

Phone: 574-5307

E-Mail: sonshineschoolvancouver@gmail.com

Web Site: sonshinechristian.org

Sonshine Elementary School's Mission is to work together with families, providing a high quality, individualized, Christian education that prepares children physically, spiritually, emotionally, and intellectually to impact their world for Christ.

We would like to extend a hearty welcome to you and your child. Sonshine Christian Elementary School is a place where your child will grow physically, spiritually, emotionally, and intellectually in a Christian environment. We provide "hands-on" learning experiences in our classes. Your child will grow spiritually by the integration of God in subject areas, prayer, and Chapel.

Our facilities provide growth and maturity physically by providing recess and playground time when the weather is nice and physical education classes. (Indoor recess is fun too)! Your child will grow emotionally in their relationships with peers and teachers. We feel Sonshine Christian Elementary School is a great place to provide a well-rounded educational experience centered upon God's love. God's word, the Bible, tells us to:

Train up children in the way that they should go." Proverbs 22:6

Thank you for sharing your precious child with us.

God Bless You! Sonshine Christian Elementary School Staff

ADMISSION REQUIREMENTS - TUITION

Before the first day of attendance, each child must submit current medical and emergency information to the school. Immunization records with current shot information are required. These records must be updated on a yearly basis. To keep information current, please promptly notify the office of any changes to your child's record.

There is an annual registration fee per child (non-refundable) due before admittance. Sonshine Christian Elementary School students, Sonshine Christian Daycare students, and Faith Baptist Church attendee students may register as early as Open House during January. All other students may register after April 1st. The registration fee is \$250.00 if paid before April 1st and \$275.00 if paid after April 1st. The tuition fee for the school year is \$5,450.00 and may be paid in a variety of ways. Please indicate on your contract how you would like to pay your tuition. We take cash, checks, VISA, DISCOVER, and MASTERCARD. We offer a ten percent discount for siblings of the highest grade full tuition student and also ten percent off for Faith Baptist Church attendees. Current students may also fill out an intent to return form by Open House during January which will hold their place in their class until April 1st.

NUTRITION

Noon lunches and snacks are NOT provided by the school or daycare center. It is necessary for your child to bring a well-balanced, nutritious lunch equaling one third of their daily food requirement and a morning snack. We ask that you limit desserts to fresh or canned fruit. **Time does not allow us to heat items.** There will be a \$5.00 charge for forgotten lunches. If you are utilizing our daycare for before school child care, your child may bring breakfast from home, and will be allowed to eat it up until 8 a.m.
*Treats for birthdays can be arranged with your child's teacher.

ITEMS FROM HOME

We cannot be responsible for lost or broken toys. Please DO NOT allow your child to bring candy, gum, money, toy weapons (or real weapons). Toys and other items from home are welcome before and after school. Toys are not allowed during school unless it is sharing day. Please mark your child's sharing with their name.

HEALTH AND MEDICAL POLICIES

Prescription and non-prescription medications may be administered, but only with written authorization by the parent or doctor. They may be given only as specified on the prescription or non-prescription label. The medication MUST be in the original container with dosage instructions. Sunscreen must be applied to your child before coming to daycare or school. If you would like to send sun screen with your child, you may, but they will need to apply it on themselves. We cannot rub sunscreen on your child.
If the child has a scrape or cut, we will wash it with soap and water. A band-aid will be applied if needed. We will make every effort to protect the health and safety of your child.

State requires us to report any suspected child abuse to authorities.

It is also, important to have the cooperation of each family in preventing the spread of communicable disease. Do not bring a child who has the following symptoms:

- | | |
|--------------|-------------------------------|
| *diarrhea | *inflamed eyes |
| *skin rash | *enlarged glands |
| *temperature | *discharging ears |
| *nausea | *head lice or other parasites |
-

If your child develops any of these symptoms while at our daycare or school, we will contact you immediately.

If your child becomes ill with any communicable disease, please report it to the daycare/school office at once so that we may inform other parents of possible exposure. Example- chicken pox, spinal meningitis, lice, strep throat...

All authorized medications should be given to the daycare/school office immediately upon arrival. Parents must fill out medication forms before teachers can administer medication. Medicine must be in the original container.

Due to staffing, children will stay with their teacher and class at all times. If a child is too sick to go outside, then they are too sick to be at school.

INDIVIDUAL PLAN OF CARE/EDUCATION FOR CHILDREN WITH SPECIAL NEEDS

Our individual plan of care/education will be modified to fit the specific needs of the child with special needs. The staff will be able to refer to this plan for children with special and/ or medical needs. Each individual plan of care will be developed collaboratively with the parent/ guardian, as well as any other professionals that the parent/ guardian would like to include (e.g. school teacher, counselor).

The plan will include the following:

- Child's name
- Diagnosis
- Strengths, Abilities, Interests
- Emergency contacts
- Physicians or other professionals working with the child (Written consent will be needed from the parent/ guardian before consulting with these professionals).
- Emergencies that might arise and how to handle them
- Medications (even if taken at home). We will need to make provisions to store a three-day supply of medication in order to meet disaster preparedness guidelines (WAC 388-295-5030).
- Accommodations (sleeping, eating, toileting, behavior intervention)
- Special materials/ equipment (e.g. math manipulatives, hearing aid, calculator for homework. A copy of the IEP may be helpful for consistency. This will be discussed with the parent/ guardian to see if it is necessary or appropriate).
- Training staff might need
- Signatures (principal, parent/ guardian, and health professional)

ATTENDANCE POLICY

Please contact the school office as soon as you know that your child will not be attending school. An absence will be considered unexcused if contact has not been made. A student will be considered tardy if they are not in their classroom by 8:30 AM. Excessive absences and tardies may result in a conference with the principal.

REST PERIOD FOR KINDERGARTENERS

A short time of rest (30 minutes) is scheduled following lunch for kindergarten students during the first half of the year. Students will need to bring a beach towel from home that they can use to rest on. During this time they may listen to a story or music. The second half of the year, the students will begin a writer's workshop.

BATHROOM BREAKS

Frequent bathroom breaks will be scheduled throughout the day where students will be escorted, as a group, to the restroom by an adult. Two students at a time will be allowed to use the restroom while the other students wait outside the restroom with the adult. Of course, if a student needs to use the bathroom at a time other than scheduled breaks, they will be allowed to do so.

CLOSED CAMPUS

For safety purposes, Sonshine Christian School is a closed campus. This means that all doors will be locked during school hours, other than the main doors into the foyer which will be unlocked if an adult is monitoring the area. Any visitor planning to stay at the school for an extended period of time, must sign in at the registration desk and wear a visitor's badge while in the building.

CLOTHING

Students are required to dress in clean and neat clothes. Clothing with holes and pajamas are not allowed at school (unless it is a special spirit day). There may be occasional "messy" activities so please provide clothing that is sturdy and washable. **A change of clothing is requested for all children.** Please keep them in a clear gallon sized zip-lock bag labeled with their name. Children must wear shoes while at the daycare or school. Flip-flops and sandals with loose straps are NOT safe on the outside equipment and in the gym. Socks and leather shoes with good gripping sole or tennis shoes are suggested. Make sure that your child is dressed appropriately for the weather. We all go outside on most days! Please make sure all items are marked with child's name. We are not responsible for lost items.

DISCIPLINE POLICY

Policy Statement: All Staff and Volunteers are responsible for maintaining a positive and emotionally healthy learning environment for children and families. Our disciplinary policy is built on mutual trust with teachers and children working together to help the children grow and mature. The teachers value and respect the children, and the children trust the teacher's patience, understanding and friendly firmness in guiding behavior.

We will use the following guidance techniques:

1. Positive statements are used in giving direction to behavior.
2. Redirection is consistent with the child's needs.
3. The child is given opportunities to make choices and solve problems.
4. Suggestions are given in time to prevent conflicts.
5. Comparisons of children are avoided.
6. Unacceptable behavior is clearly explained and the child is told what is acceptable. Approval of acceptable behavior is clearly explained and the child is told what is acceptable. Approval of acceptable behavior is clearly expressed.

Disciplinary methods used shall be based on guidance to help the child develop self-control, responsibility, respect for the rights of others, as he learns to cope with the daily living and working with others.

Under No Circumstances Will Corporal Punishment Be Used Or Tolerated By Anyone On Site.

*Verbal abuse will not be allowed- this means no yelling, not obscene language, and no put downs between adults or between adults and children.

*Negative child guidance will not be allowed- this means guidance characterized by any kind of anger, impatience, or language that could be experienced by the child as hostile, humiliating, threatening, or demeaning.

*Withholding food will not be used to discipline the children.

*We will not withhold access to the bathroom as a form of discipline.

The staff shall accept and respect each child for who they are as an individual. If a child's behavior becomes unacceptable, this shall be explained to the child in a positive way without humiliation, fright, or physical harm. The child shall then be helped to find a better way of resolving her problems or meeting her needs. Respect for her feelings shall be maintained.

Teachers and staff at Sonshine Christian School will use the "love and logic" approach to discipline whenever possible. (See loveandlogic.com for more info.).

Behavior Probation

A student will be placed on behavior probation once they have been sent to the office three times in one month. The principal, along with the classroom teachers and parents, will develop an individualized behavior plan. The behavior plan will be put into place and will be followed for a determined period of time and will be evaluated at the end of the determined period of time.

A modification in the behavior plan will be made if behavior has not improved or the behavior plan will be stopped if behavior has improved.

PARENTAL CONTACT

*Teachers will prepare class calendars every month

*Notices are posted on message board outside of the classrooms

*Parents may expect phone calls for the following reasons:

1. Health, medical, or nutritional problems
2. Forgotten items and lunches
3. After visiting the Administrator and proper behavior has not been achieved.
4. Child is having a hard time adjusting to a situation.

*Parent/Teacher Conferences will be held two times a year; during the fall and spring conferences. A parent is welcomed to contact the teacher and/or principal at any time to schedule a conference. The teacher and/or principal may also schedule an additional conference with a parent if they deem it necessary.

*Report cards will be sent out four times during the year

STATEMENT OF FAITH

We believe...

.. WE BELIEVE that the Bible is God's Word, supernaturally inspired, and is a divinely authoritative standard for every age and every life.

.. WE BELIEVE there is one God, eternally existent in co-equal three persons: God the Father, God the Son, and God the Holy Spirit.

.. WE BELIEVE that Jesus Christ died for the sins of mankind and rose again from the dead three days later.

.. WE BELIEVE that everyone who trusts Jesus Christ for the forgiveness of their sins will be born again and indwelt by the Holy Spirit.

.. WE BELIEVE that salvation is purely a work of grace and not of works.

- “ WE BELIEVE that the true believer is eternally secure, but that sin may interrupt the joy of fellowship with God.
- “ WE BELIEVE that Christ will come again and take his church to heaven prior to the Great Tribulation.

“Love the Lord your God with all your heart and with all you soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.” Deuteronomy 6: 5-7 [NIV]

Chapel is conducted one morning each week. The setting and the purpose is to lead children in a group worship and to enrich their spiritual lives.

SAMPLE DAILY/WEEKLY SCHEDULE

6:30 AM	Opening of Daycare (for students needing before school care)
8:15 AM	School classrooms will be open
8:30 AM	Classes begin/Circle Time
9:00 AM	Literacy/Daily Five
10:00 AM	Snack and Morning Recess – Chapel every Monday
10:30 AM	Math
11:10 AM	Bible
12:00 PM	Lunch and Recess
1:00 PM	Quiet Time for kindergarteners
1:30 PM	SPECIALS: Music, P.E. Library, Spanish, technology
2:00 PM	Science /Social studies/Art
2:45 PM	Sharing/Wrap Up Time
3:00 PM	Dismissal
3:00 – 6:00 PM	Daycare (for students needing after school care)
	* Computers will be integrated throughout the day/Sign language will be taught during Music Class

CLOSING DATES

We will be closed on the following holidays and breaks:

- | | |
|---|-------------------------------------|
| * Christmas Break | *Labor Day |
| *Thanksgiving (Wednesday,Thursday & Friday) | *Memorial Day |
| * President’s Day | * Spring Break (TBA) |
| * Veteran’s Day | * Martin Luther King Jr.’s Birthday |
| * Summer Break (TBA) | * Winter Break (TBA) |
| * Teacher Work Days/Parent Conferences TBA (Once a Quarter) | |

CHILD DROP OFF AND PICK-UP

DROP OFF: Children needing before child care, may be dropped off at the daycare between 6:30 AM and 7:15 AM. Children being dropped off after 7:15 AM will be dropped off at the main doors of the school. Children, not requiring before school care may be dropped off at the school’s main doors between 8:15 AM and 8:30 AM. An adult will let children in as they arrive. Day Care children will be escorted to the class by a staff member. Please let your child’s teacher know, in writing, of any changes in your child’s drop off or pick up procedure.

PICK UP: Parents may line their cars up at the curb in front of the school's main entrance. Children will be dismissed one at a time. After Care children will be escorted to the after care child care by a staff member. Parents may pick up their children between 3:00 PM and 5:30 PM at the school. After 5:30 PM, children will be escorted over to the daycare by a staff member and may be picked up between 5:30 PM and 6:00 PM at the daycare. Children are to be picked up **ONLY BY AUTHORIZED PERSONS**. Please understand that if a teacher does not recognize the person picking up a child, they may be asked to show identification. This is for your child's safety. The daycare charges a \$2.00 per minute late fee for students who are not picked up by 6:00 PM.

BACKGROUND CHECK REQUIREMENTS

All teachers are required by the State to have a Background Check. Any volunteer or staff member that will have unsupervised contact with students, will be required to have a background check.

ELEMENTARY SCHOOL RATES

All fees are due by the 10th of each month, unless you choose to pay for the entire year. You may also choose to make 10 monthly payments rather than 12 monthly payments. You may pay as much as you want in advance. Please do not get behind. An annual registration fee of \$275.00 is due to hold your child's slot.

The tuition for full day kindergarten – 5th grade is \$5,450.00 and can be paid in full or \$454.16 per month/12 months, from July to June or \$545.00 a month/10 months, from August to May - Attendees of Faith Baptist Church will receive a 10 percent reduction in their tuition costs – FBC Attendee's Tuition will be 4,905.00 in full or \$408.75 per month/12 months or \$490.50 per month/10 months). There is also a 10 percent discount for each additional child in a family that attends the school.

Past Due Accounts/Returned Checks

A \$35.00 charge will be charged for all returned checks. If two or more checks are returned you will be asked to pay cash. Payments are due by the 10th of each month. A \$25.00 late fee will be assessed on all accounts not paid by the 10th of the month. The first tuition payment starts on August 1, 2017. Financial aid may be available for families who qualify. If the account becomes 45 days past due, the school may cancel this agreement and your child may be withdrawn from school unless a satisfactory arrangement is made for the delinquent amount. The school shall have the right to withhold official transcripts until the tuition is paid in full.

Withdrawal

If you withdraw your child, the school shall refund pre-paid tuition based on a prorated amount except for **the first two monthly tuition payments, which are non-refundable. Registration fees are also non-refundable.**

DAY CARE RATES

A special arrangement has been made with our daycare allowing us to provide FREE before and after school care for Sonshine Christian Elementary students on the days when school is in session. When the school is closed due to holidays, early release, teacher In Service days, you will be responsible for your child's care or you may choose to pay the half day or daily rate at Sonshine Christian Daycare.

Weather Related Emergency Late Openings, Early Releases, or Closures:

Sonshine Christian Elementary School follows Vancouver School District's decisions for cancelling school, late openings, and early releases due to weather related emergencies. If there is an early release or late opening, due to a weather emergency, Sonshine Elementary will provide free before and after care for

one hour before the late opening and one hour after the early release. If a parent would like to use Sonshine Christian Daycare before the drop off or pick up time, they will need to contact the daycare and then pay the daycare's half day fee of \$20.00. If a decision is made to close school for the entire day, parents will be charged the daycare's full day fee of \$35.00. Please be aware that the daycare will also occasionally have a late opening, early release, or closure, so be sure to check to see what the daycare's schedule is on a day when you may need care.

This program is intended for working parents.

FULL DAY SCHOOL CHILD RATE: \$35.00

HALF DAY SCHOOL CHILD RATE: \$20.00

Parents MUST call to make sure space is available if they are using the Daycare during hours other than before and after school.

After Closing Time- **\$2.00 a minute** for each child in our care past 6:00 PM. If not paid by the next business day a \$5.00 late fee will be added per day. **NO EXCEPTIONS.**

SONSHINE DAYCARE AND SCHOOL'S PAYMENT POLICY

A \$35.00 charge will be charged for all returned checks. If two or more checks are returned you will be asked to pay cash.

Payments are due by the 10th of each month. A \$25.00 late fee will be assessed on all accounts not paid by the 10th of the month.

Customers may pay as much as they want in advance, but please do not get behind in payments. If Sonshine does not receive payment by the 10th of the month, Sonshine has the right to refuse service. A spot will not be held for you if payment is not received.

HOW PARENTS CAN HELP

- Bring your child to meet their teacher and see their room the day before school begins. Prepare your child for the new experience by telling them about the school in such a way that they will want to attend.
- Please indicate whether or not your child will be staying for after school care at Sonshine Daycare and/or who will be picking up your child, if it's different than normal. Tell others who might be providing transportation about the importance of this procedure. If you are picking your child up for an appointment, please let the teacher know.
- A simple 'good-bye' is best for your child. The teacher will assure your child throughout the day that you will return. You may call the school later to find out how your child is doing.
- Give your child time to adjust. He will be among strangers at first and it will be perfectly natural not to want to come back. It may take as long as three to four weeks for a child to adjust.
- Sign up to help in the classroom
- If you have a special talent or ability you would be willing to share, please let us know!
- Sign up to help with class parties
- Sign up to drive/chaperone on field trips
- Please feel free to talk to us or request a conference at any time.
- **All visitors must sign in at the registration desk and must wear a visitor's tag when on the premises.**

FIELD TRIPS

Sonshine Christian Elementary students take several field trips during the school year. If there is a field trip planned, we will let parents know as soon as possible and will be asking for parents to help transport and chaperone students on the field trip. There may also be a minimum cost. Field trips we have taken in the past include::

- The Vancouver Public Library
- Pumpkin Patch
- The Portland Aquarium
- The Zoo
- The Children's Museum
- Omsi

* We thank you in advance for your cooperation and understanding in following the procedures and guidelines presented in this handbook. Our interest is not to set forth "rules", but to establish procedures which will allow for a safe and pleasant school environment.

* Sonshine may take pictures of your child for art activities, bulletin boards, social media, and education purposes.

* Sonshine has the right to refuse service.

* Sonshine does not discriminate on the basis of race, sex, national origin, or disabilities.

Dear Elementary School and Child Care Parents:

Attached, please find a copy of our "Crisis/Disaster Response Handbook." With the implementation of this handbook you can rest assured we will do everything we can to protect your child in the event of a crisis or disaster.

With any disaster or crisis, your cooperation is necessary for the following:

- Encourage and explain to your child why the best place for them is at school or the childcare center.
- Explain that if you are unable to pick them up quickly, the school and childcare staff will care for them until you or your emergency contact comes to get them.
- Please do not telephone the school or daycare. Telephone lines will be needed for emergency communications for the first 4 hours.
- Include an out-of-state contact number in your communication form.
- Provide a 72-hour supply of any medication or medical supplies/equipment that your child may need.
- Provide an emergency kit for your child each year. Place items below in a gallon size zip lock bag, labeled with your child's name. Emergency kit will contain:
 - 1 sealed bottle of water (16 oz.)
 - 2-3 juice boxes
 - 3-5 snacks (granola bars, beef jerky, fruit roll ups, cheese/peanut butter crackers, canned fruit)
 - Several small hard candies (sour balls, lemon drops, life savors, etc.)
 - 1 large garbage bag (to use as a poncho)

The school and/or childcare staff will care for your child until you or your designee are able to reach them. Be sure to keep your child's emergency release card updated. We will also utilize the phone numbers on the emergency release card should we need to re-locate to our alternate site.

If local telephone lines are unavailable, utilize your out-of-state contact number for information. If possible, we will call that number to give information on your child and to see if you have left any information for us.

Thank you for your attention to this matter. Please feel free to contact the school or daycare if you have any questions regarding our crisis/disaster response handbook.

Keeping your children safe,

Brocke Warner
Day Care Director

Rosemary Warner
School Principal/Superintendent of Christian Education

Crisis Disaster Response Handbook

1. The evacuation routes and plans are posted in all the classrooms, by the daycare director and the school principal.
 2. Fire drills are conducted monthly by the daycare director and the school principal and documented in a file in the daycare and school offices.
 3. Disaster drills are conducted once every 3 month by the daycare director and the school principal and include: earthquakes and lockdowns.
- Drills are conducted every month
 - All staff know procedures for the drills
 - The daycare director and the school principal are responsible for educating the staff
4. Procedures for Preparedness Before the Disaster:
The Center and school conduct fire drills on a monthly basis and records the dates as required by licensing. The center and school has gathered a 72-hour preparedness kit, a 72-hour comfort kit and a 72-hour supply kit for first aid. The Center and school checks its emergency kits and medication kits on regular basis for expiration dates. These supplies will be taken with us if evacuation is required.
 5. Procedures During The Fire Alarm:
If smoke or fire is seen; activate fire alarm if not sounding. Evacuate children, visitors, and staff. Drop and crawl to avoid smoke and close doors behind you; take class attendance, children's emergency and medical information/supplies and cell phone with you. Call 911 from outside the building. Take attendance. If safe to do so, search building for anyone missing. Staff member will check area of concern, and use fire extinguisher, if safe to do so. We will have the following things ready for police and fire personnel.
 - Number of children in care, staff, volunteers, and visitors.
 - Knowledge of anyone remaining in the building.
 - Floor plan and internal systems information. If it is determined that building is unsafe, move children to alternate site location. Director and principal will notify parents of evacuation and alternate site location.
 6. Procedure After the Fire Alarm:
 - Director and/or principal will report incident to licensor.
 - Director and/or principal will complete a written incident report at the earliest opportunity.
 - Incident reports are stored in the offices and in the disaster kit containers.
 - All parents will be notified of the incident.
 7. Procedures During an Earthquake:
Direct all children to **“Drop, Cover, and Hold”** and remain that way until the earth stops moving- staying away from windows, bookcases, and filing cabinets. Keep talking to the children until it is safe to move. If no items are available for cover, crouch by a load-

bearing wall, and cover your head with your arms. If outside near a building and there is no safer location, take cover in a doorway to protect yourself and the children.

When Earthquake Stops the Following Procedures will be carried out:

- Teacher and staff check themselves and children for any injuries.
- Check evacuation routes for damage
- Evacuate children and staff, and close doors behind you; take the following items with you:
 1. Attendance sheets
 2. Children's emergency and medical information/supplies
 3. Cell phone
- Staff will render first aid to those who need it.
- Director and Principal will take attendance outside to account for all children and adults.
- Check utilities for disruption/damage (gas, water); if you smell gas, turn the gas off with the wrench stored by the outside kitchen door.
- Have a team of two individuals (at least one trained in building assessment) inspect the exterior of the building following the post-earthquake damage assessment. The trained adult is Loren Beck.
- Let the rescue team know of anyone who might be missing.
- Determine status of emergency supplies and equipment.

8. Procedures After the Earthquake:

- Call childcare/school's out-of-area contact with information of the center/school's status (injuries, evacuation, children remaining in care, children who have been picked up).
- If it is decided to evacuate to an alternate location, post a notice indicating your new location, date and time you left; follow Site Evacuation Procedure.
- Call parents with Center/School status information. If parents cannot be contacted after 4 hours, the child's out-of-area contact will be called if possible.
- Director will report incident to licensor.
- Director/Principal will complete a written incident report at the earliest opportunity; incident reports are stored in office and in the disaster container.

9. Procedures During Storm and Snow Disaster:

- Daycare: Director will determine, prior to opening hours, whether or not to open the Center.
- School: The school will follow Vancouver School District's decision for late opening or closing.
- Daycare: Families will be notified by their classroom teachers. If the childcare center must close during hours of operation, because of snow storms, the director will notify parents by telephone.
- The staff will care for the children until parent or emergency contact person can safely claim the child.

- The disaster supplies will be used as needed. If persons cannot claim the child within 72 hours of center closing, the director will contact police to transport the child to a Child Protective Services care site.

10. Procedures After the Storm and Disaster:

Director will report incident to licenser. Director/Principal will complete a written incident report at the earliest opportunity; incident reports are stored in the office and disaster container.

11. Lock Down Procedure:

During a lock down event, staff will make the determination whether or not it is safe to move to the lock down area in their building or whether they should stay where they are currently located:

If it is determined it is safe to move:

Daycare children will move to the fireside room and school children will move to the basement in their building. The principal will lock the door to the basement once the students have arrived. The daycare director will lock the main doors if they are not already locked.

If it is determined it is not safe to move:

Students will remain in their classrooms with doors locked and curtains closed. Everyone should move away from doors and windows.

Building and Site Evacuation

- Make a quick assessment of the situation in the classroom and any injuries to the children or adults.
- Director and principal evaluate the evacuation route, to be sure that it appears clear of obstructions.
- If possible and time allows, have children take jackets and coats.
- Staff will take following items:
 - a) Disaster supplies which are stored in a separate building
 - b) Class attendance sheets
 - c) Children's emergency and medical information/ supplies.
 - d) Cell phone
- Staff will assemble children to evacuate the building, one teacher leading and one teacher following behind.
- Take attendance; if safe to do so, search the building for anyone missing.
- Have children sit down if possible.

- If a gas leak or other incident that requires individuals to be located further away from the childcare, have teachers move children to the pre-designated location.
- The pre-designated locations are, the main church building, the daycare building, the church office building, the youth room, or Sacajawea School.
- Director/Principal will evaluate the situation with the help of responding agencies (fire, police) and determine if it is safe to enter building.
- Director/Principal will notify parents immediately if evacuation looks to be long term or if children are moved to alternate site location.
- Director will report incident to licenser.
- Director and/or principal will complete a written incident report at the earliest opportunity.
- All parents will be notified of incident.
- If it is determined that staff and children will be moved to alternate site location distant from child care, children will be assigned to designated teachers
- Staff will bring the following items to the alternate sites:
 - a) Disaster supplies which are stored outside by playground
 - b) Class/staff attendance sheets
 - c) Children's emergency and medical information/supplies
 - d) Cell phone if available
- Once at the alternate site location, take attendance again.
- Teachers must remain with their group of children until the children are picked up by parents or emergency contacts.
- Director/Principal will continue to communicate with parents and coordinate pick-up of children.

Letter that is sent to all students at center and school:

Dear Parent or Family,

During a disaster, communication may become challenging. Often it is easier to contact an out-of-area phone number. Our facility is establishing an out-of-area number to relay information throughout a disaster. Please put this number in a convenient and accessible place so that you are able to get information about your child, should local calling become challenging. Our out-of-area contact is:

Name: Jeremy Lohr

Phone #: 509-551-5574

We encourage you to familiarize yourself with the disaster plans and policies established for our child care facility and school.

Please sign and return the following portion

I have received information regarding your childcare facility and school's out-of-area emergency contact. I understand that your childcare facility has established policies to respond appropriately to a disaster.

Signature _____ Date _____

Please provide the following information for our emergency records:

Child's name: _____

Child's out-of-area contact (100+ miles away): _____

Emergency contact (friend, family or loved-one): _____

Local contact (the nearest acquaintance): _____
