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1.0 Our Mission at Catholic Community Services

We Believe...

- ...in every child growing up in a safe,
loving and nurturing environment.
- ...in elders being able to live with security and dignity.
- ...in healthy family life being affirmed and
supported in our communities.
- ...in every person having the right to a safe,
affordable place to call home.
- ...in compassion, love and respect for all people,
especially those who are poor and vulnerable.
- ...in joining with others to change systems that oppress,
discriminate or otherwise cause human suffering.
- ...in employees volunteers working in an environment
that offers respect, teamwork and excellence.
- ...in all these things for all people, whatever their color,
Whatever language they speak or
However they worship.

2.0 CHILDCARE POLICY AND CURRICULUM PHILOSOPHY

Catholic Community Services and St. Mike's Tikes recognize each child as an individual, displaying social, emotional, physical, intellectual, and cultural needs unique to himself or herself. The Center encourages and promotes opportunities for growth and development in each of these areas. Our childcare center is considered an extension of the home, serving to supplement the child's learning process in a nurturing, loving and positive atmosphere of quality care. The curriculum at the Centers is constructed to address each developmental area:

- SOCIAL:** Achieve pleasure in accomplishing
Participate in a group of peers
Help and work with others
Acquire appropriate strategies for meeting individual needs
Feel positive about own gender and ethnic heritage
- EMOTIONAL:** Separate comfortably from parents
Understand feelings in self and others
Develop empathy
Feel safe and building trust with other adults
Express emotions in a safe way
- INTELLECTUAL:** Develop age appropriate skills
Expand verbal communication skills
Actively engage in exploring the world
Establish strong literacy base
Understand age appropriate mathematical concepts
- PHYSICAL:** Participate in outdoor large motor development activities
Develop basic athletic skills
Use physical activity as energy and tension releases
Practice small motor skill development
- CREATIVE:** Use a wide range of mediums for self-expression
Express learning and self through imaginative, dramatic play
Engage in creative thinking and problem solving

Teachers' Roles

Our teachers' roles and teaching philosophy are aligned with the Core Values of Catholic Community Services.

Compassion – We foster children’s curiosity and guide them to become a life-long learner in a safe, loving, nurturing and educational environment.

Diversity - We welcome all children and families from any cultural, racial, socio-economic, and religious background; understand that each child’s developmental stages are both universal and individual; and celebrate each individual’s traditions, beliefs, and values with respectful, reciprocal, and responsive manners.

Excellence – We provide high quality, professionally competent early childhood educational services with integrity, using best practices.

Justice – We believe in every child receiving a high quality early childhood education regardless of demographic backgrounds.

Stewardship – We develop and use the gifts and talents of teachers and volunteers as leaders and professionals in this field to live out our mission.

3.0 CHILD OUTCOMES/ASSESSMENT PROCEDURE

Child Screening- Parents will complete a **CDC Checklist Screener** (by age) as part of the program enrollment process. This is a screener and will only be used to take a “snapshot” of the child’s development as they enter the program. The screener will be discussed with the director or classroom teacher during registration, in order to support the family as they transition into the program. Parents will be asked to sign and date the form after it has been shared with program staff. The completed checklists will be filed in the child’s portfolio.

Child Assessment- Developmental checklists are to be used as a tool to guide curriculum development and provide an environment that fosters the individual child’s development of skills not yet acquired and mastery of skills already being practiced.

Our goal is to be better engaged and more in-tune with each individual child’s needs and specific area of development in comparison with development typical for his or her current age. These are not used to diagnose children, rather only to be used to accurately assess the child’s strengths and areas of need as it pertains to early learning.

1. Teachers will take child observations/anecdotes/work samples and compile information using a child portfolio. The portfolio will be organized by developmental domains. This information will be used to individualize lesson plans and complete the *Developmental Assessment Record*.

2. Teachers will complete the *Developmental Assessment Record* using information in the child's portfolio three times per program year in the months of October, February, and May. Completed records will be filed in the child's portfolio and child's personal file.
3. *Family Conference Form*- Teachers will complete this form once the *Developmental Assessment Record* has been completed. Families will be informed of the child's developmental progress within 30 days of completion.
4. *Intentional Teaching*- Teachers will use assessment information to complete the **ELG Alignment Tool** form to brainstorm ideas for learning activities that will promote positive approaches to learning and family goals. This tool will be completed on a monthly basis, and will inform the weekly lesson planning process. Teachers will refer to the completed Family Conference form to review child assessment summary, child goals, and family feedback to individualize the weekly lesson plan. Children's initials will be placed on the Lesson plan to indicate individualization

4.0 NONDISCRIMINATION POLICY

It is the policy and practice of CCS and St. Mike's Tikes Early Learning Center that no person shall be subjected to discrimination because of race, color, national origin, sex, sexual orientation, age, religion, creed, marital status, Vietnam Era veteran status, or the presence of any physical or sensory handicap. This policy applies to every aspect of the agency's programs, practices, policies, and activities, including client services and employment practices.

5.0 DISABILITY POLICY

Every effort will be made to meet accommodation needs to ensure children with disabilities have full and equal access to the services and facilities. We will make reasonable accommodations for children with special physical, mental or behavioral needs within available resources.

6.0 CONFIDENTIALITY POLICY

Maintaining confidentiality is the professional, legal and ethical duty of Center staff. The privacy of children and parents enrolled will be protected. All information provided during registration or other interactions will be held in strict confidence. This policy will only be considered null and void in situations of suspected abuse of a child when Center staff is mandated to report to the proper authorities.

7.0 MANDATED REPORTING POLICY

The mandatory reporting law is clearly defined by Washington State law. While we hope never to be faced with the situation, by law every childcare provider is required to “Cause a report to be made” to Child Protective Services if abuse of a child is suspected. Should this situation ever arise, the problem would always be discussed with the parent, unless doing so would put the child in further danger. The Center staff is legally bound to make a report to CPS or the police.

7.0 PARENT INFORMATION AND POLICIES

❖ Hours of Operation

7:00am until 6:00pm (unless otherwise posted)

Monday through Friday (except designated holidays)

Pick-up is required by 6:00pm. \$1.00/minute late fee charged.

Parents are discouraged from dropping off or picking up children during naptime.

Ten hours per day is the maximum a child may attend a childcare facility, unless the parent’s work and commute time extends beyond ten hours.

❖ Sign-in/Sign Out

Childcare licensing guidelines require parents to –

Sign their COMPLETE signature and note the time when they drop off AND pick up their child each day. The sign-in/sign-out forms are kept in each classroom or in the entry of the building. Parents are also required to check in their child using the computer keypad located outside the director’s office.

❖ Visitation Policy

Parents are invited and encouraged to visit the Center at any time during the day. Parents are allowed unsupervised access to their own child only.

❖ Transition Policy

Children are transitioned from one age group to the next when they are developmentally ready and when there is a space in the next classroom.

Parents and/or teachers may notify the other party when they feel it is time to transition a child. A transition plan and schedule will be developed by the parents and teachers. The complete move will be made when both teachers and the parents feel the child is ready.

❖ Alternative Childcare

Parents should establish a source for alternative childcare for unscheduled or unforeseen needs such as when a child is ill or the Center is closed.

❖ **Attendance**

If your child is ill or absent, please call early in the day to notify the teacher.

❖ **Classroom Transitions**

Children are transitioned from one age group to the next when they are developmentally ready and when there is a space in the next classroom. A transition plan and schedule will be developed by parents and teachers together. The complete move will be made when both teachers and the parents feel the child is ready.

❖ **Religious Activities**

CCS child care centers do not conduct a religious activity program. We respect and facilitate the rights of each child to observe the tenets of their own faith. Parents, let us know about any religious needs of your child.

❖ **Volunteering**

Parent involvement is an important component for childcare centers. Involvement can include assisting in the classroom, providing office support, providing transportation for field trips, and participating in center work and clean-up days.

❖ **Center Closures**

Holidays – the Center will be closed on the following holidays: New Year’s Day, Martin Luther King Jr. Day, President’s Day, One Friday in April for Staff training day, Memorial Day, 4th of July, Last day (or first Friday of September) of August for center cleaning, Labor Day, Veteran’s Day, Thanksgiving and the day after, December 24th & 25th.

Bad weather days - the Center will follow local school closures for bad weather, such as a snowstorm. Information regarding closures will be put on the Center answering machine by 6:00am. The decision to open, and for how long, will be determined by the conditions at the Center and the availability of staff. If school is not in session, messages will be posted on the answering machine and through the local radio stations, if possible. There is no tuition credit for the closure caused by bad weathers.

❖ **Emergencies**

If the Center needs to close for an unforeseen emergency, parents will be called to pick up their children.

In the event of an emergency, such as a natural disaster, remember that child care staff are trained and ready to care for the children at the Center for 72 hours. When such an event happens, parents **DO NOT CALL THE CENTER!** The staff must stay with the children and the phone lines must remain open for

any outgoing emergency calls. Pick up your child as soon as it is safe for you to do so. Staff will call you as soon as they are able.

8.0 CLASSROOM INFORMATION AND POLICIES

❖ **Daily Schedules**

Daily schedules and classroom curriculum are posted in the classroom.

❖ **Child/Staff Ratios**

Child/Staff Ratios are established by state licensing and best practices.

Maximum ratios:

Infants (0-12 month) – 1 adult to 4 infants

Toddlers (12 month – 36 month) – 1 adult to 7 toddlers

Pre-school – 1 adult to 10 preschoolers

Kindergarten and older – 1 adult to 15 children

❖ **Meals and Menus**

We serve breakfast, lunch and an afternoon snack each day to children 12 months old and above. Infant formula and solid baby food need to be provided by parents/guardians from home.

All meals are monitored by the USDA child care food program.

Menus are posted weekly at the entrance.

Physician's notes are required if your child is on special diet or has other medical reasons not to be served with our meals.

Children will be served during scheduled times.

Any food brought from home will be monitored to ensure safe preparation, storage, and serving and nutritional adequacy. Licensing requires that all food brought from home, such as cupcakes for birthdays, holidays, or cultural sharing days **be store-bought**.

❖ **Diapering and Toileting**

A structured diapering schedule is followed plus additional "as needed" changes. A diapering chart is maintained that notes times and output. Parents need to maintain a supply of diapers and baby wipes at the Center. Toilet training is done in conjunction with parent methods and schedules at home.

Please alert staff when you and your child begin this exciting adventure. Bring pull-ups or clothing changes until your child is fully potty-trained. All soiled clothing and cloth diapers will be sent home in plastic bags. State regulations do not allow staff to rinse out soiled clothing or diapers.

❖ **Rest Periods**

Naptime is about 1:00 to 3:00 everyday. Washington State requires all children under five need adequate resting time during the day. Infants' nap schedule is varied by each child's needs.

Please try not to drop off or pick up children during this time.

Children who do not nap will be given quiet activities and encouraged to rest.

❖ **Clothing**

Play clothes! Weather appropriate clothes!

Learning is hands-on. Children will get messy.

Children need outdoor time even on rainy days.

Please label all children's belongings (especially coats, hats, gloves and socks)

Leave a change of clothes in your child's cubby, just in case.

❖ **Field trips**

Any field trip requiring transportation will be planned in advance and permission slips will be required. Walking trips away from the center may occur without advance notification.

❖ **Transportation**

If cars or vans are used, seat belts and appropriate car seats are required.

Drivers must be licensed and over 21 years of age.

❖ **Video, Movies, and Computer**

Curriculum related videos of 30 minutes or less may be shown up to twice per month. Movies are not to be used as a substitute for planned activities. An age appropriate movie of 90 minutes or less may be shown as a special activity no more than once per quarter. Alternative activities need to be planned for children not engaged in the video or movie watching.

❖ **Policy changes**

Whenever there is an expected policy change that is not driven by Washington State law, agency requirements, or funding needs, parents will be invited to provide input, verbally or in writing, to proposed changes.

9.0 PARENT/STAFF COMMUNICATION INFORMATION AND POLICIES

Working with parents is vital in a childcare setting. Communication about the child including behaviors, special needs, health, and development must go both ways. This communication can happen in a variety of ways:

- a) **Doorway Chats** – teachers are available for a quick chat when a child is dropped off and picked up. Comments usually reflect events of the day.
- b) **Phone Calls** – calls are made to reassure parents, when there is an emergency, to ask a pertinent question, and/or to notify parents of a potential problem.

- c) **Written Notes** – informational notes are put in parent pockets. Information may be about the center, upcoming events, or feedback about your child’s day.
- d) **Incident Report Form** – whenever an accident or incident happens during the day, the Report Form will be completed and a copy put in the parents’ pocket. Talk to the teacher if you have any questions when you receive one of these forms. With very young children, incidents and accidents happen fairly frequently.
- e) **Parent/Teacher Conferences** - are scheduled annually to discuss the child’s progress. Parents and teachers may request conferences at any time.
- f) **Parent and Child Activity Events** - Periodically a Center will plan an activity that involves parents and children. This is time for fun together and to get to know your children’s friends and their parents.

10.0 CHILD BEHAVIOR MANAGEMENT INFORMATION AND POLICIES

- ❖ **Values:** Each child is respected as a person who is developing a positive self-image and learning inner controls. Children are encouraged to solve their own problems while respecting the feelings and needs of others. A positive approach to discipline which guides children’s behaviors to foster good interpersonal relationships is used.
 - a. We will keep children safe, while allowing and encouraging movement, creativity, express of feelings and spontaneity.
 - b. We will guide children to a safe activity.
 - c. We will assist children in using words to communicate to the children and adults in the classroom.
 - d. We will model behavior we expect from the children.
 - e. We will be respectful to all children and listen to their needs.
 - f. We will provide an environment which is stimulating for children and conducive to individual development.
- ❖ **Prevention Techniques:** Below are some of the techniques used to avoid and/or deal with problem behaviors.
 - a. Establish positive relationships between teachers and children.
 - b. Know the children: their developmental stages; their home environment; and their needs and interests.

- c. Set reasonable limits and boundaries that children understand and are age appropriate.
- d. Help children understand and adjust to the classroom routine and become part of the group.
- e. Provide choices whenever possible, redirect negative behaviors, and use simple directions.
- f. Give advance notice before changing activities and at transition stages.
- g. Listen to children; help children express their feelings; try to understand the cause of the unacceptable behavior.
- h. If necessary, remove the child from the situation allowing a child to return to the activity when she/he feels ready.

AT NO TIME WILL THREATS, CORPORAL/PHYSICAL PUNISHMENT OR BELITTLEMENT BE USED.

❖ **Intervention steps:** When problem behaviors continue, the following steps will be used to involve parents:

- a. Identify and document the inappropriate behavior including time of incident(s), place, activity occurring, other circumstances and information.
- b. Inform parent(s) verbally and in writing.
- c. Continue observing and working to change the environment to change the behavior.
- d. Conference with parents to establish a plan of action.
- e. Track responses to the plan.
- f. Maintain on-going communication with parent(s).

❖ **Hurtful, Harmful Policy:** Inappropriate behavior is unique to the child(ren) involved. The intervention steps are individualized to meet the needs of the children and the health and safety requirements of the Center. If the inappropriate behavior persists and/or the behavior endangers the child or other children, the Center may require alternative care. This request may include:

- a. Removal from the Center on the day of the incident to give the child time to regroup. Parents will be informed first that the child is having a difficult day and the plan of action for the day will be discussed. If the hurtful, harmful behaviors continue, the parent will be asked to remove the child from the Center for the day.

- b. Disenrollment. If disenrollment is necessary, the Center staff will provide community resources to assist in finding other childcare resources that may better meet the needs of the child.

11.0 MEDICAL INFORMATION AND POLICIES

All Centers have a complete “Medical Policy and Procedures” document which has been approved and signed by a physician or nurse practitioner on site. If you would like a copy, ask the Director.

- ❖ **Emergencies:** In case of a medical emergency, the parent or emergency contact person will be notified immediately. 911 will be called if necessary. All parents must sign a “Medical Emergency Form” before a child can be admitted to the Center.
- ❖ **Accidents:** We are committed to providing the safest possible environment for your child. Because children are learning to use their bodies and are in group situations, it is impossible to prevent all injuries. Minor accidents are handled by the staff and are recorded in the accident log. Parents will be called, if necessary. An Incident Report form will be given to parents when they pick up the child.
- ❖ **Medications:** A parental permission form must be completed for all types of medications to be administered by the Center staff. Only prescription medications in their original container will be administered. A doctor’s permission note must accompany any “over the counter” medication, such as Tylenol, when the package states “Under 2 years of age consult physician”. All medications are stored in a secured medicine box out of children’s reach. Please allow enough arrival time to discuss any medications with your child’s caregiver and fill out the necessary medication release forms. **DO NOT SEND ANY KIND OF MEDICATION IN YOUR CHILD’S POCKETS, BACKPACKS OR LUNCH BOXES.**

Children with a condition covered by the Americans with Disabilities Act (ADA) will be accommodated, if possible, given availability of trained staff and necessary resources.

- ❖ **Illness:** The childcare center is not equipped to care for sick children. Your back-up childcare arrangements will need to be used when a child is deemed too ill to attend the center. If your child becomes ill during the day, you will be called to come and pick up. An ill child will be separated from the rest of the group, comforted and encouraged to rest until the parent or emergency contact person arrives. We follow the guidelines of the Washington State Department of Health in preventing children with certain symptoms from attending childcare.

IF your child has any of these symptoms, please keep them home or make other arrangements for their care:

- **Diarrhea**: 3 or more watery stools in a 24-hour period.
- **Vomiting**: vomiting 2 or more times within the past 24 hours.
- **Rash**: body rash, especially combined with a fever and itching. A doctor's note stating the rash is not contagious will be needed for a child to return to the center. Diaper rash, heat rash, and allergic reactions are not contagious.
- **Eyes**: Thick mucus or pus draining from the eye; or conjunctivitis (pink eye).
- **Appearance and behavior**: unusually pale, lack of appetite, difficult to wake, confused, irritable. These symptoms are an indication of the onset of illness.
- **Sore throat**: especially with fever or swollen glands in the neck.
- **Lice or scabies**: Children must not return to childcare until they are free of lice and nits. Children with scabies can be admitted after receiving treatment for 24 hours.
- **Fever**: temperature of 101 degrees or higher. Temperature under 101 degrees along with a sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.

Children with mild cold symptoms are not excluded from childcare.

12.0 PARENT CONDUCT

It is important that children in our care have a safe environment where they are protected and know they will be treated with respect and consideration. While in the Center, please conduct yourself in ways that help all children feel safe.

- Speak in a friendly, calm voice.
- Be respectful when speaking with your child, or children, staff, or other parents.
- Do not use any form of corporal punishment at the Center or building grounds.
- Do not smoke at the Center or on the building grounds.
- Do not come to the Center under the influence of alcohol or drugs.
- Supervise your child from the car to the classroom and classroom to the car.
- If you see a child, other than your own, misbehaving, inform the teacher and allow her or him to intervene.

Problem Resolution:

Complaints about the policies, procedures or philosophy of the Center, its facilities and equipment, or other Center issues should be directed to the Center Director. Every effort will be made to respond quickly and work toward a resolution. If the Center Director is unable to resolve the problem to the parent's satisfaction, the parent may contact the CCS System Child Care Director.

13.0 FINANCIAL INFORMATION AND POLICIES

Childcare fees

All child care payments, including state subsidy co-pays, are due the first working day of each month. Child care is paid in advance for the month. If there is a change in enrollment, you will be reimbursed for any overpayment. We will implement a \$25.00 late fee for any payments and co-pays not received by the 10th. Child care will be terminated on the 16th of the month when payment is not received.

Payment agreements can be made with your center director to split the monthly payment. In those cases, half a month must be paid by the first and the 2nd half by the 10th. Late fees will be assessed 5 days after the due date.

The Monthly Fee schedule is established at the Center and may be adjusted in September or January. Parents purchase a childcare "slot". Children in care fill a childcare slot and are guaranteed a place at the Center. Parents choose to use the slot or not on any given day. **There is no refund for days not used.** Full time care is defined as 5 hours or more per day, more than 3 days per week. Part time and drop in care is not available at every center. Centers that accept part time and/or drop in care will do so only as space is available. If you have any questions regarding your childcare fees, talk with the Center Director.

- ❖ **Payment:** Childcare must be paid for in advance. All fees and state subsidy co-pays are due by the 1st of each month for that month. A \$25 late fee will be charged for payments received after the 10th of the month. If payment in full is not received by the 15th day of the month, the childcare will be terminated immediately.
- ❖ **Registration fees:** An annual registration fee of \$50 will be charged for each child enrolling in the Center.
- ❖ **Childcare subsidies:** Working parents may be eligible for State childcare subsidies through the Working Connections Program. This program pays child care providers a fee determined by the family's income, size and childcare needs. The Center Director can help you access information. This is an excellent program and eligible families are strongly encouraged to apply.

NOTE TO PARENTS RECEIVING CHILD CARE SUBSIDIES

Working Connections, WorkFirst and other governmental child care subsidies are an excellent benefit to young families in Washington State. It is important you understand your obligations and the limitations of the subsidy. We have listed below the main elements. If you have questions, please contact your case worker or the center director.

1. Each parent who applies for child care subsidies and is eligible will receive an authorization letter stating the authorized number of hours each day and the length of stay. Parents are responsible to re-apply in time to insure continued coverage when the authorization expires. If care is provided beyond the expiration date and no new authorization is received, then each parent will be immediately responsible to pay for the care received.
2. All families are assessed a co-payment. This co-payment is to be paid directly to the center by you. It is due the first working day of each month. IF you need to split the payment make arrangements with the center director. Payments would then be due on the 1st and 15th of the month. Not paying your co-pay seriously jeopardizes your subsidy as the state will not authorize future care if you have a history of not paying the mandated co-pay.
3. Hours of care and numbers of days each month are part of the authorization. For example, full or part time care will be approved. If a child receives care beyond the authorized number, parents are responsible to pay for that additional cost.
4. Child care subsidy programs allow and pay for 5 absences for your child each month. They understand that children get sick, take vacations, or have other family needs. However, any days missed beyond the allowed 5 must be paid for by you, the parent. This payment would be at the daily rate, of \$30 per day.

Please feel free to review this information with your center director. We will do everything we can to insure all care is authorized and you are informed when there might be changes. However, you are the primary person responsible to meet the requirements and guidelines of the subsidies.

14.0 TERMINATION/LEAVE OF ABSENT POLICY

Termination: Termination notice needs to be submitted in written form at least two weeks prior to child's last day of care at St. Mike's Tikes. Without the notice, full-tuition will be charged following month.

Leave of Absent: If your child will miss childcare more than one month due to the vacations or school break, Leave of Absence notice needs to be submitted in written form and approved by the center director to hold child's slot. The center director needs to approve any tuition reimbursement or to be prorated during the

absence. If your child will be out an entire month, the minimum of part-time tuition will be charged to save the slot for the child.

Vacation and Sick: We will not credit or prorate the tuition for vacation and children absence with illness.

Proration Policy: Regular weekly or daily rates are used to calculate prorated tuition for early termination or late start (in a month).

15.0 ST. MIKE'S TIKES' DISASTER PLAN

Purpose: To establish guidelines for director, site supervisor, staff, parents and children in emergency or disaster situations.

Policies:

1. The CCS System Child Care Director shall be responsible for the development and annual review of each site's disaster plans.
2. St. Mike's Tikes' Director or Site Supervisor shall ensure procedures are in place and supplies available to enable prompt and proper response during disasters and related incidents. The director or supervisor will maintain disaster kits to meet the needs of the average number of children enrolled each day. They shall ensure all staff, parents and children are familiar with the Emergency Operations Plan.
3. Each classroom teacher is responsible for accounting for the children in her/his room.

Procedures:

1. Fire

- a. Monthly fire evacuation drills must be held and documented for all classrooms.
- b. Children will be taken to a gathering place at least 100 yards away.
- c. Teachers will check children against the daily attendance record.
- d. In the event of a real fire, the evacuation plans below will be followed.

2. Earthquake

- a. Earthquake drills will be held at least quarterly in each classroom
- b. During any ground movement, drop under a desk or table. Protect head, neck and spine. Stay away from windows, bookcases, cabinets and other heavy objects that could fall. Stay under cover until the shaking stops.
- c. Once the shaking has stopped, account for all children, staff and others.
- d. Evacuate children from the building following procedure below.
- e. St. Michael Parish Facilities Director will assess the utilities and building for damage; determine if gas and water heater need to be turned off.
- f. If there is no major damage, children can be returned to the building.
- g. If there is major damage, care for children following the evacuation plan.
- h. Listen to the Radio Emergency Alert System

3. Evacuation

- a. St. Mike's Tikes will move staff and children to the St. Michael School playground after evacuation.
- b. The director, or lead staff, St. Michael Parish & School staff will be responsible for gathering and determining the status of emergency supplies and equipment.
- c. One staff person will be assigned to listen to the Radio Emergency Alert System
- d. The classroom teacher will account for all children in her/his room and will focus on comforting children as necessary.
- e. Parents are to pick up children as soon as it is safe to do so.
- f. The director or lead staff will call the out-of-area number after immediate needs are addressed, if possible. **Parents should call the out-of-area number for information as the center phone lines need to be available for staff to call out. It is: 303/965-7104 (Catholic Charities of Denver).**
- g. Staff will stay with children until the director or lead staff releases them from their duties.

16.0 ST. MIKE'S TIKES' PESTICIDE POLICY

Parents, Guardians and other interested parties will be notified at least 48 hours in advance of the application of pesticides on the child care center site. Pesticide Policy Handbook is available to view in the director's office.

This notification will include:

- Product name
- Intended date and time of application
- Location where pesticide will be applied
- Pest to be controlled, and
- The name and number of a Center contact person

In addition, for a minimum of 24 hours after pesticide has been applied, a sign will be posted at the entry to the center and grounds with the following information:

- What pesticide was applied
- Who applied the pesticide, and
- Who to call for more information.