

## INTRODUCTION

The following policies and procedures have been established to afford your child the maximum protection and comfort as well as to comply with state regulations.

## APPLICATION AND ENROLLMENT

Kinderfarm encourages children of all backgrounds to attend. Kinderfarm does not discriminate on the basis of sex, race, religion, color, creed, disability, national origin, or ethnic background.

**REGISTRATION:** The parent/guardian must complete a registration form and submit it with a non-refundable registration fee and tuition deposit.

**ELIGIBILITY:** Children ages three through six are eligible to attend Kinderfarm. Children must be toilet-trained when they enter Kinderfarm because diaper changing facilities are not available.

**OPENINGS:** Openings are determined on the basis of the number of children allowed by the preschool's state license.

## ENROLLMENT FORMS

Green Registration Form  
Pink Emergency Medical and Dental Consent  
Field Trip Permission Form  
Iowa Immunization Card  
Blue Physical Assessment  
Assumption of Risk Form  
Purple Transportation Form (as needed)  
Medication Release (as needed)  
Sunscreen/Insect Repellent Form (as needed)

Children will be allowed to attend Kinderfarm only after all of the above forms have been received. If a parent/guardian has not submitted the completed forms by the date the child was scheduled to begin attendance, the parent/guardian shall be responsible for full payment of all monthly fees in order to reserve the space until such time as the completed forms are returned to Kinderfarm.

It is the responsibility of the parent/guardian to provide Kinderfarm with the name, address, and phone number of their child's health care provider as well as written consent to obtain emergency care for the child if needed. The pink Parental Emergency Medical Consent form is for this information.

Kinderfarm requires parents/guardians to update their child's forms yearly for the purpose of our state license. The parent/guardian must inform Kinderfarm of any changes regarding the enrollment forms such as: new emergency contact persons and/or numbers, changes in address, phone, or employers, and changes in transportation arrangements.

Periodic reminders are sent home regarding missing enrollment information and/or expired physicals. It is the responsibility of the parent/guardian to complete the forms and return them to Kinderfarm promptly in order to avoid their child's suspension from Kinderfarm. Parents/guardians will still be responsible for tuition and transportation fees during their child's suspension from Kinderfarm due to incomplete enrollment forms

### **HOURS OF OPERATION**

Morning Session: 9:00 a.m. to 11:30 a.m.

Morning Session plus Lunch: 9:00 a.m. to 12:45 p.m.

Afternoon Session: 1:00 p.m. to 3:30 p.m.

Afternoon Session plus Lunch: 11:45 a.m. to 3:30 p.m.

Children that do not ride the transportation van may be delivered and picked-up by the times stated above. Parents of children remaining at Kinderfarm after the child's scheduled pick-up time will be charged a late fee. Chronic problems with early arrivals and late pick-ups will be reviewed by the Director and may result in termination of services. Please do not leave your car running and do not leave other children in the car when you are delivering or retrieving your child from Kinderfarm. Due to liability concerns, we prefer that you leave all pets at home when dropping off and picking up your child. For liability reasons families are not to visit or feed any of the Kinderfarm animals before or after Kinderfarm school hours. All time spent with the Kinderfarm animals must be done with the supervision of a Kinderfarm staff member.

### **ABSENCES**

A child must be kept home from Kinderfarm if he/she is nauseated, vomiting, has diarrhea, or has a fever or has had a fever, within the past twenty-four hours. Parents/guardians must notify Kinderfarm of their child's absence.

Kinderfarm must be notified of planned absences in advance.

Parents/guardians may leave a voice-mail message after-hours for any absence. The child's name and the nature of their absence should be stated in the message.

## **RELEASE OF CHILDREN**

Children will arrive at and leave Kinderfarm according to the written instructions provided by parents/guardians on the Registration Form. Children will not be allowed to leave Kinderfarm with persons other than the parent/guardian. If an exception is to be made in a child's pick-up or drop-off schedule, the parent/guardian must provide Kinderfarm with written instructions detailing who will be accepting responsibility for their child.

## **FIELD TRIP POLICY**

Educational trips away from the Kinderfarm campus are occasionally scheduled. Trips to local orchards, museums, parks, medical or dental offices, or other farms may be planned to coordinate with seasonal and thematic activities offered at Kinderfarm. Plans for field trips are conveyed to parents/guardians through monthly activity calendars and weekly newsletters from their child's classroom teacher that are available on line at our website. Parents/guardians are welcome to accompany their children on such adventures. In order to maintain state mandated adult/student ratios, siblings are not allowed on Kinderfarm sponsored field trips.

Written permission for any and all field trips away from the Kinderfarm campus for educational purposes shall be denoted by the parent/guardian initials in the space indicated on the back of the Registration Form and completion of the Field Trip Permission Form. If a parent/guardian does not want their child to participate in a field trip they must provide a written notice to Kinderfarm not less than one week prior to the trip.

Transportation for educational trips shall be provided by Rainbow Connections Limited. Please see section "Van Service" for safety regulations. On some occasions it may not be possible for parent chaperones to ride in the Kinderfarm vans. In such cases parents may elect to follow the vans or meet at the field trip destination.

## **BIRTHDAY PARTY/ INVITATION POLICY**

Parents may send treats in honor of their child's birthday. If you would like to send a birthday treat please call Kinderfarm a week in advance to arrange the date, number of treats, and discuss any food allergies. Kinderfarm celebrates each child's birthday with a birthday badge or crown to wear and by singing Happy Birthday during snack time. Birthday parties (i.e. cakes, hats, decorations, games) are not permitted at Kinderfarm as they take away from scheduled activities and class time. We ask that party invitations not be brought to school to pass out as this can result in hurt feelings for those who may not be invited. We are more than happy to pass along names/addresses of your child's classmates so invitations may be mailed.

## **PARENTAL PARTICIPATION**

Parents/guardians shall be afforded unlimited access to their children and to the staff caring for their children while they are at Kinderfarm unless parental contact is prohibited by court order.

### **NON-CENTER ACTIVITY POLICY**

Non-center activities will not be accommodated at Kinderfarm. Kinderfarm will not display brochures, articles, advertisements, or announcements concerning non-center activities.

### **FEES AND PAYMENT POLICY**

1. Registration and tuition deposits and activity fees are non-refundable.
2. Tuition payments are due by the 25<sup>th</sup> day of the previous month for the current month. The monthly tuition payment amount has been computed by dividing the total school year tuition into nine equal monthly installments. Therefore, each month's payment is the same, regardless of the number of school days in any particular month.
3. Tuition will not be billed on a per diem basis. Full payment is required regardless of the actual number of days and/or hours a child attends.
4. Any tuition that is not paid by the first day of each month will result in a \$10.00 late payment penalty. If tuition remains unpaid by the tenth day of the month, the child shall be suspended from Kinderfarm until all fees have been paid. If tuition is not paid by the next billing date, the child will be discharged. Reinstatement may occur on a space-available basis when all fees have been paid.
5. Non-sufficient fund checks are held until a cash payment or money order is received by Kinderfarm to cover the amount of the check. Parents/guardians will pay a \$10.00 charge for a NSF check. Parents/guardians will be notified immediately upon receipt of the NSF check by Kinderfarm and shall have two school days in which to pay the charge and tuition in full by cash or equivalent. If not paid by the end of the second day after notice, services will be suspended immediately. If the tuition and charge are not paid by the end of the first full week after notice, the child will be discharged from Kinderfarm.
6. If, for any reason, parents wish to discontinue their child's enrollment at Kinderfarm, a written 30-day notice and tuition payment for the 30 days is required.
7. Children will be allowed to attend Kinderfarm only after all forms and payments have been received. If a parent/guardian has not submitted the completed forms by the date the child was scheduled to begin attendance, the parent shall be responsible for payment

of monthly fees in order to reserve the space until such time as the completed forms are returned.

### **IRS STATEMENTS**

Upon request of the parent/guardian, Kinderfarm will provide a receipt for tax purposes. It is recommended that parents keep a record of monthly checks as an accurate account of expenses.

### **INSURANCE COVERAGE STATEMENT**

Kinderfarm carries liability insurance providing coverage for Bodily Injury and Property Damage for which Kinderfarm is **legally liable**. Families are encouraged to obtain their own health insurance coverage to provide protection for injuries and/or sickness in which no evidence of negligence exists.

### **DISTRIBUTION OF MEDICATIONS**

Whenever a child is to be given a prescription or over-the-counter medication, the parent/guardian must provide Kinderfarm with a completed medication authorization form signed by the parent/guardian. Kinderfarm will provide the authorization forms. The medication must be provided in the original or duplicate container, or a container accompanied by the doctor's directions. All medications shall be stored in a locked container and dispensed by designated staff members.

If medication is to be kept at Kinderfarm for treatment of a chronic condition, no more than a one-month supply should be sent at a time.

Oral non-prescription medication shall not be dispensed at Kinderfarm without written authorization from a physician. Kinderfarm encourages parents/guardians to dispense non-prescription medications such as creams, ointments, or sunscreen at home. If a non-prescription cream or ointment must be dispensed at Kinderfarm, parents/guardians need to provide Kinderfarm with a completed medication authorization form. Non-prescription medications shall also be kept in a locked container and dispensed by designated staff members.

### **SUNSCREEN AND INSECT REPELLENT POLICY**

You are encouraged to apply sunscreen and/or insect repellent to your child before they come to school because we do spend a majority of our time outdoors. If you would like us to re-apply sunscreen and/or insect repellent, your child must have a signed permission form. A form has been provided for children that attend Kinderfarm all day. If your child is not able to use the sunscreen and insect repellent that Kinderfarm provides, please provide the alternative products when you return the permission form.

### **HEALTH AND SAFETY PROCEDURES**

Each child shall have direct contact with a staff person upon arrival at Kinderfarm for early detection of apparent illness, communicable disease, or unusual condition or behavior which may adversely affect the child or the group. Kinderfarm shall post a notice at the main entrance of the building where it is visible to parents and visitors of the exposure of a child receiving care at Kinderfarm to a communicable disease, the symptoms, and the period of communicability.

If a child has a known medical condition (asthma, diabetes, seizure disorder, etc.) parents/guardians shall provide Kinderfarm with written instructions as to what to do in the event that a problem should occur during school hours. All appropriate forms concerning administration of medication need to be completed by the parent.

If a child has any one of the following conditions, the parent/guardian will be notified to pick up the child immediately: **contagious disease, fever over 100 degrees Fahrenheit, vomiting and/or diarrhea. Parents will be notified of any accident requiring medical attention before any action is taken.**

In case of accident or illness, parents of the child will be notified immediately. In serious cases, the child will be taken to the hospital designated on the child's emergency medical consent form by emergency vehicle for treatment and the parents will be called as soon as possible.

Children that need to leave the center due to a mild illness or injury shall be allowed to rest on a cot with a sheet and blanket with the teacher's associate until the parent/guardian or other designated adult arrives to pick up the child.

All the staff at Kinderfarm are required to have at least one hour training regarding universal precautions and infectious disease control, certification in infant, child, and adult first aid and CPR, and two hours of Iowa's training for mandatory reporting of child abuse; with updates as mandated by the State.

Outdoor play will not be allowed when temperatures (including wind chill) fall below 15 degrees.

Kinderfarm shall ensure that all staff demonstrate clean personal hygiene sufficient to prevent or minimize the transmission of illness or disease. All staff shall wash their hands upon arrival at Kinderfarm, immediately before eating or participating in any food service activity, before leaving the restroom either with a child or by themselves, before and after administering non-emergency first aid to a child if gloves are not worn, and after handling animals and/or cleaning cages.

Kinderfarm shall ensure that all staff assist children in personal hygiene sufficient to prevent or minimize the transmission of illness or disease. For each child with a disability, a separate cloth for washing and one for rinsing may be used in place of running water. Children's hands shall be washed immediately before eating or partici-

pating in any food service activity, after using the restroom, and after handling animals.

Kinderfarm ensures that a clearly labeled first aid kit is available and easily accessible to staff at all times whenever children are at Kinderfarm, outdoors, or on field trips.

Each Kinderfarm vehicle used by the school contains a first aid kit. The kit is sufficient enough to address first aid related to minor injury or trauma and is inaccessible to the children.

Teachers are to make reasonable efforts to keep a child from getting into a vehicle with a parent who is under the influence of drugs or alcohol. They should call the police to give the child and parent a ride home. If a parent who appears to be under the influence insists on leaving Kinderfarm with his or her child, teachers should not under any circumstances provide transportation to a parent who appears to be impaired by drugs or alcohol.

Kinderfarm's license requires teachers to report suspected cases of child abuse or endangerment. This includes the reporting of parents who appear to be impaired by drugs or alcohol.

Kinderfarm is a smoke-free environment. Smoking and the use of tobacco products shall be prohibited inside Kinderfarm, in the outdoor play area, or in RCL-operated vehicles during hours of operation of Kinderfarm.

## **SNACKS AND LUNCHES**

Kinderfarm shall serve each child a full, nutritionally balanced meal or snack as defined by the USDA Child and Adult Care Food Program (CACFP) guidelines. Children remaining at Kinderfarm for two hours or longer shall be offered food at intervals of not less than two hours or more than three hours apart unless the child is asleep.

Snack calendars and lunch menus are posted on the Kinderfarm website at the beginning of each month. Snack and lunch menus are also posted on the coatroom bulletin board and on the refrigerator in the kitchen.

If a child is not allowed to eat certain foods for allergy, religious, family, or medical reasons, parents/guardians must notify Kinderfarm in writing upon the child's admission to the facility. Parents/guardians must provide an alternate food/drink; similar to what is being served, for their child. It is the responsibility of the parent/guardian to make sure that there is plenty of food/drink available for that child and to replenish the food/drink supply as needed. Children are not permitted to bring alternate food from home simply because they do not like or are unwilling to try a particular item or items being served. Kinderfarm offers a wide variety of foods each week. Part of the learning process at Kinderfarm involves exposing the children to foods they may have not had before or think they do not like and encouraging them to try a little each time it is served.

Parents often send treats in honor of their child's birthday. If parents wish to send a birthday treat, please call Kinderfarm at least one week in advance to arrange a date, the number of treats, and discuss any allergy issues.

Food brought from home for children under five years of age and not enrolled in school shall be monitored and supplemented if necessary to ensure CACFP guidelines are maintained. Kinderfarm does not monitor or restrict a parent from providing food from home for school-aged children.

### **CHILDREN'S PERSONAL PROPERTY**

Parents should send their children in washable clothing. The children participate in outdoor activities daily so it is important that they be dressed in weather-appropriate clothing (boots, sweaters, mittens, etc.). Parents should also send a change of clothing in their child's bag. **All clothing items should be labeled with the child's name.**

Children should not bring money, toys, food, water bottles, or other items not necessary for Kinderfarm activities without prior approval from the Kinderfarm staff.

### **VISITORS AND OBSERVATIONS**

Parents and community members who are screened by the Kinderfarm staff are welcome to observe at Kinderfarm. For liability and supervision reasons it is not possible for children who visit the program to participate in activities.

### **SCHEDULED AND UNSCHEDULED NO-SCHOOL, DELAYS, AND SCHOOL CLOSINGS**

- Kinderfarm generally follows the Iowa City Community School District if they cancel school, delay the start of school, or dismiss classes early.
- Kinderfarm closings, delays, and early dismissals will not be announced on local radio or television stations. However, announcements concerning the Iowa City School District are made on these stations.
- The voice mail at Kinderfarm can be checked for information on school cancellations, delays, and early dismissals. That phone number is 351-3438.
- A delayed start means that morning classes will still begin at 9:00 but van service will not be available. Parents will be responsible for bringing their child to school on those days. Children may be dropped off beginning at 8:45 AM. Transportation will resume for the 11:30 returns and noon pick-ups for students that normally use the service.



- In the event of an early dismissal, Kinderfarm will close at 1:00 PM. Van transportation will be available to the children that normally use the service. Children that leave via car will need to be picked up by 1:00 PM.
- Snow days and early dismissal days are not made up due to scheduling conflicts at the end of the school year and the beginning of the summer program.

## **VAN SERVICE**

Transportation is available to and from Kinderfarm for children that attend Kinderfarm for an additional monthly charge. Rainbow Connections Limited provides vans to transport Kinderfarm children to and from Kinderfarm and on school-related field trips. The Kinderfarm teachers and support staff are responsible for driving the vans.

1. All drivers must possess a current Iowa driver's license with a class "D" endorsement.
2. Children living within specified boundaries in Iowa City and Coralville are eligible for van service.
3. Each child must be secured in their car seat by the adult that places them on the van. The van driver is not responsible for buckling children in their car seat as they must remain in the driver's seat while the vehicle is running. The vehicle must be in "Park" and the driver must keep their foot on the brake.
4. Parents/care providers will be notified prior to their child's first day of attendance as to van pick-up/delivery times.
5. Van pick-up/delivery times may vary due to child absences, traffic delays, weather conditions or vehicle failure.
6. Parents/care providers should have the child dressed, fed, toileted, and ready to get on the van at least ten minutes before their scheduled pick-up time.
7. Children will not be delivered to an area where an adult is not present. Parents/care providers must make arrangements to have an adult available at the child's designated delivery place. An adult should plan to be at the designated place at least ten minutes prior to the scheduled delivery time.
8. Kinderfarm will notify parents/care providers via phone call of any changes in the scheduled pick-up/delivery times.
9. Rainbow Connections Limited provides all of the car seats used to transport children to and from Kinderfarm. Children will not be permitted to use a car seat that is not provided by Rainbow Connections Limited. There is a yearly car seat maintenance fee to be paid by families using the van service.

10. Children are to remain in their car seats with the seatbelt buckled at all times.
11. Children may not bring food, drink, books, or toys on the van.
12. Kinderfarm must be notified in writing of any changes in a child's van schedule. Temporary changes in a child's van service schedule will be permitted only if the change happens within that van's normal route and the change will not take the van more than ten minutes off-course.
13. The van driver is responsible for checking each child on and off of the van using the RCL Van Attendance Record during each trip.
14. In addition to the driver, a second staff member must be present to assist in loading and unloading each child onto/off each van at Kinderfarm.
15. At the culmination of each trip it shall be the responsibility of the van driver to check each row of seats to ensure that all children have exited the vehicle and to check for personal belongings of the children.
16. Chronically disruptive behavior of the child on the van and/or habitual problems with pick-ups/returns may be grounds for suspension of van service.

### **SPECIAL ACCOMODATIONS**

Reasonable accommodations, based on the special needs of the child, shall be made in providing care to a child with a disability. Accommodations might include a specific treatment prescribed by a professional or parent/guardian, or a modification of a piece of equipment, or the removal of a physical barrier. The accommodation shall be noted in the child's file.

It should be noted that accommodations requiring extreme facility modifications beyond the capability of Kinderfarm's resources will not be possible.

### **DISCIPLINE PHILOSOPHY**

Discipline is the sum of the total interaction experience the Kinderfarm children and staff share. The adults will focus children's attention to tasks or problems before asking compliance, share logical reasoning for a request with a child, encourage empathy so that children realize the consequences of their actions, practice problem solving skills, emphasize cooperation instead of competition, use positive reinforcement techniques in the form of positive phrasing, and develop rules that are brief, clear, and consistently enforced. The Kinderfarm environment and materials are designed so that few "no's" are necessary. The children at Kinderfarm learn self-control, cooperation, and consideration of others in a gentle and supportive relationship with the adults that care for them. Time-outs are used if warranted.

## **DISCHARGE POLICY**

Significant violations of expected behavior will be recorded in the child's file and parent/guardians will be informed through the use of an Incident Report Form. Parent/guardians must be informed of such behaviors as biting, hitting, or chronic use of offensive language. An Incident Report Form will be given to the parent/guardian to read and sign. The report will be kept on file and a copy will be given to the parent/guardian. Reasonable efforts within the available resources of staff ratios and training will be made to assist parent/guardians and the child with adjustment to the program setting.

Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, such behavior that: requires constant attention from the staff, inflicts physical and/or emotional harm on other children or staff, consistently ignores or disobeys rules which guide behavior during the school day. If a child cannot seem to adjust to the program setting and at least three Incident Report Forms have been filed within a one-month period of time, the child will be discharged. The parent/guardian will be responsible for one month's tuition after the child's dismissal.

## **BITING POLICY**

Biting is a very common behavior among children birth to three years of age. The Kinderfarm staff recognize that biting is a form of communication and, therefore, do not view children that bite negatively. Biting signals that a child's needs are not being met or that they are coping with a challenge or stressor. The staff at Kinderfarm strive to provide caring relationships and a supportive environment that prevents challenging behaviors. Through observation and education, the staff shall seek to understand the meaning of a biting behavior and discover with the child a more effective means of communication. A child will not be discharged from Kinderfarm without first addressing the underlying causes of his/her biting.

If a biting incident does occur, the following action will take place:

- \* The staff member(s) will ensure that all children are safe.
- \* The staff member(s) will (in a firm, yet calm voice) address the child that bit.
- \* Show concern and support for the child that was bitten. Administer first aid as needed.
- \* If the child that bit is verbal, the staff member(s) shall discuss with him/her the experience and talk about other strategies they can use next time.
- \* The staff member(s) shall complete a confidential Incident Report Form for all children involved. Biting incidents shall be documented to assist staff with identifying patterns and preventing future incidents through changing the environment and teaching strategies.
- \* Parents of all involved children will be notified with a phone call from the Director and a confidential Incident Report Form. The parents of all involved children shall

receive a copy of the Incident Report Form. The original form will be filed at Kinderfarm for ten years.

## **KINDERFARM EMERGENCY PROCEDURES**

**FIRE:** Fire escape routes are posted in every room of the building with clearly marked exits. Staff and children are trained, through monthly drills, to respond quickly and efficiently to the Kinderfarm fire alarm system. This involves a routine hearing of the alarm (the signal for the drill is a bell) and immediately exiting the building using the appropriate door for each room. Drills are conducted once a month

In the event of an actual fire, the teacher's associate will take the folder containing the Parental Emergency Medical Consent forms (located on the second shelf above the desk in the orange room), the message book, and the cellular phone. Once outside the building, the Director will call 911 to report the fire while all other staff members remain with the children.

The Director will remain at Kinderfarm until emergency vehicles arrive. Weather permitting, the remaining staff members will take the children to the picnic area between the horse barn and the corn crib. If weather conditions do not permit the children and staff to remain outdoors, the children will be transported by vans to the Sycamore Mall and wait for permission to return to Kinderfarm.

If the Director is not present at the time of the fire, she will be contacted immediately and the on-site supervisor will assume the Director's responsibilities.

Parents will be called from the cell phone and instructed where to pick up their children. Children may return to Kinderfarm only if fire officials have determined that they may do so.

**TORNADO/SEVERE WEATHER/SEVERE LIGHTNING:** Maps are posted in each room indicating where to go in the event of a tornado. Staff and children are trained, through monthly drills, to respond quickly and efficiently to the Kinderfarm tornado alarm system. This involves a routine hearing of the alarm (the signal for the drill is a blown whistle) and immediately taking shelter in designated areas. Drills are conducted monthly on varying days and at different times of day. Tornado drills are documented monthly.

In the event of an actual tornado or other severe weather emergency, the staff will direct children to the appropriate areas. Staff and children will not exit these areas until the radio declares it to be safe. If there is structural damage to the building the Director/on-site supervisor will call 911 for assistance and then decide if it is possible to exit the building.

**SEVERE WINTER WEATHER:** Kinderfarm classes shall be canceled or dismissed early in the event of severe winter weather. Severe winter weather shall be defined as

blizzards, ice storms, or dangerous wind chills. If classes are canceled due to severe winter weather, parents shall be informed through a voice-mail message at Kinderfarm. If classes are dismissed early due to severe winter weather, the Kinderfarm voice-mail message shall give specific details of plans being made. Children will not be permitted to leave with anyone other than their parents unless Kinderfarm has been given specific written or verbal permission by that child's parents.

**EARTHQUAKE:** In the event of an earthquake, staff will direct indoor children to take cover in the yellow room and the bathroom areas. Outdoor children will be moved away from all buildings and sit with staff. Structural damage will be assessed by official personnel, Director/on-site supervisor before children are allowed to remain in or re-enter the building.

**SICK OR INJURED CHILD:** Any child exhibiting bacterial/viral or other unusual symptoms shall be reported to the Director/on-site supervisor for evaluation. Staff may take the child's temperature but no medications may be administered. Staff may administer first aid to an injured child within the scope of their training. Another staff member shall call the child's parents, health care provider, or 911 based on the severity of the injury, as treatment is being administered.

**A SEVERELY INJURED CHILD OR A CHILD EXHIBITING ANY SEVERE BACTERIAL/VIRAL SYMPTOMS MUST BE TRANSPORTED TO A DOCTOR OR HOSPITAL BY THEIR PARENTS OR AN AMBULANCE SERVICE UNLESS THE PARENTS GIVE EXPRESS INSTRUCTIONS OTHERWISE.**

**LIQUID PROPANE GAS LEAK:** In the event of a liquid propane gas leak inside the building, the building will be evacuated immediately by following the fire evacuation plan. The teacher's associate will take the folder containing the Parental Emergency Medical Consent forms, the cell phone, and the message book. Once outside the Director will call 911 to report the leak while all staff members wait with the children.

The Director will remain at Kinderfarm until emergency vehicles arrive. Weather permitting, the remaining staff will take the children to the far east fence line. If weather conditions do not permit the children and staff to remain outdoors, the children will be transported by vans to the Sycamore Mall and wait for permission to return to Kinderfarm.

If the Director is not present at the time of the gas leak, she will be contacted immediately and the on-site supervisor will assume the Director's responsibilities.

Parents will be called from the cell phone and instructed where to pick up their children.

**BOMB THREAT:** In the event that Kinderfarm is notified of a bomb threat the building shall be evacuated immediately by following the fire evacuation plan. The teacher's associate will take the folder containing the Parental Emergency Medical Consent forms,

the cell phone, and the message book. Once outside the Director will call 911 to report the threat while all the other staff wait with the children.

The Director will remain at Kinderfarm until emergency personnel arrive.

The remaining staff members will take the children to the far east fence line and wait for emergency vehicles to transport them to a safe location. If necessary the Director will go back into the building with emergency personnel to search for anything that may be out of place.

If the Director is not present at the time of the bomb threat, she will be contacted immediately and the on-site supervisor will assume the Director's responsibilities.

Parents will be called from the cell phone and instructed where to pick up their children.

**MISSING CHILD:** Children shall never be inside or outside of the building without the prescribed ratio of staff supervision. In the event that the center is unable to account for one (or more) attending child(ren), all children will be brought to a central location (inside or outside). All non-ratio staff will then immediately search the building and grounds while the other children are being supervised. If the child is not found within 15 minutes, 911 will be called by the Director/on-site supervisor and then the specific parents. No staff or children may leave the center until authorities have arrived. All staff will cooperate fully with recommendations of official personnel.

**DANGEROUS ADULT:** In the event of the presence of an adult who is deemed by the Director/on-site supervisor to present a danger to the children or a specific child, 911 will be called immediately. Staff will calmly move the children a safe distance from the person (unless they feel that this action will endanger themselves or the children). The Director will request that the person leave the premises and advise them that authorities are on the way (unless she feels that this action would endanger her or the children).

A dangerous adult would include one that is exhibiting inappropriate behavior, bearing arms, and/or showing signs of intoxication by either drugs or alcohol. This also includes any person who is prohibited by court order (a copy of which must be in the child's file) to see or transport the child.

In the event that the person leaves the premises before officials arrive, the staff will write down the license plate number of the persons' vehicle, a brief description of said vehicle, and a full description of the individual. Staff will not place themselves or the children in danger by attempting to detain the individual.

**EVACUATION BY OFFICIAL PERSONNEL:** In the event of the need to evacuate children from the center by order of official personnel, staff and children will cooperate fully with the request. If possible, staff will take the children to Sycamore Mall with the Parental Emergency Medical Consent forms and contact parents.

**TOXIC OR HAZARDOUS MATERIALS:** In the event of a toxic spill at or near Kinderfarm and we are the first to witness, 911 will be called immediately. Staff and children will cooperate fully with officials. All staff and children will be brought into the building (if not already there). Windows and doors will be closed and air conditioners turned off. Staff and children will remain inside the building until the All Clear is given by officials. If officials determine that evacuation of the center must occur, staff will follow guidelines under Evacuation by Official Personnel.

**POWER FAILURE:** In the event a power failure occurs at Kinderfarm, the electric company will be contacted to get an approximate time for power to return. If possible, activities within the classroom shall continue as planned. Flashlights are located in the orange room if necessary. If the outage does or is expected to last more than two hours, parents will be contacted to pick up their children.

The above emergency procedures are reviewed at the beginning of each school year by all Kinderfarm teachers and support staff. All employees are given a copy of the emergency procedures in their staff handbook. Any employee not present at the annual meeting shall meet privately with the Director to review the emergency procedures. In the event that any of the above procedures are implemented, the staff reviews the procedures followed and makes any changes to the procedures if necessary.





