

Dear Parents:

Welcome to Simpsonwood! Thank you for allowing us the pleasure of caring for your child. We appreciate the faith you have in us and will try our best to provide a wonderful foundation for a lifetime of learning.

Please read this handbook very carefully. To avoid any misunderstandings, you should be aware of our policies from the beginning. Hopefully, this knowledge will allow things to run smoothly throughout the year.

Please feel free to call me if you have any questions.

Jill Bennett  
Director, Simpsonwood Preschool  
(770) 441-9444

## STATEMENT OF PURPOSE

Simpsonwood United Methodist Church is pleased to offer our preschool ministry to the families of our community. **Our mission is to provide a quality education in a safe, loving and nurturing Christian environment in which each child can develop socially, physically, mentally, spiritually and emotionally to his/her fullest potential.** As each child is a unique creation of God, our emphasis is on the Christian values of loving, caring and sharing through meaningful relationships.

The following pages will outline the policies and procedures that we will follow throughout the year.

**Simpsonwood UMC Preschool does not discriminate in its enrollment based on race, color, sex, ethnic or religious background in administration of its educational policies, admissions policies or scholarship programs. Children with mild physical handicaps and/or developmental delays are enrolled at the discretion of the Director and the staff.**

The first years of a child's life are the most important. Never again will he learn as many things as rapidly as in his first six years of life. The environment and the adults who surround the child during these years become the teachers of the child. Children learn by modeling, observing, and doing. The curriculum for the early years must be based on the understanding, by both the parents and teachers, of how children grow and develop and how they learn. Parents and teachers who know and recognize these developmental patterns can effectively meet the needs of children.

**Simpsonwood UMC Preschool is proud to be certified by the North Georgia United Methodist Preschool Association as a "Preschool of Excellence for Young Children".**

**Please be aware that Simpsonwood UMC preschool is not licensed and is not required to be licensed by the state.**

## GOALS OF PRESCHOOL

Based on our philosophy, the following are broad goals of our program.

- Experiences that will foster physical, intellectual, social, emotional and spiritual growth
- Christian values of loving, caring and sharing through meaningful relationships
- Love and respect for God and acceptance of Jesus as Savior
- Positive introduction to an educational environment
- Positive self-concept and a feeling of self-worth
- Visual, motor and tactile skills, which foster the development of perception
- Growth in creativity
- Familiarity and success with school routines and social settings with peers
- Reasoning, thinking and problem solving skills
- Language experiences that develop eager readiness for reading when the child is ready
- Readiness experiences which will lead to success in mathematics
- Increasing the child's knowledge of himself, and the world around him
- Increased self-control and friendship skills through character education
- Developing personal attributes of responsibility, initiative and independence
- Specific activities designed to meet the needs of the individual child at his own level of development

## ADMISSIONS AND REGISTRATION

Simpsonwood UMC Preschool accepts applications for enrollment on the following basis:

1. First consideration is given to members of SUMC who have students currently attending the preschool.
2. Second consideration is given to students already enrolled in the school.
3. Third consideration is given to church members whose children are not currently attending the preschool.
4. Fourth consideration is given to siblings of current students.
5. Applications are then accepted for the remaining places in the classrooms on a first-come basis.
6. Any additions, if necessary, will be selected from the wait list pool based on the needs of that class (not necessarily the next person on the wait list).
7. Simpsonwood United Methodist Preschool strives to accommodate children with varying abilities, but whose potential achievement is not incapacitated by special learning disabilities, emotional disturbances, hyper-activity, behavior problems or severe orthopedic, visual or hearing disabilities. Simpsonwood Preschool is limited in professional staffing prepared to give assistance to children with the above-described conditions. Any difficulties of which the preschool board should be cognizant must appear on the registration form. Presence of conditions does not mean that admission will not be granted; rather, the preschool board must determine if staffing is available to meet the child's needs.
8. In the event that our program does not meet the needs of your child, the Preschool Board has the right to ask that your child be removed from our program.
9. SUMC Preschool is committed to a policy of non-discrimination involving equal access to education and employment to all regardless of race, sex, age, national and ethnic origin, religion or handicap. It is the desire to meet the development levels of all students, and to maintain appropriate student-teacher ratios.

10. **A Registration fee is collected at time of registration.** Newly registering families at SUMC Preschool will also pay the tuition for May of the following school year at registration. For established SUMC Preschool families the following years' May tuition is to be collected prior to the end of the current school year. **All prepaid monies are non-refundable.**

## FACULTY AND STAFF

We have an outstanding faculty and staff. Our teachers and caregivers are hired based on their education, experience, love of children and their Christian commitment. Each strives to be a Christian example, knowing that the children reflect joy, enthusiasm, faith and courtesy.

Simpsonwood Preschool holds membership in the North Georgia United Methodist Association of Preschools, and National Association for the Education of Young Children.

## DISCIPLINE POLICY

Discipline means setting and adhering to standards of behavior. Discipline is an essential preparation for the outside world. If an adult cares about a child, she will provide guidance and discipline.

It is important to remember that aggressive feelings in young children are a normal part of the developmental process of growing-up. The goal is to develop self-control over those aggressive feelings while still helping to build positive self-esteem.

Teachers are trained in the use of Positive Discipline, and we adhere to its guidelines to provide consistent, loving and firm limits in each class, in an age-appropriate manner. The tenets of Positive Discipline include the following:

- All children have a primary goal to belong. By addressing their mistaken beliefs rather than just the misbehavior, we can be most effective
- Clear and predictable class routines lead to consistently good behavior
- Children feel belonging through class jobs and other activities where they know they can make a meaningful contribution to the class
- Teachers model mutual respect by showing kindness and firmness at the same time.
- Positive time out and cool-down time allows children to regulate their emotions and behavior
- Mistakes are wonderful opportunities to learn. Teachers focus on solutions and teachable moments when mistakes are made.

Read more about Positive Discipline, and find out how you can implement a complimentary approach at home, at [positivediscipline.org](http://positivediscipline.org).

Bullying is a set of actions that happen when a child who is, or who wants to feel, more powerful targets a weaker and/or smaller person by hurting or frightening that person, and does so repeatedly. Bullying can be expressed through social rejection, as well as, physical aggression. A hurtful preschool behavior becomes bullying when it is repeated, intense, and targeted. Teachers will communicate with parents of both the victim and aggressor if bullying takes place. Bullying will not be tolerated and may result in dismissal from the program.

It is the policy of Simpsonwood Preschool to remove a child from a situation if he is disturbing the group or individual activities, is hurtful to himself or others (physically or emotionally), is damaging or destroying property, or is not in control of his emotions. Redirection is our first approach when

correcting unacceptable behavior. Under no circumstances will any form of corporal punishment be administered to a child in the school. If a problem occurs that cannot be handled by the teacher, assistant and/or Director, the parent will be called to take care of the situation. Consistent, inappropriate, unmanageable behavior will be grounds for dismissal.

**BITING:** Policy for two's: We do not condone biting, and if a child bites, we notify the parents in writing. We do not divulge the name of the child victimized, or the name of the biter. After a child bites three times (separate incidences), he/she must stay out of preschool for 1 week and tuition must still be paid. After that, any future biting incidents may result in dismissal for the remainder of the year.

Policy for 3's and 4's: If a child bites, he/she will be sent home for the day. If a child bites the second time, he/she will be sent home for a week. Any future biting incidents may result in dismissal for the remainder of the year.

**RELEASE OF INFORMATION:** Information on any child is to be given only to the parent(s) and/or guardian(s) listed on the child's information form. Legal documentation is required for the information release to additional individuals.

#### AGE REQUIREMENTS

Your child will be placed in the appropriate class according to his age on September 1<sup>st</sup>.

#### HOURS OF PRESCHOOL

Regular school hours are Monday through Friday from 9:30 AM to 1:00 PM.

Morning carpool begins at 9:25 and ends promptly at 9:40. Please plan to walk your child to his or her classroom if you arrive later than 9:40.

Afternoon carpool begins at 12:55 and ends at 1:10. Please arrive promptly to pick up your child. They become worried if you are late. A late fee of \$5.00 per five minutes will be incurred after 1:15 PM. This will be strictly enforced unless you have an emergency situation.

Any time Gwinnett County schools are closed for holidays or bad weather, we will be closed also. We also reserve the right to close even if Gwinnett County does not.

Please do not leave your child in the mornings before 9:25 AM. We often have morning meetings before school begins.

If your child is to be picked up from preschool by a person other than his parents, a note must be given to the teacher by a parent. Please indicate the name of the person who has your permission to take your child. The preschool teacher will ask for the person's driver's license as a source of identification and verification.

#### TUITION AND REIMBURSEMENT

Tuition is due by the first day of each month and is considered late after the 10<sup>th</sup>. There will be a late fee of \$5 for tuition received after the 10<sup>th</sup> day of the month. A \$25 fee will be charged to your next month's tuition for any returned check.

**Refunds are not given for holidays, absent days by the child, snow days or emergency closings.**

One month's written notice in advance MUST be given before a child is withdrawn, or that month's tuition is due.

Tuition is based on the school year and is divided into nine (9) monthly payments for your convenience. It is not prorated according to days attended. This includes holidays, snow days and emergency closings.

Tuition for the following September is due on or before Open House in August each year and tuition for the following May is due the end of the current school year. New families to the school pay the tuition for the following May, along with the registration fee, at the time of registration. **A 5% discount will be applied if a family chooses to pre-pay for the entire year (9 months) upfront. This lump sum payment must be received prior to September 1<sup>st</sup> in order to qualify for the discount.**

**In the event where a prepaid student withdraws from the school, a refund for the 9 months paid will be issued. However, the months attended will be calculated without the discount.**

Please make checks payable to *Simpsonwood Preschool*. You may also pay via Venmo. Our user name is simpsonwoodpreschool4500.

## CURRICULUM AND FACILITIES

Regarding curriculum, our primary goal is to help our children become enthusiastic, independent, self-confident and inquisitive learners. Our curriculum is customized to the needs of our children. We draw from Learning Without Tears, Math Their Way, and SRA Imagine It! pre-k curriculum, and Scholastic materials as the resources for development. The curriculum is theme-based and child-centered. Using developmentally appropriate activities and materials at each preschool level, we monitor growth over the course of the school year, and provide feedback in the form of student evaluations. Language and literacy activities, math/manipulatives, science (sensory), and social studies are the daily focus. Weekly, children experience enrichment opportunities of music and movement, art, outdoor or gymnasium play, Spanish (for children 3 and above), language development (for children 2 and under) and weekly Chapel.

Activities will alternate between those which are child initiated; those which involve large and small group interaction: those which involve large and small motor experiences; those which alternate active and quiet play; and those which focus on spiritual development. Each classroom is enhanced by planned learning centers which allow for child choice, self-directed play, teacher-led activities, and/or small group interaction.

## CONFERENCES

The children in our twos' classes will undergo an end of year skills' assessment. If you are interested in how your child is adjusting to preschool, we will be happy to talk to you at any time. Teachers plan activities to help improve gross and fine motor skills, social and emotional skills, language and cognitive skills, as well as, spiritual development.

The children in our three's, four's and Kindergarten Readiness classes will have a skills assessment in the fall and in the spring. Formal conferences are held in the spring for the fours so

that the parents will see how the children have progressed during the year. Formal conferences may also be done in the fall, if requested by either teacher or parent.

## PERSONAL SAFETY - MEDICATIONS

If a child is taking medication prescribed by a physician, please fill out the Medication Form in the Director's office. This will provide the teacher with permission to administer the medication. All medication will be kept in the Director's office. The child's name must be clearly marked on the bottle. No medication will be administered if this form is not completed and signed.

Children with food or environmental allergies must also fill out this permission form in order for an Epi-pen or Benadryl to be administered.

In the event of a serious accident or illness, the Director will call the parents and/or 911. The child will NOT be transported to a nearby medical facility or to a pediatrician by any member of our staff. An accident report will be completed by the child's teacher and submitted to the Director any time an accident occurs.

Simpsonwood Preschool is prohibited from giving any shots or blood pricks, as this is considered an invasive procedure. However, as is the case with nut allergies, we can use an Epi-pen since it is considered a first aid device.

## HEALTH INFORMATION

Each child must have a Child Health Form on file with the Preschool. This certifies that a physician has examined your child (children) within the past year and that all immunizations are current.

Please provide us with any food or medicinal allergies your child may have. Parents must send their own child's lunch in a separate lunch box. However, parents are asked to routinely send snack for the class. Any child with a food allergy must disclose this information on the child's personal information sheet. If a child has been prescribed an Epi-pen, parents must complete a release form allowing the director and/or preschool staff to administer the Epi-pen, if necessary. All Staff have had first aid training which covers the proper administration. Epi-pens will be stored in the preschool office in the upper two drawers of the file cabinet which will allow for easy accessibility.

A request may be made to a class to remain peanut free if the allergy is severe. Parents will be notified of any peanut/tree nut allergies that exist within a class and will be instructed as to the precautions necessary (i.e. do not send snacks that contain or are processed at a plant which produces other snacks containing peanuts/tree nuts; severe allergy present in class – do not send any product containing peanut butter, peanuts or tree nuts, etc.). The severity of the allergy will determine the extent of the restrictions.

Parents are free to send their child with his/her own snack if so desired. All children are required to wash hands thoroughly before snack time and lunch time. Children are discouraged from sharing food items. Tables are sanitized with Odo-Ban before serving snack or lunch and the again upon completion. Rooms are vacuumed daily and furniture and toys are sprayed with Lysol. Housekeeping items are washed and sanitized as needed.

In order to protect the health of all the children involved with our program, we ask that your child be kept at home for the following reasons:

A fever of 100 degrees or more  
Severe cold – Sore throat  
Ear Ache – Ear Infection  
Discharge from nose, eyes or ears  
Nausea or vomiting

Any unexplained rash  
Persistent cough – Swollen Glands  
Red or sore eyes  
Upset stomach  
Diarrhea

**If your child is ill, even if not contagious, we ask, for the benefit of your child and the other children, that you keep your child at home.**

Excessive coughing, running noses with discharge and/or itchy eyes are to be watched carefully with thoughtful consideration given before sending the child to Preschool. It is difficult for a preschooler to manage a runny nose properly. In order that we may attempt to minimize contagious diseases within the Preschool, we reserve the right to send your child home if these symptoms persist during the day.

**\*PLEASE KEEP YOUR CHILD AT HOME UNTIL HE HAS BEEN FEVER, VOMIT AND/OR DIARRHEA-FREE FOR TWENTY-FOUR (24) HOURS.**

**If your child is absent from Preschool with a contagious disease, we ask that you contact the Director so that she may notify the other parents.**

#### BATHROOM POLICY

The staff of Simpsonwood UMC Preschool has established guidelines for our role in assisting children with the bathroom. We realize that not all children need or want help. However, some children need some or total assistance.

Age appropriate guidelines are as follows:

##### 12-18 MONTH CHILDREN:

Children in this class only are diapered within the classroom at the changing station. Teachers are responsible for cleaning and sanitizing the area. The diaper pail is emptied and sprayed with disinfectant daily.

##### TWO'S:

Children who are not yet trained will be changed as necessary. ALL children must have a change of clothes-including socks- as well as 2 extra diapers in their school bag at all times. Diapering of children in the two year old classes takes place in the girls' bathroom where the changing facility is located. No child is ever left unattended on the diapering surface. The diapering surface consists of a covered diapering pad which is covered with table exam paper for each child. The diaper pail is emptied and sprayed with disinfectant daily.

Parents need to speak with their child's teacher at the beginning of toilet training to assess the child's readiness to begin training in the school environment. Teachers will provide a toilet training letter to establish guidelines for potty training in the school environment. It is the responsibility of parents to toilet train the child, and the responsibility of school staff to support what is being done at home. If you feel that your child needs to use pull-ups initially, please send them in pull-ups that have the Velcro sides, to help the teachers when changing. The teachers will cooperate as

much as possible but they cannot be expected to take an individual child to the bathroom every 20-30 minutes. Try to teach your child to verbally indicate his/her need to use the bathroom. Please include more than one change of clothes while your child is toilet training. As you train your child at home, please keep in mind that "training" a child also includes wiping, flushing, hand washing, and cleanliness of the bathroom.

Once a child is completely potty trained, ridiculous or not, our insurance prohibits us from touching the child while in the bathroom. We will verbally encourage children to assist themselves with the process (wiping, flushing, redressing and hand washing). All trained children must continue to have a change of clothes, including underpants and socks, in their school bag at all times. It is unsanitary for our teachers to wash out soiled underpants. Our policy is to dispose of all soiled underpants.

### THREE'S & FOUR'S:

All children enrolled in the three and four year classes should be totally independent in all areas of bathroom use: clothing, wiping, flushing, hand washing and cleanliness of the bathroom. The doors to both boys' and girls' bathrooms remain open at all times. Children using the bathroom independently are supervised by an accompanying teacher. Bathrooms are located by the Director's office and the Director can lend assistance as needed.

Remember, at this stage the teacher can only offer verbal assistance to the child in regard to bathroom habits. If physical assistance is necessary, the parent will be called. With verbal permission, we will assist the child. As with younger children, not child is left unsupervised.

While we recognize that accidents occasionally happen, please note: If a child in the 3's or 4's is not toilet trained, it may result in him/her not being able to enter the class. Registration fee and first month's tuition will not be refunded.

### LUNCHES

Each child will need to bring a lunch and drink each day. We ask that microwave-able foods be avoided. The staff will use lunchtime as a curriculum time, teaching life skills including manners, saying a blessing, being able to unpack his/her own lunch, cleaning up after oneself, eating nutritiously, etc. Please pack items that your child can open himself with minimal help. By four, the goal is for the child to be able to handle his lunch completely with no help. This gets him ready for Kindergarten.

All children are required to wash hands thoroughly before snack time and lunch time. Children are discouraged from sharing food items. Tables are sanitized with Odo-Ban before serving snack or lunch and the again upon completion.

### CLOTHING AND PERSONAL BELONGINGS

1. Please dress your child in play clothes, as the day will be filled with a lot of fun and sometimes messy activities. The preschool is not responsible for soiled, torn or otherwise damaged clothes.
2. We ask that you mark all belongings, such as cups, bottles, clothing, pacifiers, and lunch boxes, etc.

3. ABSOLUTELY NO CLOGS, FLIP-FLOPS OR SANDALS ARE ALLOWED AT SCHOOL. It is very difficult and dangerous to run and play in the sand or mulch without closed-toe shoes.
4. Always keep a change of clothes (weather appropriate) in the school bag.

#### SNACK POLICY

In an effort to provide a variety of snacks and to foster an opportunity for a sharing experience for the children, we are asking you to help us by providing a snack for the class on a rotating basis.

We serve water at school. Please do not send juices in for snack or parties. Fancy cookies and sweets should be reserved for birthdays so that it will be special for the birthday child.

Your child's teacher will provide a snack schedule. Each family typically brings the weekly snack 3-4 times per year. You will be notified of any food allergies in the class so that you can plan accordingly. We sincerely appreciate your help and cooperation.

Here is a suggested list of snack foods that are appropriate to send. Be creative!

Graham crackers	Vanilla wafers
Pretzels	Low sugar Cereals
Raw Veggies and/or dip	Cheese slices/chunks
Yogurt	Crackers, such as goldfish or Ritz

The preschool will furnish napkins. **Remember, parents will be alerted if severe allergy precautions are necessary for their classroom.**

**\*\* IMPORTANT: Please do not send any kind of nuts or popcorn because of the potential choking hazard. If you send grapes, they should be cut into at least two pieces.**

#### BIRTHDAYS

Please feel free to send in a special treat for your child's birthday. Check with his teacher to be sure that no one else is sending a treat on the same day.

#### SCHOOL INSURANCE

In addition to a general liability policy held by Simpsonwood United Methodist Church, Simpsonwood Preschool has provided a supplemental accident insurance policy for each child. The cost of the premium is covered in the registration fee.

#### PICTURE USE APPROVAL

We take many photographs of the children during the school year. We would like your permission to use these random photos (no names will be used) periodically on our website, bulletin boards, picture albums and/or publication and brochures needed for advertising. A media release will be provided at registration to give permission to use photos.

## CARPOOL

Only children in the 2's, 3's, 4's and KR classes will participate in carpool drop off and pick up. This usually begins after the first week of school. If you do not wish to participate, or if you also have a child in the MMO program, please park and walk into the building through the handicap walkway. You may stay downstairs with your child until the class arrives or you may bring your child up to the carpool area. If you plan to share carpool driving with a friend, you will need to notify the preschool office by the first school day. Each child is given a carpool tag to be displayed from the rear view mirror. Please use the carpool tag given to you at the beginning of the school year. Tags are color-coded by age level. A map, showing the carpool pattern, will also be distributed (hard-copy or by email) at the time tags are issued. Periodically, we may need to tweak the process in order to coordinate with the Church traffic pattern.

General guidelines:

- \*Turn your cell phone off before loading your child.
- \*Have your car pool number displayed visibly from your rearview mirror.
- \*Remember we need to unload and load safely, as quickly as possible.
- \*Do not get out of your car while in line.
- \*Do not block the driveway for any reason.
- \*Do not pull around the car in front of you, unless directed to do so by a teacher. Please wait your turn.
- \*Position car seats for easy accessibility.

If your child is going home with someone or has a friend coming home with him/her, it is the parent's responsibility to remove or place a car seat in the vehicle. This is not to be done in the carpool line. Please park to remove or install the car seat before going through the line.

**Please note that by law we are not allowed to buckle your child into his safety seat at afternoon carpool.** Pull slowly around to the breezeway in front of building C, and then exit the car to buckle your child. Please do not exit the car to buckle while in the carpool line. This poses a danger to your child and to you, as well as slows the carpool line. Also, if you are taking another child home in addition to your own, you are responsible to see that all the children are secured. We greatly appreciate your cooperation in this matter.

NOTE: If your child is going home with a friend, you MUST send a note giving us permission to send your child with someone else

**TEACHERS WILL NOT PUT A CHILD IN A CAR THAT DOES NOT HAVE AN APPROPRIATE CARSEAT.**

Georgia Child Safety Seat and Seat Belt Law states:

"Children under 8 years of age must be in an approved car seat or booster seat."

Please be sure that your child meets the height and/or weight required for the seat you are using. This information is obtained from the manufacturer.

Be courteous to other drivers by following the established traffic procedures:

1. Please use the entrance by the Youth Trailer and immediately turn to the right towards the trailer
2. **Do not use the drive immediately in front of the church**
3. Proceed across the upper parking lot and follow the traffic to the drop off point
4. As you leave the drop off point, please turn to the right and exit by the tennis courts

## PRESCHOOL SECURITY PLAN

The following security plan will be in effect during preschool hours:  
 Once children have arrived and are in their classrooms, the doors (front and back) will be locked. If you need access to the Preschool between 9:45 a.m. and 12:50 p.m., please use the front door by the Preschool office. (To the right of the door is a doorbell). We ask that you show either your driver's license or carpool tag for entry. In the event that no one is available to let you in, please go to the main office upstairs and ask them to contact the Preschool office. We apologize for any inconvenience. The welfare and safety of the children and teachers is our main concern.

## CLASS PICTURES

We have a photographer who will come during the fall for individual pictures and will return in the spring for individual and class pictures. The photographer sets the fee.

## INCLEMENT WEATHER

In the event of inclement weather, parents should listen to local broadcasts concerning local school closings. Simpsonwood Preschool will close, if Gwinnett County Schools close. If the county delays opening, you will be notified by email or phone the preschool's start time.

The Preschool will not make up snow days, even if the county schools do make them up. Until all students attend 5 days per week, there is no fair way to make-up these days.

## MISSION STATEMENT

We believe that the Church- -

- is called to the congregation and the community
- is committed to assist persons to live life in the fullness Jesus proclaimed.

We believe that each child - -

- is a child of God.
- has a right to develop his/her fullest potential.

We believe that weekday programs –

- should provide examples of the highest qualities of the Christian faith
- assist parents in these crucial years of child rearing
- provide children the best of early education so that they may develop to their fullest potential physically, mentally, emotionally, socially and spiritually.

We commit ourselves to providing weekday programs which bring together the best we know about the education of young children and our highest understanding of the Christian Faith.

(In accordance with the United Methodist Weekday Pre-School Programs in the North Georgia Conference.)

## **EMERGENCY PROCEDURES**

### **Preschool Security Plan**

#### **Intruder**

To insure the safety of all children, the following plan will be followed:  
Once children have arrived and are in their classrooms, the doors (front and back) will be locked. If you need access to the Preschool between 9:45 a.m. and 12:50 p.m., please use the front door by the Preschool office. (To the right of the door is a doorbell). Classroom A107 will, also, lock both doors into classroom while occupied. We ask that you show either your driver's license or carpool tag for entry. In the event that no one is available to let you in, please go to the main office upstairs and ask them to contact the Preschool office. All visitors must sign in and out when visiting the preschool.

Each situation is unique and will require quick thinking. A "code" message will be used to indicate an immediate concern on our Church campus. All children must be in the classroom with the doors locked. Teachers will cover window on door, and keep the children calm. A "different code" message will be used to indicate that there is a concern in the area. All outside doors will remain locked and children are to be in the building (no playground/gym time) until all is clear.

All staff will follow the steps to lock down until the "all clear" communication is made. Parents will be notified by email or phone call.

If an emergency situation occurs during "drop-off" or "pick-up", teachers and children will immediately enter the lower level of the church building. Children will be directed to room A105 and/or the choir room. The outside door will be locked until the emergency situation has expired or resolved.

If it is necessary to dismiss the children, we will ask parents to gather in the multi-purpose room of the education building. Children will be brought to their parent. Teachers and staff will not discuss the emergency with the children. No parent will be allowed in the preschool hallway.

### **PRESCHOOL DISMISSAL FOR A CATASTROPHIC EVENT**

In the event of a national disaster or catastrophic event, this is the preschool's security procedure for dismissing your child from school in an orderly manner:

1. The children will stay in their rooms with the teachers.
2. We will lock the exterior doors to the preschool and only the director will be allowed in the hallway.
3. We will use the Multi Purpose room as a gathering place for parents. Staff members will bring the children upstairs to you.

4. We will not talk to the children about the emergency. We will try to conduct the class in the usual way.
5. We ask that you try to remain calm so that your children won't be confused. Greet them in a normal manner.

### **MEDICAL EMERGENCY PROCEDURE**

Simpsonwood UMC Preschool will follow the stated procedure if either a life threatening or minor emergency occurs while your child is in our care:

#### **Life Threatening Emergencies:**

1. 911 will be contacted immediately (address to be given: 4500 Jones Bridge Circle, 30092)
2. First Aid or CPR will be administered, as appropriate
3. Parent or guardian will be notified
4. Child will be transported to designated hospital by Gwinnett County Fire Emergency team
5. Ensure supervision of other children in the group
6. Emergency will be documented and kept in the child's file

Simpsonwood United Methodist Church has a defibrillator (with child pads) in all three buildings.

### **Loss of Water, Electricity, or Gas, Water or Gas Leak**

In the event of loss of water, electricity or gas in the education building, children will be moved to another building to finish out the day. Prolonged outage will require assessment to determine whether or not to close school.

In the event that there is a water or gas leak or that all three buildings are affected by the loss or leak, school will close and parents will be notified by email or phone.

Regular pick-up procedure will be in place as long as the route used is not affected.

Alternate pick-up can be at the Family Life Center. Parents will be notified of this change in the email or phone call.

In the event that any emergency situation requires us to evacuate the site, we (teachers, Church staff and children) will walk to cul-de-sac of Walden Trace until the emergency situation is resolved.

Parents will be notified by phone or email. Be sure to update your email address and contact cell number with the office if they should change.

### **Fire Drill Procedure**

Simpsonwood UMC Preschool will comply with recommendation from the Fire Marshall and conduct monthly fire drills

#### **FIRE EXTINGUISHERS ARE LOCATED AT EITHER END OF PRESCHOOL HALLWAY**

Teachers are trained to:

- Close all windows and doors (upon leaving classroom)
- Count children - Take class listing with phone numbers
- Leave the classroom and follow directions assigned to your classroom ( see below)
- Leave the building quickly and quietly

**Rooms B100, B102, B103, B104:**

Leave by the FRONT preschool door and go to back of concrete pad to gate on the right. Go through the gate and move to lower area behind playground wall.

**Rooms B105, B106, B107**

Leave by the BACK preschool door and go to back of the concrete pad on the right side and go through the gate and move to lower area behind playground wall behind the playground.

- If in the **Music room**, gather children and leave through front door on upper level. Proceed to parking lot and walk to upper Church parking lot. (Teacher not in class will be responsible for getting class list and meeting class in parking lot.
- If in the **gym**, leave through gym door by bathrooms. Exit exterior door and proceed to upper Church parking lot.

**TEACHERS, PLEASE TAKE CELL PHONE WITH YOU AND WALKIE-TALKIE.**

**REMEMBER - ALWAYS LEAVE BY THE CLOSEST AND SAFEST DOOR AND PROCEED AS FAR AWAY AS POSSIBLE FROM ALL BUILDINGS.**

**Tornado Drill Procedure**

Emergency evacuation of preschoolers during tornadoes can be traumatic for the children. Advanced planning and practice of the tornado drill are critical for the children's well-being. Mock tornado drills will help keep the children and staff calm and focused in the event of a true emergency.

When a tornado warning is issued for our area, the following procedures should be followed:

- Move away from windows and glass doorways
- Go the inner most part of the building on the lowest possible floor

**Room B100 go to boys' bathroom**

**B102 B103 go to girls' bathroom**

**B104 go into the sleeping closet in the room**

**B105 B106 B107 heads down, face wall and stay as close to the end of the hallway as possible( see illustration)**

**If your class is on the upstairs playground during a tornado drill, please take the children immediately to the lower level of the church building and put them in room S105A or B.**

**If your class is on the lower playground during a tornado drill, come immediately into the building and go to your designated area.**

**If your class is in the gymnasium, take children into closet where games toys are stored. If locked, please take children to side ramp area by stage.**

**If your class is in the music room during a tornado drill, come immediately downstairs and go to your designated area.**

- Move away from materials and furniture that could fall on you.
- Account for all children and staff by taking attendance
- Use the head tuck position to protect from flying objects

