

**PARENT HANDBOOK**  
**ADVENTURE - LIFE PRESCHOOL**  
*1700 8TH ST. S.W.*  
*ALTOONA, IOWA*  
*957-8981*

Dear Parents:

Thank you for enrolling your child in Adventure-Life Preschool. We count it a privilege to be a part of your child's adventures in learning and will do all we can to promote a loving and growing atmosphere. It is our goal to provide your child with the very best in preschool learning experiences and development. We, at Adventure-Life Church, are very proud of our preschool and congratulate you on your involvement with us.

We are also proud of our staff. Our director and teachers are highly qualified educationally, but even more significant is their interest in and commitment to providing a Christian atmosphere where a healthy self-esteem is modeled and taught, and where love and acceptance is the climate for learning. Your child is in great hands!

Even as your child joins us for adventures in learning, we, at Adventure-Life Church, would also like to invite you to join us in the adventures of faith. We are a fun-loving, accepting group of Christians committed to following God's call to ministry in Altoona, and the surrounding communities. There is always room for you and your friends. Some of the opportunities available are:

1. Worship each Sunday:  
9:00 A.M. & 11:00 A.M.- Adventure Worship Service
2. Kingdom Kids - each Sunday at 11:00 A.M.  
during the Worship Service (Children's ministry for ages 2 thru Kindergarten)
3. Adventure Club - Wed. evening 7:00 - 8:00 pm ages 3 years - 5<sup>th</sup> grade.
4. Junior High Youth and Senior High Youth meet 7:00 P.M. Wed eve. - at the church.

If Adventure-Life Church can ever be of assistance to you or your family, please feel free to call us at any time at 967-5184.

Celebrating Life,

The Staff and Leadership Team  
of Adventure-Life Church

## PHILOSOPHY AND PURPOSE OF ADVENTURE-LIFE PRESCHOOL

Adventure-Life Preschool was established in the fall of 1985 as a ministry of Adventure-Life Reformed Church for young children and their families. Our mission is to serve preschool children and their families from our church and our community by providing an excellent Christian early childhood education program.

We believe that an early childhood education program is an extension of the family. The director and staff of Adventure-Life Preschool partner with parents to nurture, support, and educate the development of the whole child.

Each child:

- Is created in the image of God (*Genesis 1:26-28*)
- Is unique
- Develops at his/her own rate
- Possesses different experiences and abilities to learn
- Learns best through hands-on experiences

Each teacher:

- Serves as a Christian model
- Guides and facilitates the natural development of the child
- Works cooperatively with parents

Our program:

- Offers a Christ-centered education
- Challenges our children to love Jesus and each other more
- Encourages the development of a healthy self-image
- Integrates play as the vital way children learn
- Teaches children to accept and respond positively to others
- Improves verbal, listening, and perceptual skills
- Develops improved small and large motor skills
- Enriches the spiritual, physical, intellectual, creative, emotional, and social development of every child
- Welcomes parent participation

Our environment:

- Encourages children to become more aware of God's presence in our world
- Promotes creative thinking and problem solving
- Has large, well-equipped classrooms with learning centers
- Has a spacious outside play area with equipment that encourages play and physical development
- Meets stringent health and safety standards
- Promotes Christian growth in families

## HELPFUL INFORMATION SECTION

### CURRICULUM INFORMATION

The program at Adventure-Life Preschool is designed to give children experiences in a developmental setting. WE BELIEVE THAT A CHILD'S WORK IS PLAY. Play helps with emotional development. Play helps with self-esteem. Play develops motor abilities. Play benefits intellectual development. Play aids in communication and social skills.

We believe that children learn when they are provided materials and activities that are concrete, real and relevant to their lives. Such as: field trips, snacks being served family style, and "real" props in dramatic play area.

We teach by using developmentally appropriate practices such as learning centers, individual and small group work, use of concrete materials, teaching social skills, language and literacy activities, cognitive development activities and authentic assessments.

Prayer is a part of our daily routine. Children attending our preschool may be of different Christian denominations, and the concepts presented are based on those truths shared by all Christians: God's love for us, His gifts, loving and caring for one another as Jesus does and the uniqueness of each individual. Our devotions come from various books and might include a Bible verse or short activity that reinforces the message.

We approach the holidays with a Biblical approach. Christ's resurrection is included in the celebration of Easter. Jesus' birthday is included in the celebration of Christmas.

Halloween is not celebrated as part of our program. We will have a dress-up time during several of our yearly units. This is not a time for witches, devils, or violent character costumes (Power Rangers/Super Heroes). Themes and guidelines will be given for each dress-up time.

Classroom parties are scheduled for: Jesus Birthday Party, Valentine's Day, Easter, and at the end of the year. If you do not want your child to participate in an activity due to religious beliefs, please inform the director.

### COMMUNICATIONS

Communication with our families is a high priority to our preschool program. If you want to talk with us about your child, don't hesitate to approach us. If you need to notify us of a special circumstance, please do this verbally as well as with a written note. We remember things much better when they are written down.

We also communicate about events via a monthly calendar. The calendar lists field trips, days off, snacks and special events. Show and Tell is sometimes listed if a particular item relating to our theme is needed.

Be sure to take advantage of our parent information area located on the bulletin boards in the preschool hallway..

### PARENT INVOLVEMENT

We recognize that, as parents with special gifts and abilities, you have much to offer our preschool. Parents who are involved in, and participate in activities become partners in their child's education. We appreciate the many ways you support us.

We encourage all parents to be as active as possible in your child's preschool experience and are grateful for your assistance! You are welcome to stop by any time to observe our program.

As a safety precaution we ask that all visitors first check in with the director. To lessen disruptions in the program, we suggest siblings not accompany parents into the classroom.

At the beginning of the school year you will be asked to fill out and return a form indicating your willingness to volunteer. Parents as volunteers can be wonderful assets to our program and we look forward to your contribution.

## PARENT TEAM

The Parent Team is a volunteer parent group for the preschool. The purpose of the Parent Team is to provide a strong communication link between the parents of our children enrolled at Adventure-Life Preschool, the Preschool, and the Adventure-Life Preschool Board. The Parent Team elects officers and meets approximately 5-6 times during the school year.

The Parent Team has been involved in activities such as:

- assisting in organized activities such as parties for the children.
- encouraging parental participation.
- performing other productive functions such as coordinating parent volunteer activities, fundraising, etc.

## ADVENTURE-LIFE PRESCHOOL BOARD

Adventure-Life Church views the preschool not just as a program, but also as a ministry of the church to children, parents, and community. She strives to provide a preschool of excellence where the child can grow, learn, and thrive in an environment where Christ is honored. Adventure-Life Church provides a Preschool Board, which oversees, governs, and supports the preschool ministry. The board consists of at least four church members who meet regularly.

The Preschool Board is the governing body of the preschool. They approve curriculum annually and are available to address concerns of parents regarding the preschool program.

## CONFERENCES

Fall conferences are for the purpose of discussing expectations for the year and answering any questions or concerns of parents. This conference will be conducted via telephone during a designated week in October or November. During this week, your child's teacher will call you to address questions and concerns.

Spring conferences focus on your child's progress during the school year. Specific time slots in February or March will be set aside for you to arrange a parent teacher conference at the preschool. If you have any questions or concerns at any other time, we encourage you to call or arrange a meeting with your child's teacher.

## VERY IMPORTANT PERSON/GOD'S SUPER HERO

A Very Important Person (VIP) or Super Hero will be assigned each session. This approach is similar to "Show and Tell". Everyone will have a turn. When your child brings home the VIP or Super Hero bag, we ask that you help them to choose the items to bring to show to the class. The special bag will have a note describing what to bring. (i.e. 5 pictures to share) The student also serves as our special helper for the day. We have separate days when everyone brings show and tell items.

## TOYS FROM HOME

Please do not allow your child to bring toys from home. This can cause problems with other children also wanting to play with the toy. It can also be a distraction from the educational toys, games, activities that are planned for that day for learning purposes. (Exceptions would be a security type blanket or object that the child has not separated from.)

## DRESS

Preschool is active and sometimes messy. Please dress your child in durable clothing that can withstand the abuse of juice, chocolate, paste, paint, markers, water, etc., spills or other accidents that may occur while your child is at preschool.

Outdoor play is normal. Layering in fall and spring months can ensure your child is properly dressed for the outside weather. In the winter months, snow pants, boots, mittens, hat, and coat are appropriate. Outside play and discovering nature may be included in the schedule if the temperature is twenty degrees wind chill or above. We will send a note home when we want the child to bring snow gear for playing outdoors in the snow.

## SNACKS

Adventure-Life Preschool serves all children a mid-session **nutritional** snack. If your child has any food allergies, please provide written notification for the child's file. Please carefully watch the snack for the day on the calendar and provide an allergy-free snack for your child on the days that your child cannot have the snack provided that day. If allergies are severe we may have you bring a snack each day as a precaution.

Birthdays are celebrated and parents may provide snacks on the day your child's birthday is celebrated. Children whose birthdays fall in the summer are honored on their half birthday. Your child's special day will be noted on the calendar. As a safety precaution, no food may be homemade. Acceptable food is a gallon of 2% milk or 100% juice, fresh fruit, bakery made items, and sealed bags of cookies, crackers, or snacks (or individually wrapped items).

## BOOK ORDERS

An opportunity to order quality children's literature at discount prices is available. Order forms will be sent home in the child's school bag or backpack on a regular basis. If you wish to order any of the books, games, or manipulatives, place the completed order form and a check payable to the book company in an envelope and return it to your child's teacher within one week from the day the order was sent home. **PLEASE NOTE ON THE ORDER TO WHOM THE CHECK SHOULD BE MADE OUT.**

## SCHOOL PICTURES

Class and individual pictures are generally taken in the fall and are delivered in time for Christmas. It is voluntary.

## SCHOOL BAG

You will need to purchase a muslin preschool "Communication Bag" from the preschool for \$2.00 which will be used for correspondence between teachers and parents. Your child needs to bring it every day. You need to check it every day for notes. Please do not send it inside a backpack because it defeats the purpose of using the bag as a communication tool. Your child will hang the bag on his or her coat hook beneath the assigned cubby. It is the only bag your child needs. In the winter when you have a lot of winter wear, your child may bring a backpack for their clothing.

## **POLICIES SECTION**

### ADMISSION/ENROLLMENT POLICY

To meet state licensing and national accreditation guidelines, ALPS has set age requirements for our programs. In order to enroll in our Young Preschooler Class (3's), a child must turn 3 before September 15th of that school year. In order to enroll in our 3/4's Preschool Class, a child must turn 4 before December 31st of that school year. In order to enroll in our 4's & 5's Preschool Class, a child must turn 4 before September 15th of that school year.

Prior to admission to our preschool, each student must fill out an application packet. IT MUST INCLUDE: Physical exam, immunization card, medical/dental consent form, pick-up permission form, intake information, field trip and picture release forms, volunteer form, parent volunteer and substitute information sheet.

Returning students need a medical update and current year's emergency form, pick-up form, intake form, picture release form, volunteer form, parent volunteer and substitute information sheet. These forms are available on the website: [www.adventrue-life.org](http://www.adventrue-life.org) Preschool tab

### REGISTRATION POLICY

Preschool enrollment for the next year will begin in February. More information will be provided closer to that time.

### ARRIVAL AND DISMISSAL TIME POLICY

Only the parent or persons designated by the parent will be allowed to pick up a child from preschool. We must have notification in writing of who may or may not pick up a child.

Transportation - The preschool does not arrange for transportation to and from school. If you cannot bring your child to school, please arrange transportation through a neighbor, friend or classmate on your class list. If you cannot carpool and share in the driving responsibility, it is suggested that you offer fair compensation to the driver.

Arrival - The arrival times are **8:55 A.M. and 12:25 P.M.** Use the west church entrance near the preschool sign. Please wait with your children in the west foyer. At starting time, a teacher will come to the lobby to let children in. Children must be escorted to the lobby and while they are in the lobby. Do not allow children to be unsupervised.

Dismissal - Dismissal times are **11:30 A.M. and 3:00 P.M.** promptly. **IF A CHILD IS NOT PICKED UP PROMPTLY AT DISMISSAL TIME, A LATE CHARGE IS ASSESSED. THE LATE CHARGE IS \$5.00 FOR THE FIRST 5 MINUTES AND AN ADDITIONAL \$1.00 FOR EACH MINUTE THEREAFTER.**

### SCHOOL CANCELLATION

On days of inclement weather we will follow the Southeast Polk School's decision. Please listen to the news.

- If Southeast Polk cancels school, preschool is cancelled.
- If Southeast Polk runs one hour late, the morning session will run one hour late, 2 hours late, morning session is cancelled. The afternoon sessions will not be affected.
- If Southeast Polk dismisses early, afternoon sessions will be cancelled.

Yellow Ducks - if more than two preschool sessions are cancelled due to inclement weather, all cancelled sessions thereafter will be rescheduled. Red Birds, Blue Horses – more than three; Green Frog & Purple Cat 4-day – more than four, Green Frog 5-day – more than five, Purple Cat 3-day – more than three.

**In general, the preschool calendar follows the Southeast Polk elementary calendar for inclement weather decisions, days off, holidays, and unannounced events.**

## TUITION PAYMENT POLICY

All tuition payments will be managed by the preschool treasurer and preschool board and treated as confidential.

Tuition for the Adventure-Life Preschool for the school year will be:

Two-day program: \$75/month

Three-day program: \$110/month

Four-day program: \$145/month

Five-day program: \$180/month

Monthly tuition for the next month will be due by the last session of the current month.

Place tuition money in an envelope with tuition coupon and put in the tuition mailbox located in the preschool hallway or send it in your child's bag.

Our treasurer is Dawn O'Connor. If you need to talk with Dawn, she can be reached at 967-3895. Financial assistance may be available upon request.

Payments must be made in a timely manner so we can meet our expenses. If you are unable to make a payment, please contact Dawn and we will work with you to make arrangements.

There is a 5-day grace period. After 5 days you will receive a late notice. If payment has not been received by the end of two weeks your child will not be allowed to remain in the program.

Please let us know about payment issues. We want your children to remain in our preschool and will work with you in any way possible, but if we have not received payment for preschool tuition by the 15th of the month and no arrangements have been made, your child will be dropped from the program.

Please let us know in advance if your plans change and you plan to withdraw from our program so that we have a chance to fill your spot from our waiting list. If you withdraw from the program after the month has started, tuition for that month **will not** be refunded.

## SAFETY POLICY

1. Adventure-Life Preschool has emergency plans for fire, tornado, blizzard, earthquake, flood, power failure, bomb threat, intoxicated parent, armed intruder, lost or abducted child, and chemical spill which are written and posted in a conspicuous place. A copy is also available upon request. Emergency plan procedures shall be practiced at least once a month for fire and tornado.

2. All staff are certified in First Aid and CPR. First Aid kits are posted on the wall or on the cubbies or in the cupboard in all classrooms, available for the playground, and in each field trip bag.

## VOLUNTEER POLICY

As required by the Department of Human Services, each parent who volunteers more than twice a calendar year in our program must fill out the Volunteer Information Sheet and submit information for a criminal records check. Volunteering includes: driving on a field trip, coming to class for a special project or event, and assisting with children in our classroom. This is mandated by state regulation # 109.6(5).

Note: The above policies are written as guidelines. If you have a unique situation and need to amend a policy, please inform the director. The Preschool Board will make all final decisions.

## HEALTH POLICY

- The preschool policy for ill students shall be the following: If a child appears to be ill, it will be to the discretion of the preschool director and teachers to determine whether that child will remain at the preschool. Such conditions as listlessness, diarrhea, colored nasal drainage, severe continuous coughing, vomiting, an elevated temperature, or an unexplained rash could result in the child not remaining at preschool for that day. As a consideration to our other students and staff, we trust parents will cooperate in enforcing this policy.
- Please notify the preschool when a child has contracted a communicable disease so that notices can be sent to any exposed children.
- **Absence - Please call and leave a message at the preschool - 957-8981.**

- The Adventure-Life Preschool will not be responsible for administering any medications during the school day. If a child has a serious condition that requires medical treatment (e.g. – asthma, severe allergies) the parent will train the teacher on what procedures need to be followed, or what life-saving medicines need to be administered.
- When weather permits for outdoor activity (20 degrees with wind-chill and warmer), all children are expected to participate outdoors. If you feel your child is too ill for outdoor activity, then they are too ill to attend preschool.
- The Adventure-Life Preschool will require, in compliance with state standards that each child have an admission physical examination report signed by a licensed physician. This report shall include an immunization record. Both must be received prior to the first day of preschool. A medical update will need to be submitted annually.
- Please send a copy of your health insurance to school for your child's file.
- Adventure-Life Preschool will have a written plan for medical and dental emergencies in compliance with state requirements, as well as a written consent of the parent for emergency care.
- Staff will wash hands after any restroom activity and before preparing snacks. Staff will use universal precautions (including rubber gloves) in handling blood or body fluids. Children's hands will be washed upon arrival at school, after using restroom, after playground play and before eating snack.
- Your child must be potty-trained before entering preschool.

### DISCIPLINE POLICY

Adventure-Life Preschool seeks to establish a policy of modeling, teaching and reinforcing positive behavior in all children.

If, however, a child does not respond in an appropriate manner, the following steps will be taken:

1. Teacher informs child in a loving way of expected appropriate behavior or calmly redirects the child's activity.
2. We follow the practices of the Conscious Discipline program. This program emphasizes using eye contact, caring touch and being fully present with the child, focusing on behavior we want, not on what we don't want.
3. Director, teacher and parents will work together to formulate a positive way to redirect the child when unacceptable behavior occurs.

Acceptable Methods:

1. Positive Reinforcement - recognizing and drawing attention to acceptable behavior
2. Diversionary Tactics - redirecting the child's attention and suggesting an alternative.

If a child does not respond to the above policy and chooses to act in an unacceptable manner, the teacher will notify the director. Both teacher and director will work together to develop a positive, nurturing plan to encourage acceptable behavior and will discuss this with the parent so that everyone is working together as a team for the good of the child.

\*\*\*Any student who is out of control or is exhibiting violent behavior will be immediately removed from the preschool classroom. The parents will be called to come and get the child. The child can return to preschool when a conference has been held involving the parents, teacher, and director to discuss and brainstorm solutions to the situation. The purpose is to foster a cooperative effort between home and school to reinforce positive behavior and language. Determination of violent acts will be at the discretion of the Adventure-Life Preschool staff, but will include, but are not limited to:

- any act that could cause potential injury to himself/herself or another child
- physical or verbal abuse (which includes aggressive/violent language) directed at another child or staff member
- vandalizing, destroying or defacing any property
- physical fighting with other children as a means of solving problems

If an acceptable solution cannot be reached, the child will be discharged from our preschool.

This policy is to ensure the safety of all children and staff in our preschool program.

## FIELD TRIP TRANSPORTATION POLICY

- 1. State law now requires the use of a car seat or safety-approved booster seat for each child – properly installed.**
  2. No children will be transported in the front seat of any vehicle.
  3. Additional restrictions, if any set by parents, will be noted and adhered to.
  4. Dates for field trips will be set and sent out in advance. Field trips will be noted on monthly calendars.
  5. Children will be transported by volunteer parents who have met our screening process. All drivers will have copy of driver's license & valid insurance on file with the preschool.
  6. Drivers will adhere to: no smoking, no loud radio, tapes, CD's, no earphones, no cell phone usage.
  7. In compliance with state requirements, a permission slip for each individual field trip is required.
  8. Siblings are welcome on most field trips if transported by and attended to by their parents.
- Field trips into the community are scheduled to observe the adult world and expand the children's understanding of abstract concepts. They provide children with firsthand opportunities to learn about their world. Through field trips children:

\*Have contact with adult models in the world of work.

\*Observe social systems, such as banking and fire or police protection, in action.

\*Use scientific methods as they gain skills in observing, collecting information, inferring, and drawing conclusions.

\*Use the methods of the historian as they examine traces of the past.

\*Have a mutual experience that can be recreated in dramatic play or expressed through music, dance, art or literature.

\*Are stimulated to gain new ideas and motivated to further learning.

Children's need to learn about their world cannot be separated from their need to learn self-understanding and knowledge of others. It is our goal that field trips will allow children to explore and learn more about their world.

\*\*Notes taken from "Early Childhood Education" by Seefeldt and Barbour, 1990

## VISITATION POLICY

Parents are afforded unlimited access to their children and to the provider caring for their children during normal hours of operations. We prefer that you call first so that we are aware of who is in the building.

If there is a parent who has limited access or visitations with a child, we must have a copy of the court order stating not to release the child to that person.

## OTHER POLICIES

ADVENTURE-LIFE PRESCHOOL IS REQUIRED BY LAW, UNDER IOWA CODE, SECTION 232.69 TO REPORT IMMEDIATELY TO THE DEPARTMENT OF HUMAN SERVICES, WHEN, IN THE COURSE OF WORKING WITH A CHILD, A TEACHER OR ANY STAFF MEMBER HAS REASON TO BELIEVE THAT THE CHILD HAS SUFFERED SEXUAL ABUSE, PHYSICAL ABUSE, OR NEGLECT.

## INJURY PREVENTION POLICY

Principle: Properly laid out child care areas, properly designed and maintained equipment, and adequate supervision help to reduce both the potential and the severity of injury.

Procedure: To reduce the potential for injury in child care, the child care provider will do the following:

- Manufacturer information on all equipment will be maintained and equipment will be utilized according to instructions.
- Provider will register all equipment and as acquired will monitor recalls on the CPSC website to decrease the potential of defective equipment being used by children.
- Water temperature will be checked monthly and maintained between 60-120 degrees.
- All potentially toxic substances will be kept in elevated cover that is secured with a child proof lock or out of reach/access to children.
- Environment will be routinely checked for uncovered outlets and dangling cords or strings.

## POLICY FOR POSSIBLE PANDEMIC OUTBREAK

We will follow recommendations given by the Center for Disease Control regarding school closing. We will monitor the CDC website and state and local websites to determine a plan of action for reducing exposure to infectious diseases.

### **What You Can Do to Stay Healthy**

- Stay informed. This website will be updated regularly as information becomes available.
- Influenza is thought to spread mainly person-to-person through coughing or sneezing of infected people.
- **Take everyday actions to stay healthy.**
  - Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
  - Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hands cleaners are also effective.
  - Avoid touching your eyes, nose or mouth. Germs spread that way.
  - Stay home if you get sick. CDC recommends that you stay home from work or school and limit contact with others to keep from infecting them.
- Follow public health advice regarding school closures, avoiding crowds and other social distancing measures.
- Develop a family emergency plan as a precaution. This should include storing a supply of food, medicines, facemasks, alcohol-based hand rubs and other essential supplies.
- Call 1-800-CDC-INFO for more information.

## EMERGENCY PROCEDURES & GUIDELINES

### **FIRE**

1. Alarm will sound.
2. Evacuate by walking outdoors south of the church to the large empty field.
3. Call 911.
4. Teachers will get preschool file and account for all children. Parents will be notified by phone. Director or lead teacher will remain until all children have been picked up.

### **TORNADO**

1. Conditions will be determined by the weather alert radio and/or secretary's report from the church office.
2. Verbal announcement will be made. Children will proceed to designated safe area (interior hallway - see map in each classroom).
3. Teachers will get preschool file and account for all children.
4. If police determine that evacuation is necessary, proceed to the large empty field south of the church. Contact parents by phone for dismissal.

### **BLIZZARD**

1. Conditions will be determined by the weather alert radio and/or secretary's report from the church office.
2. Children will remain in classrooms. Teachers will account for all children.
3. Parents will be notified by phone, of early dismissal following the inclement weather policy in the staff and parent handbook.
4. Director or lead teacher will stay until all children have been picked up.

### **EARTHQUAKE**

1. Alert teachers with a verbal announcement.
2. If inside use new wing of church (preschool area). Stand 2-3 children per doorway or take cover under classroom tables.
3. Teachers will get preschool file and account for all children.
4. If evacuation is necessary, walk outdoors south of the church to the large empty field.
5. If dismissal is necessary, contact parents by phone. Director or lead teacher will stay until all children have been picked up.

## **FLASH FLOOD**

1. Children will remain in the classroom. Teachers will account for all children.
2. If preschool must close, parents will be notified by phone.
3. Director or lead teacher will remain until all children are picked up.

## **POWER FAILURE**

1. Children will remain in classrooms. Teachers will account for all children.
2. If preschool must close, parents will be notified by phone.
3. Director or lead teacher will remain until all children have been picked up.

## **BOMB THREAT**

1. Verbal announcement to staff of Code Oklahoma.
2. Evacuate by walking outdoors south of the church to the large empty field or to the Lutheran Church.
3. Call 911 and proceed as directed by police.
4. Teacher will get preschool file and account for all children. Parents will be notified by phone and children will be dismissed from Lutheran Church. Director or lead teacher will remain until all children have been picked up.

## **INTOXICATED PARENT**

1. Attempt to divert parent's attention to detain them.
2. Another staff member contacts a person from the emergency contact list and request they pick up child.
3. Inform intoxicated parent that the emergency contact person will be picking up their child.
4. If unable to contact another authorized pick up person, child must be allowed to leave with the parent. Inform intoxicated parent that police will be called.
5. Call 911 and inform them of the situation.

## **ARMED INTRUDER**

1. Verbal announcement of Code Colorado.
2. Keep children in classroom or evacuate if able.
3. Staff asks intruder if they can be of assistance. Another staff member dials 911. Follow directions given by police.
4. Teachers will get preschool file and account for all children. Contact parents by phone. Director or lead teacher will remain until all children have been picked up.

## **LOST OR ABDUCTED CHILD**

1. One teacher remains with the class. Second teacher alerts others and assists with search.
2. If child is not found, contact parent, then police (dial 911).
3. Proceed as directed by police.

## **CHEMICAL SPILL**

1. Evacuate building according to fire evacuation maps posted in each classroom. Proceed to large empty field south of the church.
2. Call 911. Teachers get preschool file and account for all children.
3. If dismissal is necessary, contact parents by phone. Director or lead teacher will remain until all children have been picked up.

**Any immobile child who is enrolled in Adventure-Life Preschool will be assisted by his/her teacher aid in carrying out any emergency procedures.**