

RNS POLICIES MANUAL

The following manual contains detailed procedures followed by RNS staff. We ask that families familiarize themselves with all attached policies to ensure your child has a smooth transition into school. If there is something that needs further explaining please feel free to contact the school. Thank you in advance for your cooperation.

Tuition

is due on or before the 1st of each month. Annual tuition is based on the total number of weeks in the school year and may be paid in one total payment, or divided into ten equal payments, the first of which will be collected at the time of enrollment as a deposit. All deposits will be applied to the last tuition payment of the school year. September tuition is due on or before the 1st of the month.

In the event you plan to pay for your child's tuition in full, one tenth of the total annual tuition amount will be collect at the time of enrollment for the purpose of securing your child's placement in the class. **Total balance will be due on or before September 1st.**

No child will be allowed to attend school without September tuition paid.

Entering the YMCA

To enter RNS, families must use the main entrance of the Y, and walk their child downstairs through our secured doorway. Families will be required to check their child in with a staff member who will then walk the child to his/her designated classroom.

Members will receive key cards that will allow them entrance to the area being used by RNS.

Families may use the parking lot at the main entrance of the Y building. **DO NOT LEAVE YOUR CAR IN THE FIRE LANE.**

Security

The YMCA utilizes a security system where by all members must be electronically scanned into the building each time they enter. Without an electronic key card, access is not possible. RNS families will be given their own individual key cards in order to enter our space. Only those members enrolled at RNS will be able to access our entrance.

Our reception area is also equipped with a security check in. Family members/volunteers and guests will be asked to check in at the desk before being given access to the premises.

Drop Off Schedules/Policies

Early drop off takes place in room 1 and runs between the hours of 7am- 9am. Students utilizing this service may bring breakfast to school. Breakfast foods should be packed in a lunch box or container labeled with your child's name and may only include food items that do not require heating.

Anyone may utilize our early drop off service at the rate of \$15 per hour or \$20 for the full two hours (shorter intervals cannot be prorated). If you are not regularly scheduled for early drop off please notify the director of your plan to utilize this service at least 24 hours in advance, by email to, extendhours@ridgewoodnurseryschool.com. In the event of an emergency, if 24-hour notification is not possible, please call the school before dropping off your child. **Cash payment must be made at the time of drop off.**

Regular drop off begins at 9:10am. Children may not be dropped off earlier unless they are scheduled for early morning drop off.

In order to allow the children a smooth transition, during regular drop off (9:10am) parents may not enter their child's classroom. We ask that you please walk your child into our main hall where staff will then escort the children into their classes. It is very important that your children become accustomed to the school routines in the safest and most direct manner. At RNS it is our philosophy and experience that children acclimate best and with the least amount of trauma when clear routines are introduced and adhered to. It can be very confusing for a child to have their parent/guardian enter the classroom and spend time there only to turn and leave later. By immediately establishing that school is a place where the child is dropped off to socialize and learn with teachers and peers, we eliminate the transition time and stress for the child.

Class begins at 9:15, we ask that you please make every effort to drop your child off on time, it can be very disruptive for both your child and their classmates to walk into the class once routines have begun.

Children may not be left outside, or let into the building if an RNS staff member is not present.

Pick Up Policies

Late pick up of more than five minutes, for any pick-up time, will incur a charge of \$1 per minute. In order to receive the \$15 an hour rate, notification of lateness must be made, **by phone, within three hours** of pick up. EMAILS ARE NOT GUARENTEED TO BE READ IN TIME, PLEASE PHONE AHEAD.

Please contact us in writing, email is fine, at least 24 hours prior, if someone other than yourself will be picking up your child. If this is a last-minute change notify us **by phone** before your child's pick-up time. Identifications will be checked. **NO CHILD WILL BE RELEASED;**

- TO PERSONS NOT LISTEN ON THE EMERGENCY CARD
- WITHOUT A PARENT OR GUARDIAN'S PRIOR NOTIFICATION
- TO PERSONS NOT CARRYING PROPER ID.

Weather Related and other School Closings

All snow closings or weather-related delays will follow Ridgewood Board of Ed closings. News 12 reports Ridgewood Board of Ed closings. If there is a delayed opening early morning drop off is cancelled and regular drop off will begin at 10:30am.

In the event of an early dismissal, due to weather, parents will be notified via email.

RNS follows the Ridgewood Board of Ed calendar for most school closings. A copy is attached for your records.

Necessary School Supplies

Full day children, ages 2-3, need a nap mat (small sleeping bag), these are available at Bed, Bath and Beyond or Amazon. **NO PILLOWS OR SHEETS.** A small stuffed animal is allowed for sleep, however, please plan to leave it at school during the week. All sleep items will be sent home at the end of your child's week for cleaning.

All children are required an extra set of clothing, sent in a labeled Ziploc bag, to be left at school.

For those children toilet training, we suggest you send your child in underwear with extra clothes and wipes to remain in the classroom. Any schedule or special instructions should be shared with the classroom teachers. **Children ages 3 and up must be fully potty trained to enter the YPK class.**

Each child will need a smock, old t-shirts or button-down shirt used for messy art work.

A backpack will be provided by RNS and it a mandatory item.

One tissue box and one box of wipes to be sent in the first week of school.

Parents must provide lunch for children staying till 12:45 or later. If your child's lunch needs utensils be sure to include them. Please send items that do not need to be heated or refrigerated, and no glass bottles. **NO NUTS OR NUT PRODUCTS OF ANY KIND.**

Rest/Nap Policy

The Department of Children and Families (our licensing agency) requires all children under the age of 4 receive a rest period of a minimum of 30 minutes. All children will be supplied with a rest cot, and a warm, quiet environment in which to nap. Any child who has rested or slept for a minimum of 30 minutes and does not require further rest may be offered a quiet activity.

Allergy Policy

All known allergies must be disclosed to RNS with a written doctor's note and clear plan of action listing any and all possible symptoms, necessary medication and/or EpiPen dosing and administering directives. This would include food or other allergies (such as bee stings). A copy of the **Allergy Emergency Care Plan** and Permission to Administer Medication is attached for your convenience. All staff members are briefed and notified of any allergies and the appropriate steps to take in the event a child is exposed to an allergen.

Staff is trained to assess the situation, administer the necessary medications, and then contact 911. **ALL STAFF IS CPR/FIRST AID CERTIFIED.**

Illness Policy

Children with ONE OR MORE of the following symptoms may NOT be dropped off at RNS or will be sent home once symptoms develop;

- a. Diarrhea: More than one abnormally loose stool
- b. Headache or stiff neck
- c. Severe coughing
- d. Unusually dark, tea colored urine
- e. Difficult or rapid breathing
- f. Gray or white stool
- g. Severe itching of the body or scalp, or scratching of the scalp. These may be symptoms of lice or scabies.
- h. Fever over one hundred degrees Fahrenheit (100 F) by mouth or ninety-nine degrees Fahrenheit (99 F) under the arm.
- i. Pinkeye-tears, redness of eyelid lining, irritation, followed by swelling or discharge
- j. An infected skin patch(es)-crusty, bright yellow, dry or gummy areas of the skin
- k. Unusual spots or rashes

- l. Vomiting
- m. Sore throat or trouble swallowing
- n. Yellowish skin or eyes

A child who contracts any of the following diseases MAY NOT return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others:

Chicken Pox	Campylobacter	Impetigo
ChicGerman Measles	Escherichia coli	Lice
Hemophilus Influenzae	Giardia Lamblia	Scabies
Measles	Hepatitis A	Shingles
Meningococcus	Salmonella	Tuberculosis
Mumps	Shigella	Whooping Cough
Strep Throat		

If a child has been prescribed an antibiotic within the last 24 hours – they may not return to school without a doctor's note stating there is no chance of contagion.

Children who develop a fever or symptoms of concern while at school, will be isolated and cared for in the main office until the parent or emergency contact person can pick them up.

Children sent home due to illness may not return to school the following day. DCF guidelines state **a child must remain home, twenty-four hours symptom free, without the aid of medications.** Any child who is feeling ill needs to be in a quiet place where he/she can rest and have lots of attention and tender loving care.

Children returning with any of the previous symptoms or illness will be sent home immediately. This decision is at the discretion of the staff. Your child's physician may be called if staff members have questions concerning your child's condition.

Administering of Medication

Medications needing to be administered during school must be accompanied by the attached **Permission to Administer Medication** form. Please read the form carefully to ensure it is properly filled out.

Accident/Injury Policy

The center shall take immediate necessary action to protect the child from further harm and shall immediately notify the child's parent(s), by phone, when one of the following occurs while the child is in the center's care:

1. A child is bitten and the skin is broken
2. A child sustains a head or facial injury, including when a child bumps his or her head
3. A child falls from a height greater than the height of the child
4. An injury requiring professional medical care occurs.

The center shall maintain on file a written record of each incident resulting in an injury as specified above. These records shall include the following

1. The name of the injured child
2. The date, time and location of the incident
3. The name and address of the center
4. The name of the person completing the report
5. The date the report was completed
6. A written description of the following

- a. The incident
- b. ii. The injury to the child
- c. iii. The names of witnesses to the incident
- d. iv. The follow-up action taken by the center, including: Application of first aid; and Consultation or treatment by a licensed physician or other health care provider, if applicable.

Bites and injuries other than those specified above shall be reported to the child's parent, through email and incident report by the end of the day.

Guidance and Discipline

Our goal, at RNS, is to help children develop a positive self-image while encouraging them to be self-directed, exhibit self-control, become problem-solvers and prepare them for the expectations in Kindergarten. A philosophy based on providing a positive, supportive environment that focuses on prevention and the teaching of appropriate behaviors, guides the staff in their interactions with children. We have adopted the Conscious Discipline Philosophy, which is developed based on the idea that children must be taught, through modeling what TO DO rather than be punishment for behaviors they should not do. We teach children how to have their wants and needs met appropriately, provide language and tools to interact with others safely, and develop skills to empower each child to feel his/her feelings, accept them and process them safely. We provide many opportunities to build self-worth, increase self-control and develop social competence during our daily routine. Conscious Discipline is a comprehensive social emotional classroom management program that is based on current brain research, child development information and developmentally appropriate practices. Conscious Discipline is built on three major premises:

1. Controlling and changing ourselves is possible and has a profound impact on others.
2. Connection governs behavior.
3. Conflict is an opportunity to teach.

Conscious Discipline is a relationship-based, community model for classroom management. Creating a compassionate community of learners called the "School Family" is the core of the program. We focus on teaching communication skills during conflict moments in order to instill lifelong pro-social and problem-solving skills. If the School Family fails to promote pro-social behavior, teachers use a combination of increased connection strategies, increased and varied methods of skill teaching, and logical consequences to motivate children to use the socially acceptable communication skills we've taught. Love, expressed through safety, cooperation and respect, is the tool used to imbue the School Family with power. Teachers and students alike are empowered to practice self-control and relate to others in helpful ways. Conscious Discipline empowers adults to handle any and all discipline encounters without manipulation, reward-giving, disrespect, intimidation, corporal punishment or physical force. Ample research shows these practices to be detrimental to development and emotionally damaging, so our School Family does not tolerate them. Our job is to keep children safe. We set limits and follow through, have predictable routines to help children feel safe, post our routines and expectations clearly in visual form, teach problem-solving skills in context, and provide a Safe Place in every classroom. We encourage children to utilize the Safe Place to conduct calming activities (breathe, squeeze a ball, hug a stuffed animal, look at a book, draw/write, etc.) as needed to regain composure during times of distress. Once they are calm, children are then able to return to learning, manage the situation through problem-solving or simply to feel their feelings. You will learn more about composure, the School Family, the Safe Place, using a BIG Voice and many more transformational strategies from Conscious Discipline as the years progress.

Some discipline strategies used by RNS staff include

- o. Maintaining realistic expectations of children based on knowledge of child development.
- p. Providing clear and simple limits.
- q. Planning an environment that facilitates a caring atmosphere.
- r. Providing appropriate activities that keep children engaged to prevent challenging behaviors.
- s. Modeling appropriate and respectful behaviors.
- t. Redirecting inappropriate behaviors toward desired outcomes.
- u. Giving children choices between two appropriate alternatives.
- v. Encouraging children to work together to solve problems.
- w. Encouraging children to use their words to solve problems or to elicit peer cooperation.

- x. Providing logical and natural consequences for children's actions.
- y. Guiding children away from the situation until they are able to calm down and address the problem.

When there is ongoing behavioral concerns, teachers will contact the child's parents. Communication may be in the form of informal or formal parent-teacher conferences or written behavioral reports. If a conference is scheduled, the parent and teacher will discuss strategies to promote appropriate behavior, and develop a plan for change. If the behavior concern continues after implementation of the plan, a child may be asked to leave the program for a short period of time (1-5 days). If the problem is not resolved, the child may be removed from the program. It is our intent to work together with families to promote a positive experience for their child. However, we do realize that there may be circumstances that keep a child from being capable of fully participating in a group program, and recognize that the program may not be equipped to deal with all circumstances underlying certain behavioral issues

Snack

will be provided by RNS at mid-morning and will consist of one serving of the following food item and a cup of water:

- Monday- Carrot sticks and hummus
- Tuesday- Whole grain crackers and cheese
- Wednesday- Celery sticks and sun butter
- Thursday- Fruit cup
- Friday- Homemade banana oat cookies (ingredients: bananas, coconut oil, rolled oats, mini chocolate chips, vanilla)

Parents are also free to pack their child's snack, we simply ask that you prepare items that are nut free and abide by the food restrictions based on possible allergies in your child's class.

Lunch Bunch

Lunch hour is from 11:45-12:45pm. All half day enrollments may add lunch bunch on a daily basis for an additional \$15 per day, paid on the day of attendance, cash is preferred.

Pizza Friday

Each Friday during the school year, parents are welcome to order pizza for their child's lunch. Orders are to be placed by email at pizza@ridgewoodnurseryschool.com, by Thursday morning. Payment of \$2 per slice must be sent in an envelope with your child's name no later than Thursday morning. Please abide by these guidelines to guarantee your child receives pizza. **ORDERS CANNOT BE GAURENTEED OUTSIDE OF THESE GUIDELINES**

Outdoor Play

is an important part of the RNS curriculum, we consider the outdoors an extension of the indoor classroom and incorporate the time into our everyday schedule. Research continues to prove that playing outdoors allows children to relax and be more openly free. Activities such as running, jumping, climbing and even yelling are restricted in a classroom environment but are still very important to a child's emotional development. Having the freedom to take part in these activities allows children to reduce stress and anxiety while encouraging socialization, physical wellbeing and a more nurturing nature.

Toys, materials, and activities, such as scavenger hunts, are also available outdoors to enhance the children's play experience. Children visit the playground every day, weather permitting.

Little learners and YPK, play outdoors each morning from 11:00-11:45am, and during aftercare.

PreK and TK play outdoors from 1:00-1:45pm each afternoon and during aftercare.

When **temperatures** are below 35 degrees F, or over 85 degrees F, children may be kept inside or other accommodations will be made for outdoor time such as reduced playtime, or modifications to activities such as the addition of water play in the warmer months, or a short outdoor walk during colder months.

Staff will also take into account playground wind factor, rain and snow fall accumulations. Please make sure your children are dressed appropriately for outdoor play each day. During the winter months, warm coats, mittens, hats, scarfs and, boots should always be sent into school.

Walking Trips

Walking trips are the perfect way to intergrade nature into our curriculum and introduce the children to countless opportunities to explore the world around them. Nature stimulates a child's natural curiosity and encourages children to think, question and form hypotheses about their surroundings. Whenever possible, staff plan nature, weather walks with the children. Please be sure to return your signed permission slips.

Clothing

In order to foster independence and self-help skills, we ask that you send your child to school in clothes that he/she can manage independently. Active indoor and outdoor play is a regular part of our school day. Please dress your child in clothing that is suitable for running, climbing, and other vigorous activity, and that is appropriate for the weather. Paint, clay and other messy materials, are used daily, the children should wear clothes that can be laundered easily.

Tennis shoes or shoes with rubber soles are required. For your child's safety, we ask that you do not send your child in flip flop shoes.

A change of clothing is essential for preschool messes, please send in one complete set of clothing for your child in a large Ziploc bag marked with your child's name. **Be sure to label all your child's belongings.**

Toys and Non-School Related Items

Since it is difficult for young children to share items that are so near and dear to their hearts, we ask that all toys, dolls, plastic jewelry, sunglasses, dress up clothing etc. be left at home, unless otherwise instructed by the classroom teachers. Children may bring items from home on specifically designated show and tell days. In addition, children may bring a lovey item, such as a blanket or stuffed animal, for sleep. We ask that all other toys be left at home

Please be mindful of sending your child to school with items such as, rain gear when it isn't raining, soccer balls etc. these often cause situations that may add unnecessary stress to your children. Please use your best judgment in deciding what is actually needed for school. RNS staff is always available to answer your questions regarding such personal items.

Parent Participation

Parents/Guardians are invited to observe anytime. Observing allows you to note age and individual related behavior patterns and to watch your child as he/she interacts in a school environment.

Families and culture are always celebrated at RNS. Family involvement and connectedness are an important part of our program and is what keeps it strong. Family members are always welcome to visit the classroom to sharing life experiences, cultural practices or simply to read a fun book to the children. Your participation is eagerly welcomed in our programs. Your involvement can take many forms, and we hope that all parents will find meaningful ways to participate in their child's early school experience.

Some ways in which you may choose to participate include, but are not limited to:

- Visiting the class for the purpose of a demonstration, book reading, holiday celebration or to share an experience or cultural custom
- Assistant teaching (classroom teachers will reach out with requests for help) or with school wide functions
- Leading or assisting in special projects (carpentry, sewing, music, cooking, science experiments, cultural experiences, etc.)
- Construction or collection of materials for RNS to use such as paint aprons, raw materials for art projects, dress-up clothes, dramatic play props, carpentry materials, etc.
- Attending or planning parent workshops

School Events

RNS plans many class room, and school wide events throughout the year. These events present the children with some wonderful opportunities to share their classroom experiences with their families and to give us a change to invite parents/guardians to participate in our school celebrations.

- Halloween Fair- celebrated on Halloween, begins with a costume parade, followed by a fun fair filled with booths offering face painting, a visit with the fortune teller, a photo booth and of course the food tent.
- Holiday Family Craft Day- children invite one family member to visit the class and take part in a personalized craft.
- Spring Musical- is our annual theme based musical, all family members are welcome to come and enjoy the show.
- Outdoor Movie Night

Family Arrangements

At RNS we recognize that all families are not structured similarly and that some families may live apart due to a variety of circumstances. RNS teachers and staff are sensitive to the needs of children in these situations and will work to support the entire family. We are happy to provide duplicate information in the child's take-home basket to accommodate both parents' need for information. If information is needed by the RNS staff regarding custody, child pick-ups, etc., please provide us with the formal paperwork. Unless we have the appropriate paperwork, we cannot keep a child's biological parent from picking up his or her child.

Parent Communication

Our school schedule and weekly copies of classroom newsletters will be posted on the parent bulletin board in the main hall and emailed to families at the beginning of each week. It is helpful for you to review activities planned for the day with your child. This is a great way to talk with your child about his/her day. You may find if you ask your child, "What

did you do today?”, they typically reply with, “Nothing”. If you know about specific activities that occurred, you can ask more direct questions.

Children will also bring home an “Ask me about...” folder. Each day the child will have one sticker added to the folder with a conversation prompt, these make for some great dinner conversations.

Teachers use classroom email to send updates and weekly project descriptions to families. We also host a private page on Facebook where happenings and pictures will be posted for family members to share.

Homeroom App

Homeroom is a free Android and iPhone **app** (also works on PC) that allows teachers to set up a private photo and video sharing account and invite parents to join. All postings are absolutely private and can only be viewed by members invited by RNS staff. Homeroom makes it easy for the staff to keep parents in the loop on lessons, activities and happenings in school, while allowing them to take a sneak peek into the class. In September, you will receive an email from your child’s teacher inviting you to join Homeroom.

Parent/Teacher Conferences

Conferences are offered once during each school year, typically in late January, early February. During the conference, you will review and receive a copy of your child’s report card. The RNS report card is specifically created as a tool to help staff observe and assess each child’s growth and development during the school year. The goals presented follow the Developmental Continuum (attached) and are meant as a guideline to help both staff and parents nurture the individual child’s social, emotional and academic development as is appropriate for their specific age. Ongoing, informal communication between parents and staff is encouraged throughout the year to help keep everyone up to date and on the same page.

Child Portfolios

As your child moves through each thematic unit and progresses through the Developmental Continuum the teachers will collect samples of their work, building a commemorative portfolio of your child’s growth through the school year. Portfolios are a wonderful way for both parents and children to reflect on the school year and enjoy a running record of the child’s personal growth.

Birthday Parties

In celebration of your child’s birthday, you may send in a small snack such as cupcakes or cookies. Ask your child’s teacher for a list of allergies in the class.

Please do not send in invitations for private parties as they will not be distributed at school.

Confidentiality Statement

The records kept on families enrolled at RNS are confidential. Staff may not share information on file with others without written permission from a parent or guardian. Information received while in the performance of duties, either written or verbal, shall also be considered confidential and shall be treated the same as written information contained in the child’s file.

RNS adheres to the Code of Ethics created by the National Association for the Education of Young Children (NAEYC). This document provides guidelines for responsible behavior and establishes a common ground for early childhood professionals to resolve ethical and moral issues encountered in daily practice. The following are some of the goals we live by:

- base program practices on knowledge of child development
- appreciate and support the child/family bond
- understand children in the context of their family, culture and society
- respect the uniqueness and worth of children, family members and colleagues
- develop helpful relationships based on trust, respect and positive regard

The goal of all RNS staff is to provide a loving and caring environment for all our children and their families. With consistent routines and communication, we believe this goal is not only attainable, but the path to a successful pre-school experience for both you and your children.

RNS Discipline Policy

RNS has a **'Zero Tolerance'** Policy where any form of physical discipline or abuse is concerned. Our goal, at RNS, is to help children develop a positive self-image while encouraging them to be self-directed, exhibit self-control, become problem-solvers and prepare them for the expectations in Kindergarten. A philosophy based on providing a positive, supportive environment that focuses on prevention and the teaching of appropriate behaviors, guides the staff in their interactions with children. We have adopted the Conscious Discipline Philosophy, which is developed based on the idea that children must be taught, through modeling what TO DO rather than be punishment for behaviors they should not do.

No staff member will ever:

- Use hitting, shaking, or any other form of corporal punishment
- Use abusive language, aggressive or frightening treatment
- Withhold emotional response

All staff members will:

- Maintaining realistic expectations of children based on knowledge of child development.
- Use positive reinforcement
- Provide clear and simple limits.
- Plan an environment that facilitates a caring atmosphere.
- Provide appropriate activities that keep children engaged to prevent challenging behaviors.
- Model appropriate and respectful behaviors.

In the event a problem arises, staff will:

- Redirect inappropriate behaviors toward desired outcomes.
- Encourage children to work together to solve problems.
- Guide children to use their words to solve problems or to elicit peer cooperation.
- Give the child positive alternatives to negative behaviors
- Give children choices between two appropriate alternatives.
- Provide logical and natural consequences for children's actions.
- Discuss the behavior, focus on what TO DO, rather than what NOT to do
- Model the strategies we want the child to learn and use
- Change the child's environment by re-directing the child's attention to a new activity
- Guide children away from the situation until they are able to calm down and address the problem.

Staff will always:

- Praise children for the correct behaviors
- Encourage the individual children rather than compare or criticize
- Demonstrate an understanding of the child's point of view
- Teach the children how to express their feelings, understand their concerns and use proper strategies to resolve conflicts
- Be loving and caring with every child, everyday

Emergency/Safety Procedures

At RNS our goal is to ensure the most optimal learning environment for children and provide a model program for future teachers, RNS is licensed and inspected by the NJ Department of Children and Families (DCF) – Office of Licensing (OOL). We also receive annual inspections by the Ridgewood Fire, and Health Departments. These inspections ensure that all fire, health, and safety regulations are met and that RNS adheres to high quality standards regarding teacher requirements, adult/child ratios, curriculum, and other administrative practices. Regular maintenance of the facility falls under the YMCA maintenance department. Regular inspections are made of facilities and inspection records are kept in the YMCA maintenance office. If RNS Center staff or a routine inspection by the representative of the DCF- Office of Licensing authority identifies a concern, RNS's Center director will contact the correct authority for repair or resolution of said concern. RNS makes every effort to ensure the safety of students from environmental hazards and pollution through the use of environmental friendly supplies and cleaning agents. Furthermore, any spraying for insects is not done when students are present. All chemicals and cleaning agents are kept out of the reach of children.

- a. Emergency phone numbers are clearly posted by all phones.
- b. The parent/guardian provides, in writing, the names and phone numbers of persons to contact if the parent/guardian cannot be reached.
- c. In case of an emergency, a faculty/staff member may go with the child to the emergency room and remain until a parent/guardian arrives.
- d. Teachers report in writing any injuries that may occur while the child attends RNS.
- e. Teachers notify the parent/guardian, in writing, of any injury requiring first aid treatment.
- f. Teachers report serious injuries to the Director immediately, and parents/guardians are phoned immediately.
- g. Fire/evacuation drills are practiced once each month and lockdown/shelter in place drills are held at irregular intervals throughout the year.
- h. Emergency evacuation plans are posted in each room, the hallway, and outside the RNS office.
- i. Background screenings are conducted for all teachers, and volunteers
- j. All staff members are mandated to report any suspicion of child abuse/neglect.
- k. Children are supervised at all times and appropriate child: staff ratios are maintained.
- l. Authorized pick-up information is kept on file in the main office and the child's classroom.
- m. Each room is equipped with a first-aid kit.
- n. Teachers take attendance and monitor the number of children in their care each time they leave and enter a new location in or around the building.
- o. Teachers move throughout the play yard to ensure adequate and appropriate supervision.
- p. The play yard is regularly inspected for safety and improvements.
- q. All staff is trained in CPR, First Aid, Choke Saving/Rescue Breathing and EpiPen use.
- r. Medicines are stored out of children's reach and administered only with written permission of parent/guardian or physician.
- s. Individuals who serve food wear gloves when handling ready-to-eat foods.
- t. Teachers fill out documentation for accidents, incidents, and health-related situations.
- u. Parents receive copies of accident/incident forms.
- v. Teachers follow universal precautions for blood-related accidents and incidents.
- w. Latex "free" gloves are available in each room for emergencies.
- x. Toys are checked frequently and broken toys are discarded.
- y. Emergency numbers and first aid kits are included in fanny pack for walking and field trips.
- z. Parents are informed in advance of all field trips.
- aa. Teacher-child ratio is adjusted for field trips to ensure that there is a higher ratio of adults to children.
- bb. On field trips children must stay where teachers/volunteers can see them at all times and vice versa.

In case of FIRE

- Bell rings to alert you to a fire or drill
- Close doors and evacuate in a calm manner through the nearest exit, as designated on our evacuation map, which is located in every classroom and in the hallway.
- Stay in the designated outdoor area until cleared to reenter.

In case of SEVERE WEATHER

- Parents are notified through email of any early dismissals, please be prepared to pick up your child within thirty minutes of notification, or by the appointed dismissal time.

In case of LOCKDOWN.

- Children will be moved out of sight to the designated safe area in the school.
- Teachers will have cell phones to get emergency information from the proper authorities to follow accordingly.
- No one will be permitted to enter or leave the building, unless evacuation is necessary.
- If possible, an emergency email/text will be sent out explaining the circumstance.
- Lockdown will continue until the school receives an “all clear” signal from emergency personnel.

Parent Notification Procedure

The school must have parents activated and current telephone, cell phone, business numbers, and email address at all times. The parent(s) or authorized escort(s) are expected to be reachable and available to pick up the child if the school deems it necessary. The school will take necessary action to ensure the safety, security and well-being of the child in the event that the parent or authorized escort is not reachable or available. If your home, cell, or work number changes during the school year, it is your responsibility to inform the school office immediately.

The following guidelines are followed for parent notification:

- Parents will be notified of campus emergencies and evacuations through email, or phone, whichever is fastest.
- Each class has an emergency preparedness clipboard/folder easily accessible with all contact information, allergy information, and other necessities.
- RNS staff will attempt to send out email/text notifications explaining the situation as often as possible, in the event of an emergency alert.