



**321 Lear Rd
Avon Lake, OH 44012
Michelle@LittleLearnersAvonLake.com
440-617-9484**

**Hours of Operation:
Monday – Friday
8:00 – 2:00**

***“Train up a child in the way he should go,
And when he is old, he will not depart from it”***

Proverbs 22:6

Parent Handbook & Emergency Procedures

Revised August 2022

Table of Contents

Topic	Page
A Note from Miss Michelle Our Philosophy	3
Program Information	4
Enrichment Programs Student to Teacher Ratios Book Bags	5
Separation Anxiety First Day of School Appropriate Dress	6
Arrival & Dismissal Procedures Circle Time Learning Snack Play Time Clean-up Water Activities	7
Carpools Release Policy Pull-ups Behavior Management Suspension & Expulsion Transportation	8
Accident & Emergency Policy Incident Report Illness Communicable Diseases	9
Administration of Medication Enrollment & Medical Forms Immunizations	10
Registration & Fees Tuition Payments Visitation Custody Agreements	11
Withdrawal Notification Weather Closings Newsletter Roster Parent Teacher Communication Conferences & Screening	12
Non-discrimination Policy Americans with Disability Act Safety Procedures	13
Daily Schedules	14
Emergency Response Plan	15-21

Dear Family,

We are so excited that you have chosen *Little Learners Preschool* for your child. These are exciting times for you and your preschooler, and I hope my staff and I can help you make the most of it. We are here to help you transition your child from home to the school environment in an incredibly positive and happy way.

Please know that we are here for you and with you! If at any time, you have concerns or issues with the center, a staff member, the curriculum, or anything else, we want you to talk to us. We are in this together...it truly takes a village which, I feel, makes us family! The best way to ensure that your child thrives through this experience is for all of us to have clear communication with one another. Sometimes that's difficult but the alternative is worse.

We are a Christian based preschool created out of love for young children and for Jesus. This is evident in the way we teach, interact with, and love each other.

I am very excited to start or continue this journey with you and I seek to make this one of the most positive school experiences possible.

In Deepest Gratitude,
Michelle

Our Philosophy

Little Learners Preschool strives to promote social, emotional, cognitive, and physical growth through a well-balanced program that is age appropriate for the four programs offered. We recognize that every child develops at a different rate and has different needs. We see every child as a gift from God and a unique and special individual. Success and a love of learning are attained when each child has the opportunity to grow and learn through love, structured academics, creative play, arts and crafts, and social and physical opportunities. It is important that the child feels confident and happy and for them to know they are loved and special. A sense of accomplishment will be developed by praising the child's efforts and hard work. Through hands on activities the child will learn to be a creative and self-expressive individual.

PROGRAMS

3-School Tuesday & Thursday 9:00 – 11:30

The curriculum for this program will focus on academic exposure to numbers, shapes, letters, and colors. Your child will become more comfortable with separation from parents and learn to care for their own needs such as going potty, washing hands and various other tasks. This program also emphasizes social skills such as making good choices, sharing, taking turns and being kind to others.

Child must be 3 by September 30th of the enrolling school year.

Early Pre-K Monday, Wednesday, Friday 9:00 – 11:30

This program is ideal for the oldest 3-year-old to young 4-year-old. Your child may have had 1 year of preschool but still has 2 more before entering kindergarten. This program is a light version of the Pre-K curriculum but not meant to be the last stop before kindergarten. It will set the perfect foundation to lead your child into the Pre-K Plus program the following year. We will emphasize the academic focus and also more circle time and crafts will be a part of our daily fun.

Child must be four years of age before January 31st of the enrolling school year.

Pre-K Monday – Thursday 9:00 – 11:30

This program emphasizes kindergarten readiness through individual and group academics and arts & crafts. In this program your child will learn one letter and number per week. This curriculum focuses on writing each, recognition of each with special concentration on upper and lower-case letters and letter phonics. Social skills are developed through learning to make good choices, being kind to others and through creative play, stories and circle time activities.

Pre-K Plus Monday – Thursday 9:00 – 11:30

This program is a skill & confidence building program. The framework of this program will allow your child to thrive in kindergarten. This curriculum focuses on writing letters and numbers, recognition of each with special concentration on upper and lower-case letters and letter phonics. This program enhances the child's critical thinking process. Hands on experiences will teach them the "why" of things, and the experiments will enrich their curiosity. Along with small group and one to one learning, each child has a special class time every week in the following areas: math, language arts, and science. This program is ideal for the child who may be right at the kindergarten age cut off or may just need a little extra confidence before entering kindergarten.

Child must be five years of age before January 31st of the enrolling school year.

Enrichment Programs

Lunch Bunch

Your child will have the opportunity to stay an hour and a half after school and have lunch with their friends. The child will bring a packed lunch from home which may or may not include a drink.

The school will keep on hand items from 2 of the food groups in case the parent does not send sufficient food (fruit and crackers for example) and offer a choice of juice or water. Milk will need to be provided by the parent.

Fantastic Friday

Your child will arrive at 9:00 and stay until 11:30. This is a hands-on, play-based day in which many different themed activities are set up in each room. Your child can move freely throughout the school to choose what they wish. This is a wonderful program if children who know each other or are in different programs or classrooms to be able to be together for an entire morning. This is a wonderfully fun and playful day for the children AND teachers!

Field Trips

Since we are a part-time preschool, we do not go on field trips, but community visitors may come to the center. Parents will be made aware of any scheduled visitors.

Teacher to Student Ratio

3-School and Early Pre-K classroom ratio is 1 teacher to 10 children.

Pre-K and Pre-K Plus is 1 teacher to every 14 children with a classroom aid.

Book Bags

Each child should bring a book bag to school daily.

DO:

Buy a bag large enough to hold 8x10 papers without having to fold them.

DO NOT:

Buy a bag with wheels.

Attach anything to the bag.

Put more than 1 item or toy in the bag.

If your child is nervous or insecure about school, a small stuffed animal or blanket will be permitted inside the bag. Large or heavy items in the bag will not be allowed.

Separation Anxiety

It is very natural for a child to be a little apprehensive about a new experience (Parents too!). Hopefully, your transition will go smoothly, however if it does not, please realize the anxiety only last for a short period of time. Once the children realize and experience the fun at school the anxiety begins to disappear and is replaced by excitement. As a parent, use positive reassuring statements and avoid telling them how much you will miss them.

First Day of School

The first day of school for all programs requires a parent to attend with the child. *Little Learners* feels this will help to alleviate some anxiety which may be felt by the child. We feel it is important for you to share this special day and excitement with your child. First school day hours vary by program.

Each child will be given a name tag which corresponds to their classroom or group. We ask that you wear that name tag for the first few weeks of school, allowing the teachers to learn all the children's names.

Appropriate Dress

Preschool is a fun place to be and your child should be dressed for play, some being done on the floor. *Little Learners* uses washable paint and smocks will be used, but that does not protect them 100%.

September and part of October can be very warm months so dress your child accordingly. Remember, preschoolers typically wait until the last minute to use the bathroom, so try to avoid those zippers, snaps, buttons, and belts. Rubber soled shoes like tennis shoes are the best. Slippery bottom shoes may limit the child's access to the gym for their safety. In the winter, please avoid wearing boots. If it is a must, please remember to send a pair of shoes to change into.

PLEASE LABEL EVERYTHING!!!

A Day in the Life!!!

Arrival & Dismissal Procedures

PROMPTNESS IS REQUIRED. A teacher will come to the car and get the child upon arrival and bring the child to the car upon dismissal. Please DO NOT get out of the car. Please DO have the child unbuckled and ready to exit the vehicle. Once all children have arrived, we will go directly to the classroom, wash hands and use the restroom.

Please pull directly behind the car in front of you and keep the line close together. Proceed to the sidewalk where your child will be removed/put in the car.

When picking up your child, be sure to hang the pink car number card from your rearview mirror. Please do not assume we know your car. The number is not necessary when dropping the child off. You will then pull forward to buckle your child.

Circle Time

Each individual teacher plans for this time. Activities include The Pledge of Allegiance, date, weather, songs, finger plays, flannel board stories, books, and music.

Learning

A main curriculum is followed by all teachers. Concepts and ideas are taught in small groups and then reinforced on a one-to-one basis and centers. Centers and quiet bins are used so that the children learn to make individual choices of tasks they would like to work on and explore. Table time as a group will be used weekly to sharpen the listening skills in a small group setting.

Snack

Children will be given a snack consisting of a 100% fruit juice or water and some type of cracker, pretzels, etc. Parents are welcome to send in a snack of their choice for their child. Monthly menus will be posted in the office.

Play Time & Recess

During this part of the day your child will have the opportunity to move freely from room to room if they choose as well as enjoy gross motor development in our large playroom. We will play outside as much as possible so please have your child dress appropriately. We will not go outside in temperatures below 55 degrees.

Clean Up Time

Each child is encouraged to clean up the toys that they have been playing with. Putting the toys in specific places everyday helps the child to develop organizational skills and basic responsibility.

Water Activities

Water activities are not part of our September – May school program.

Carpools

If you are forming a carpool, you will receive a car number specifically for this group. Everyone involved in the carpool must sign the carpool letter. Keep your individual number as well in case you ever must pick up your child separately.

Release Policy

The only way your child will be released to anyone that is not listed on their registration papers or carpool letter is by a written note or text. The person's name must be listed in the note and their driver's license will be checked to verify they are the correct person listed.

Pull Ups

These are acceptable to wear as a preventative measure, not as a diaper. If a child has a bowel movement, then the parent will be called to change the child or take the child home.

Behavior Management

Through everyday play and activities, the children at Little Learners are taught to use their words to express their emotions and feelings. They are taught in a positive manner that God wants them to treat each other in a kind way. When the occasion arises for adult intervention, the teacher will handle it with positive reinforcement and direction. Steps taken:

1. Teacher evaluates behavior and tries to let children handle the situation in a cooperative way.
2. Teacher will redirect children within the room.
3. Teacher diverts child to another room allowing him to return in a short period of time.
4. The child may be asked to sit at the table with the teacher and discuss the behavior or simply play with something quietly at the table as a calm down technique. WE DO NOT PUT THE CHILD IN TIME OUT.
5. If negative behavior continues, teacher contacts parents for a conference.

Suspension and Expulsion

Only in an extreme case of a child endangering the safety of other children or staff would a child be asked to leave the program. Every effort to avoid this outcome will be taken in the way of parent/teacher collaborations, behavior modification techniques, or other interventions as needed.

Transportation

It is the sole and complete responsibility of the parent to provide transportation to and from school. Little Learners does not take field trips off the premises of the school grounds. Therefore, there is no need for a transportation policy.

Accident and Emergency Policy

In the case of an accident or emergency, Little Learners would follow these listed procedures:

1. Teacher assesses the situation
2. Teacher follows the medical or dental emergency plan which is posted in the school and which they are trained.
3. If necessary, emergency transportation (911) would be called.
4. Parents called
5. Incident report filed

If emergency transportation would be needed the child would never be sent alone. The child's teacher or administrator would be transported with them by way of EMS. Little Learners will not enroll any child whose parents refuse to grant consent for transportation in case of emergency.

In case of an immediate emergency or evacuation of the school is necessary, parents will be contacted, and children may be picked up in Bradley Park by the tennis courts.

Incident Report

If an accident happens that requires medical attention, or an incident occurs at school, an incident report is filed. This is a document containing a full account of the incident and actions taken. It is reviewed with the parent, signed, and a copy is given to the parent, and one placed in the child's file. This will take place on the same day the incident happened.

Illness

Please be considerate of other parents and children when sending your child to school. A rule of thumb to remember is: If your child has had a temperature, vomited, diarrhea, or has had signs of a rash within a 24-hour time span, please keep them home. If your child will not be attending school, please contact Miss Michelle or your child's teacher and notify them asap so we are not waiting for them to arrive. This also allows us the ability to notify parents what illnesses are going around.

Communicable Diseases

Little Learners complete staff has been trained and certified in the areas of First Aid, Communicable Diseases, Child Abuse, and CPR.

It is the job of the administrator to review symptoms of illnesses, hand washing and disinfecting procedures with all staff members on a routine basis.

The staff has been trained to observe the children at the beginning of the day and throughout the session. They are to notify the administrator if they feel something is wrong.

If any of the following symptoms listed below are detected, then the child will be isolated from the other children. They are provided with a cot and blanket and will be within sight of a teacher. They are not left unattended. The parent, guardian or legal custodial parent will be called, and the child will be sent home.

1. Temperature of 100 degrees or more
2. Diarrhea
3. Severe coughing or whooping sound
4. Difficult or rapid breathing
5. Yellowish skin or eyes
6. Redness of eye or eyelids, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain
7. Untreated infected skin patches or rashes
8. Unusually dark urine, and or gray or white stool
9. Stiff neck with elevated temperature
10. Lice, scabies, or other parasites
11. Sore throat or difficulty in swallowing
12. Vomiting

If your child has been exposed to a communicable disease you will be notified. The child may return to school after they have been clear of symptoms for 24-48 hours. The communicable disease chart is posted in the administrator's office.

Administration of Medicine

Since the child is in school no longer than 2.5 – 4 hours a day, Little Learners will not administer medication of any kind, for any child at the school. A school aged child is not permitted to administer any emergency medication themselves. We ask that the parents handle this either before or after the school session. Any child that will need medication beyond the 2.5 hours will not be permitted to enroll in enrichment programs.

Little Learners takes every precaution to avoid allergic reactions. Parents are required to list all allergies on the registration forms. Each teacher will receive a list of allergies and keep them posted in the classroom. If any emergency medicine needs to be kept at school, the parents need to fill out the appropriate forms before the first day of school.

Enrollment Form, Medical Forms, and Immunizations

The forms provided by Little Learners via the state of Ohio are the only ones that will be accepted. All forms must be completed by the first day of school.

The medical form must show an exam date within 13 months. By state law, if a completed medical is not on file, the child will be prohibited from attending school until such form is provided. This is state law and will be strictly enforced. We do not require that your child be immunized but this form must be filled in on the medical form and signed off by a doctor.

The CHILD ENROLLMENT AND HEALTH INFORMATION FORM is to be filled out completely and no spaces are to be left blank.

Registration and Fees

there is a \$75.00 non-refundable fee charged to secure your child's spot. ****Registering after the school year begins will result in the fees being calculated on the remaining school days and charged accordingly. The registration fee and supply fee will be charged. Payment schedule will be the same.

Tuition

Little Learners tuition is a yearly fee calculated on the number of days of the program. Tuition is due the first week of the month and is due regardless of sickness, behavioral/disciplinary removal, vacations, weather-related closings, or holidays (including Thanksgiving, Christmas, snow days, and Spring Break). If you decide to take an extended leave of absence, we can only hold your child's spot by paying the monthly tuition. ***The extended leave of absence also applies to those who choose to not send their child to school after the reopening from a forced closure, like a pandemic or emergency-related forced closure.***

Payments

All fees and tuition can be paid by cash, check, Venmo, Cash App or PayPal. If using PayPal, a 3.5% fee will be added. A \$25 returned check fee will be added for any return checks. It is the parent responsibility to pay the tuition, by any manner, no later than the 5th of each month. If tuition is not paid by the 10th of each month, it will be considered late. A \$15.00 late fee will then be charged to your account. If extenuating circumstances cause you to have difficulty with this plan, contact the administrator for special consideration.

Visitation and Observation

During the school day, parents and legal custodians of any student in the four programs are welcome to visit and observe their child. For security reasons, the administrator needs to be notified of the visitation. Please do not interfere with the daily activities or try to carry on a conversation with the teachers. Our attention needs to be 100% on the children. If you would like to schedule an appointment with a teacher or the administrator, please do so after school hours.

Custody Agreements

Any custodial parent or guardian shall be permitted access to the school and child unless there is court documentation on file to the contrary. You must report to the administrator upon entering the building.

Withdrawal Notification

For whatever reason, if you withdraw your child from **Little Learners** a thirty-day notice is required, and tuition must be paid through that last month of enrollment. Previously paid tuition will not be reimbursed.

If a child's behavior becomes a problem, the administrator has the right to have the child withdrawn, only after the behavior procedures have been followed.

Weather Closings

In case of inclement weather, you will receive a text message that school is closed. We follow the Avon Lake school district for weather days, if they close – we close, but if the school were to close for any other reason, you will be contacted via text or phone call.

Newsletters

Beginning in September, a monthly newsletter will be provided to every child. This is our line of communication with you concerning upcoming events, curriculum, and volunteers we may need.

Rosters

A roster is prepared at the beginning of the year for every family enrolled in **Little Learners**. On your registration form you have chosen to be on this roster or not. This roster will be prepared with the child's name, parent's name, address, and phone number.

Parent/Teacher Communication

Miss Michelle and your child's teacher will have your phone number in their phone. Texting will be the main form of communication. If there is an emergency, please call Miss Michelle rather than the school number.

Little Learners teachers and administrator are always available by phone before school starts (8:00a.m. to 8:30 a.m.), or after school from 1:00p.m. to 3:00 p.m. If you have a concern, please do not hesitate to call your child's teacher or administrator. Please refrain from calling during school hours because our full attention is on the students.

Parents will have the opportunity to actively participate with their children throughout the school year. Examples of these times being: First day of school, Family Open House, Halloween, Thanksgiving celebration held at school, Christmas Program where children perform, Mother's and Father's Night where parents attend school and participate with child in activities, Springtime Art Shows, etc. We do not offer parent volunteer days.

Conferences & Screening

Parent teacher conferences will take place in November. This conference will focus on the child's progress socially and academically up to that point and give you a chance to ask questions or voice concerns.

The teachers will be formally screening the children between November and December. Each child will receive a written progress report in December before Christmas break. The progress report will also contain the teacher recommendation for the child's next school year.

In March, each family will have the opportunity to request an in person or phone conference if there are concerns, otherwise, the final progress report will be sent home in May.

We do not report any child data or child's progress to the Ohio Department of Job and Family Services

Non-Discrimination Policy

Little Learners does not discriminate in enrollment or educational opportunities due to race, religion, sex, color, or national origin.

Americans with Disabilities Act (ADA)

Little Learners complies with the ADA; however, we do not have the staff qualified to educate the severely handicapped child or the knowledge for severe health conditions. After a possible trial-based enrollment and individualized assessment of the child, it will be at the Administrator's discretion whether the center can meet the needs of the child. Please see page 18 for our policy on administration of medications.

Safety Procedures

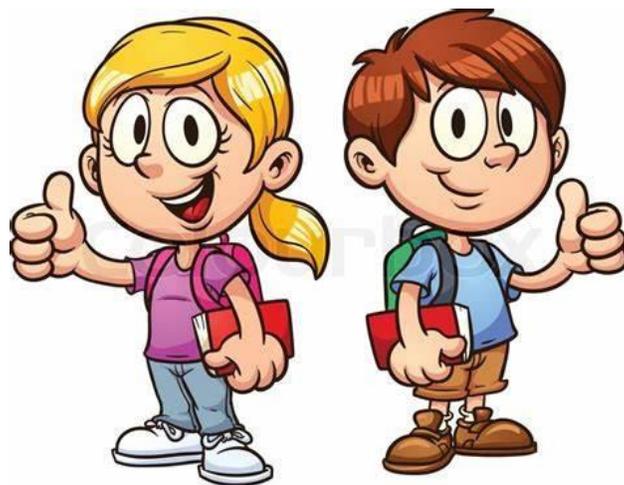
Your child's safety is of utmost importance to us. Every teacher is aware of where the children are, where they are going, and what they are doing.

There are several procedures we undertake to assure these measures.

1. Upon arrival your child is removed from the car by a teacher. Another teacher checks them in at the door and attendance is marked on a master list. Attendance is taken again in the base room.
2. The educational wing of Church of the Open Door is behind locked doors.
3. Departure is handled in the same manner as arrival. For safety measures your car number must be used every day.
4. Children are supervised at all times and never left unattended.
5. Fire drills are held once a month during different times. Record of these fire drills is available on the wall in the administrator's office.
6. If emergency transportation is needed 911 is called.
7. The use of disinfectants and spray aerosols are prohibited while the children are in school.
8. Fire emergency and weather alert diagrams are posted in each room. Teachers have reviewed and know responsibilities of evacuation routes that come with each classroom.
9. As mandated reporters, the staff will call Children's Services if abuse or neglect is suspected.
10. In case of a general emergency such as loss of power, heat, or water, parents will be immediately contacted to come and pick up their child.

Daily Schedule

9:00 - 9:15	Arrival & Restroom
9:15 - 9:30	Welcome Circle Time
9:30 - 10:15	Learning Art
10:15 - 10:30	Restroom Snack
10:30 - 11:15	Play time
11:15 - 11:30	Clean-up Coats Good-bye Song
11:30	Dismissal
11:30 - 1:00	Lunch Bunch If signed up



Thanks for reading, 10,000 you're awesome points for you!



EMERGENCY RESPONSE ACTION PLAN

For Staff and Families

All children from 34 months to 6 years.

There are no infants on site.

Updated August 2022

EMERGENCY RESPONSE PLAN

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

EMERGENCY COMMUNICATIONS

If an emergency occurs during preschool hours:

- Do not drive to the school unless it is safe to do so and/or you have been directed by the preschool administrator to pick up our child.
- Please be aware that we will contact you ASAP but the safety of your children is the priority so please consider that we must first secure the situation before we can contact you.

GOALS

The primary goals of this plan are to:

- Develop effective crisis and security plans.
- Prepare students, families and staff to take appropriate actions in response to natural disasters or preschool specific hazards.
- Provide parents with accessibility to the policies and procedures we will be utilizing during an emergency.

Phone Numbers:

Police, Fire, Medical	911
Poison Control	800-222-1222
Little Learners Preschool	440-617-9484
Administrator Cell	216-299-6935

Michelle Flauto

Staff Phone:

Kelly	440-570-1979
Marcia	440-781-4959

Training:

Training of all staff shall be upon school start each year
This manual shall be reviewed and updated annually each August

Please know that your child's safety and staff safety are the top priorities. Be patient and wait for instructions during any emergency. Please only communicate with the person who contacts you and refrain from general communication with the staff that may take time and focus away from the situation

SAFE PLACES INSIDE THE SCHOOL

Depending on the threat, it may be a safe room or a specific space.

Under no circumstances, unless otherwise instructed, shall students or staff leave the main preschool floor to go into the church part of the building.

Safe Place Procedure

The safe room is the PLAYROOM in the preschool wing.

Communication to staff in case of emergency will be by cell phone, by mouth or fire alarm.

Teachers:

- Immediately respond to the specific threat as outlined in the following pages.
- **The constant in each and every situation is to take attendance and account for each student in your class.**
- Report any missing students to the administrator IMMEDIATELY.
- Be prepared to announce a change in status or an update at any time.
- No student or staff shall be allowed outside until all is clear.

Parents:

- We will contact you ASAP, please do not call our phones. The form of communication will be a text message.
- Please only respond to the staff member who contacts you.
- Please do not respond with a general "OK" or similar text unless a response is requested. The staff must be diligent in focusing on the safety of the children and not checking text messages.
- Please trust that we are trained and have the situation under control.

LOSS OF WATER, POWER OR HEAT

- The school shall immediately be closed
- Parents shall be notified via text message from the administrator of the situation and the need to pick up the child or of the school closing if school is not already in session.

OUTBREAKS, EPIDEMICS OR OTHER INFECTIOUS DISEASE

- Staff and parents shall be notified upon immediate knowledge of illness or epidemic.
- Notification shall be by the Administrator via text message.
- Instructions shall be given as to whether the school shall be closed or any precautions that should be taken by staff or parents.

WEATHER EMERGENCY AND THREAT

SEVERE THUNDERSTORM * HEAVY SNOWFALL * BLIZZARD * ICE STORM

PROCEDURES

Teachers:

- If the children are already at school, no one shall go outside until it is determined to be safe
- Administrator shall make the determination about pre-closing/early closing depending on conditions
- Administrator shall be the main contact person to families about plans or designate one person
- Administrator shall make the determination to move children from classrooms to a SAFE PLACE or when it is safe to exit the building.
- No one is to leave the preschool doors.

Parents:

- You will be contacted via text message of any school closing whether before school or during school hours.
- Please only respond to the staff members that contact you.

TORNADO PROCEDURES - STAFF

- WATCH – the same procedures as severe storm applies
- WARNING
 - Remain Calm!
 - Get away from windows
 - Proceed to main hallway in school
 - Close all doors
 - Staff and children shall sit on the floor in the hallway with heads at the wall, on knees, with hands over the back of their neck
 - Administrator shall monitor weather broadcast and determine when it is safe
 - Administrator shall be the contact person for families or designate one person
 - Always count the children and take roll call

EARTHQUAKE

DROP

COVER

HOLD ON

- If indoors, push the classroom table against the inside wall and take cover under the table
- Stay away from glass, window, outside walls or things that can fall
- If outdoors, stay there. Move away from buildings, streetlights and utility wires
- The greatest danger is falling debris. Go to open areas.
- STAY CALM!

FLASHFLOOD

- Administrator and staff shall unplug all outlets and turn off all lights.
- Move children to the PLAYROOM.
- Staff shall account for all children.
- Administrator shall notify authorities and families.

LOCKDOWN

When there is a threat of violence or serious incident that could jeopardize the safety of the students/staff including intruders, shooter or civil disturbance. The staff will make sure the hallway doors are locked and place children in the safest place (stay in classroom or move to the playroom – to be determined by the Administrator).

Administrator:

- Shall notify the staff via cell phone or by mouth.
- Shall call 911.
- Close and lock all possible doors.
- Shall be the contact to the parents via text.
- Will inform parents when it is All Clear to pick-up your child.

Parents:

- Please do not drive up to the school without the instruction to do so.
- **You will be notified via text message.**

Teachers:

- Clear hallways and move all children to specified classroom
- Close and barricade classroom doors, turn off the lights.
- Have all children sit against the interior wall or under the tables, away from the windows and door
- Ignore all bells and alarms – all communications shall come via cell phone from the administrator only
- Account for all children
- Allow no one outside the classroom until the Administrator give the “ALL CLEAR11” text.

Shelter-in-Place

(In case of the need to stay put due to a tornado or notification from authorities)

Location: In the specified classroom.

Teachers:

- Be aware and take appropriate measures for any children with special needs.
- Account for all children and advise the Administrator of any missing children.

FAMILY REUNIFICATION

Administrator:

- Shall secure a holding area for arriving parents
- Advise parents of the pick-up location and procedure

Teachers:

- Account for all children
- Follow directions of the Administrator
- Assist with the Administrator in releasing children

Parents:

- Follow exact instructions for release of your child
- Children will only be released to parents or anyone on the Pick-up Authorization Form. ID's will be required for anyone other than the normal pick-up person

IN CASE OF LOSS OF COMMUNICATION OF CELL PHONE OR INTERNET USE

- You will have been contacted via text as to the emergency situation. If communication is lost, you will watch the local news for updates from authorities.

Evacuation to Off-Site Location in case of Fire or when evacuation is necessary (hazardous materials and spills, gas leaks and bomb threats)

Procedure for Fire Evacuation Upon Fire Alarm Being Sounded:

Administrator:

- Shall call 911 upon immediate exit of the building.
- Make sure all teachers have all children accounted for.
- Text families.
- Check each classroom to be sure that everyone is out.

Teachers:

- Assemble all children in a line, keep them quiet.
- Follow the evacuation path to the white fence on the other side of the parking lot.
- Take attendance sheets.
- If caught in smoke, drop and crawl to the nearest exit) pull clothes over nose and mouth).
- Report any missing children

Procedure for Off-Site Evacuation

These procedures are used when circumstances require the off-site evacuation and relocation of children and staff where children can be accounted for and released to the parents or guardians.

Evacuation sight will be:

Learwood Middle School
340 Lear Rd.
Avon Lake OH 44012

Administrator:

- Notify the authorities.
- Remain in touch with the fire department until they arrive to assist in relocation.
- Advise the staff of the evacuation and where to remain until assistance for relocation.

Teachers:

- Take class roster and emergency cards.
- Be aware and take appropriate measures for any children with special needs.
- Account for all children and advise the Administrator of any missing children.
- Follow instructions from the Administrator and Fire-department to the evacuation location.
- Account for all children once at the evacuation location.

Parents:

- You will be notified via text message from the Administrator of the situation, where we are and how to pick-up your child.
- DO NOT rush to the site or school. This will result in a blockage of the streets which can severely hamper response actions by emergency agencies
- PLEASE wait for instructions via text