

# Valley Ranch Baptist Church Weekday Preschool



## Parent Handbook 2021-2022

(Last Updated: 08/2021)

[www.vrbp.net](http://www.vrbp.net)

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# VALLEY RANCH BAPTIST PRESCHOOL

## PURPOSE

The weekday program at Valley Ranch Baptist Preschool (hereafter referred to as VRBP) is a planned ministry of Valley Ranch Baptist Church. We offer a Christian environment equipped to stimulate early life-hood growth and development. To foster a positive self-image, activities are planned to encourage each child's acceptance of his/her own talents and abilities and the talents and abilities of others.

Experiences are lovingly prepared by qualified teachers to help foster the emotional, mental, physical, social and spiritual growth of the children with a curriculum based upon biblical principles.

VRBP provides an enriched, creative environment that is sensitive, understanding and supportive of the ever-changing roles of the family in the church and community. The programs are open to all children, regardless of race, nationality, or creed. VRBP is a nonprofit, nonsectarian and nonpolitical organization.

## GOVERNMENT MANDATED SAFETY GUIDELINES

The policies and procedures outlined in this handbook will be in effect unless new mandates are imposed by the CDC and/or the State of Texas regarding global, national, or local health and safety concerns. Any mandated changes will be communicated to parents regarding:

- Arrival and Dismissal Procedures
- Health Guidelines
- Extended Leave Policy

For the safety of enrolled students and staff, any families traveling outside of the US would be subject to quarantine recommendations prior to returning to preschool at VRBP.

## ACTIVITIES

Teachers will provide activities to meet the following goals:

- to encourage each child's expression of his/her feelings and needs in constructive ways
- to strengthen their awareness of their individuality, independence, and self-confidence
- to encourage each child to learn appropriate times of cooperation with other boys and girls and the teacher while maintaining their sense of independence
- to engage in large muscle movement and practice new skills and to provide opportunities to explore small muscle skills as outlined in the Physical Activity Policy section of this document
- to build healthy bones and muscles, improve muscular strength and endurance, reduce the risk for developing chronic disease risk factors, improve self-esteem, and reduce stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

- to explore various play and structured learning activities such as blocks, art, music, movement, and games; to sharpen observation, follow directions and enhance communication skills while keeping the fun in learning
- to provide parental involvement as an integral part of the educational program for young children
- to provide each child the opportunity to grow in awareness of the love of God and our natural world

## **STAFF**

The staff of VRBP is experienced in working with young children. All participate in a continuous program of in-service education and studies for professional advancement to remain alert to the ever-changing needs of today's families and to the findings of current research. This training includes abuse and neglect recognition and reporting in addition to CPR and First Aid.

## **NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS**

Valley Ranch Baptist Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies and other school-administered programs.

## **HOURS OF OPERATION**

The preschool hours are Monday through Thursday from 9:00 am until 2:00 pm. The Director (Sarah Waters) or Assistant Director (Anna Hazelrigg) are available September through May from 8:30 am until 4:00 pm. During the months of June through August, please email Sarah at [swaters@vrbc.net](mailto:swaters@vrbc.net) or Anna at [ahazelrigg@vrbc.net](mailto:ahazelrigg@vrbc.net) or leave a voicemail message by calling 972-304-8444 for an appointment.

## **SCHOOL YEAR AND HOLIDAYS**

VRBP will begin on September 7, 2021 and will end on May 12, 2022. Holidays will coordinate as much as possible with Coppell ISD. For your convenience, the teacher will send a calendar of events at VRBP home each month. VRBP and Coppell ISD school calendars are available on our website.

## **ARRIVALS AND DISMISSALS**

The preschool will open at 8:55 am and preschool begins promptly by 9:00 am. Parents will be required to drop-off their child at their respective classroom. Parking is designated in the north parking lot located on the Beltline side of the building.

### **Arrival Procedure:**

Parents will be required to sign-in their child each day on the roster located outside the classroom. Parents should sign their first name and time of arrival. If an adult (other than the parent) is picking

the child up that day, the parent must note the name of that person on the sign-in sheet. This person must be authorized for pick-up privileges with the preschool office.

It is the policy of VRBP that an adult will escort each child to and from the classroom. Please do not allow older siblings to drop off or pick up your child.

**Dismissal Procedure:**

Parents will pick up their child at the classroom. Parents will sign-out their child on the same roster used for sign-in. A child will not be released to a person other than the parent without previous authorization. If the person who is picking up your child has not been authorized on your child's registration form, please send written authorization to the Director. **NOTIFY THE PERSON PICKING UP YOUR CHILD TO BE PREPARED TO SHOW THEIR DRIVER'S LICENSE. THIS IS A REQUIREMENT FOR THE SAFETY OF THE CHILD.**

Preschool ends at 2:00 pm. If you know that you are going to be late, please notify the preschool immediately so that we can reassure your child. The phone numbers are:

VRBP Preschool Office      972-304-8444 or  
VRBC Church Office        972-304-8722

If you are more than 10 minutes late, your child will be waiting for you in the Director's office. **A late charge of \$10 for every 10 minutes will be enforced.**

**Emergency Contacts:**

- If no parent arrives for pick-up and cannot be reached, the emergency contact person designated during registration will be contacted to pick up the child.
- If an emergency contact person has not been identified or cannot be reached, the administration will contact the local police for assistance.

**New Safety Plan:**

- Glass doors going to the playground should stay closed at all times. Glass doors going to the playground have been labeled with signs stating, "Keep Doors Closed".
- Glass doors at the entrance into the building will remain closed when children are leaving the preschool.
- The security doors into the preschool will remain closed and locked during the preschool day. You must ring the buzzer and be buzzed in by the receptionist to gain access to the front doors and the preschool.
- Parents are requested to **NOT** be on their cell phones while dropping off or picking up children from preschool.

**HEALTH GUIDELINES**

Your child's health is a matter of major importance to us, as is the health of each child in attendance. Precautions are always taken to safeguard the health of the entire group or class. This includes refusing to admit a sick child into the class and isolating children who become ill during school hours. The teacher will perform a visual assessment of each child's overall health as they arrive to school.

***Please use these guidelines to determine if your child should stay home. If he/she:***

- has fever, or has had a fever during the previous 48-hour period (fever is considered having a temperature of 100°F or greater without the aid of a fever suppressing medication such as Tylenol, Motrin, Acetaminophen, or Ibuprofen)
- has been on an antibiotic for less than 24 hours
- has had a cold for more than 4 days
- has a heavy nasal discharge (yellow or green in color)
- has a constant cough (either persistent or “croupy”)
- is fussy, cranky, and generally not himself
- has symptoms of a possible communicable disease
- has diarrhea or vomiting that has occurred during the previous 48-hour period

VRBP does not administer any medications – this includes sunscreen and insect repellent.

We cannot administer or perform any medical testing on a child including, but not limited to, monitoring and testing of a child’s blood glucose levels. If a child’s condition requires medical testing, then the parent, guardian, or their adult designee with written permission on an appropriate form, must agree to conduct any medical monitoring and testing required for the child to enroll or remain enrolled in the Preschool.

Parents should notify the school if your child:

- has a communicable disease, so that other parents may be notified
- is experiencing a traumatic emotional experience

If your child has a severe allergy, you must provide the following items:

- necessary medicine to be kept in your child’s classroom at ALL TIMES
- a written medical plan from the child’s doctor outlining an action plan in the event of an allergic reaction
- copies of this plan should be kept both in the classroom as well as in the preschool office

## **MONETARY FEES**

There are three types of monetary fees for a child enrolled at VRBP:

1. Registration Fee (**NON-REFUNDABLE** one-time fee) - \$75 / due at registration
2. Supply Fee (**NON-REFUNDABLE** one-time fee) – amount is based on the class selected / due on July 1<sup>st</sup> or prior to starting preschool if registering after July 1<sup>st</sup> for the upcoming preschool year
3. Tuition Fee (monthly fee) - amount is based on class selected / due at the beginning of each month, starting in September and continuing through May. Credit is not given for a child’s absence.

### *Payment Options*

- There are two methods for payment of your child’s preschool fees:
  1. ACH Bank Draft (checking or savings)
  2. Credit Card (VISA or Mastercard only)
- We require a digitally signed payment authorization form to provide us with your selected payment criteria which is available on our website.

- If your payment choice is by bank draft, the fees will be electronically drafted from either the checking or savings account specified on the authorization form.
- If your payment choice is by Credit Card, the fees will be charged to the selected card as specified on the authorization form. The cardholder will assume the processing fee which is typically 2.9% or up to 3.2% depending on the credit card company.
- In the event you wish to withdraw your child, we require a **two-week written notice** to assure your account is not drafted for subsequent fees.
- **Registration as well as Supply Fees will be forfeited upon withdrawal of your child.**

#### *Payment Processing*

Tuition payments will be processed monthly at the beginning of the month. A \$25 fee will be imposed for any insufficient funds or credit card declines.

#### *Tax Receipts*

Tax receipts for your preschool expenses will be available through the Parent Portal within our childcare software.

### **EXTENDED LEAVE POLICY**

If your family is planning to take an extended leave from school, you **MUST** provide us with a two weeks' notice and payment for those two weeks. You then have several options regarding your child's ongoing enrollment:

- If you want your child to remain enrolled in their class, you must continue to pay tuition during your absence.
- You may withdraw your child. You will not be required to pay tuition during their absence. We will attempt to fill your child's enrollment in their class. If we are unable to fill their spot with another student, you are welcome to resume your spot in the class upon your return and resume tuition payments from that point forward.

### **EARLY WITHDRAWAL POLICY**

If you are planning to withdraw your child from VRBP, a two weeks' notice in writing is required. If a two weeks' notice is **NOT** provided, the **FULL MONTHLY** tuition amount will be due for the month of your departure.

### **WEATHER POLICY**

If Coppell ISD is closed for any portion of the school day due to inclement weather, VRBP is closed for the entire day. Please consult local radio and television stations or visit the Coppell ISD website [www.coppellisd.com](http://www.coppellisd.com) for official decisions concerning Coppell school closings.

The US Environmental Protection Agency (EPA) has provided a scale called the Air Quality Index (AQI) for rating air quality. The AQI scale is based on the National Ambient Air Quality Standards. For Air Quality of Orange your child will be limited to no more than 15 minutes of outdoor play and for Air Quality of Red outdoor play will be limited to 10 minutes.

Your child will be limited to 15 minutes or less of outdoor play if the outside temperature is above 95 degrees. If the temperature or wind chill is 40 degrees or below, your child will not have an outside playground time.

## **PHYSICAL ACTIVITY POLICY**

Each teacher will provide a weekly written lesson plan. This will include the following physical activity guidelines as outlined by the State of Texas.

Toddler, Preschool and Pre-Kindergarten age children will participate a minimum of 30 minutes of moderate to vigorous active play each day. Opportunities for active play may overlap with outdoor play when weather permits.

VRBP will promote all children's active play every day. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities.

All children will participate each day in:

- One occasion of active play outdoors for 2-year-olds when weather permits
- Two occasions of active play outdoors for 3 & 4-year-olds when weather permits
- Two or more structured or teacher-led activities or games that promote movement over the course of the day
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills

Physical activity may take place in the classroom or on the playground when weather permits.

When participating in physical activity, children's clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

When weather conditions prohibit outdoor play, physical activities will occur in the classroom during the scheduled outside time. Classroom teachers have activities planned for "rainy days".

## **POTTY TRAINING POLICY**

Children must be potty-trained prior to entering our 3-year-old program. We do not have the facilities or supplies required to change children in classrooms for 3's through Pre-K 4's. We feel that children of these ages deserve privacy. We realize that "accidents" will happen. "Accidents" by definition are unusual incidents and should only happen infrequently.

Potty-trained preschool children:

- no longer wear diapers (disposable or cloth) or disposable underwear (Pull-Ups)
- can tell the Teacher when they need to go to the bathroom, and
- can attend to their hygiene with instructions provided by the Teacher. This is an issue that protects all concerned.

If your child is not completely potty-trained as described above when preschool starts, you may choose one of the following options:

- You may withdraw your child from preschool and place his or her name at the top of our waiting list
- Registration and Supply Fees are non-refundable; however, if your child is placed in a class at a later date, you will not need to pay additional fees
- You may continue to pay tuition to hold your child's spot in the class they registered for until potty-training has been completed

## **DISCIPLINE POLICY**

Helping our children to gain inner-control and self-regulation is one of our main goals. We also strive to assist our children in becoming ego-resilient and self-disciplined young people who can become involved in harmonious social interaction with their peers.

Teachers will model a spirit of love and affirm acceptable behavior. They will actively listen to understand any problems that may arise and interpret the situation to the child to prevent the problem from progressing. Giving outlets for energy in order to prevent behavioral problems will be employed. Modifying the environment may also be used to alleviate a potential problem.

We allow children freedom only until another's freedom is violated. Providing many situations to increase a child's self-discipline is important. We offer these as listed below in the VRBP Rules of Disciplinary Action.

### **VRBP Rules of Disciplinary Action:**

1. The first time in a day that a child does/says something that warrants discipline, they will be redirected.
2. The second time in a day that a child does/says something that warrants discipline, they will receive a time-out or equivalent disciplinary action.
3. The third time in a day that a child does/says something that warrants discipline, they will lose a privilege.
4. The fourth time in a day that a child does/says something that warrants discipline, they will be brought to the director's office to be sent home for the day. A brief teacher/parent conference will be necessary at that time.
5. Once a child has been sent home for the third time during the school year due to discipline issues, dismissal from the Preschool will be probable. The fourth time, dismissal will be absolute.

### **State of Texas – Operational Discipline and Guidance Policy:**

According to the Texas Health and Human Services, listed below is the required information per Texas Administrative Code (TAC) minimum standards §744.501(7), §746.501(a) (7), and §747.501(5).

Discipline must be:

- Individualized and consistent for each child
- Appropriate to the child's level of understanding and
- Directed toward teaching the child acceptable behavior and self-control

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
- Reminding a child of behavior expectations daily by using clear, positive statements
- Redirecting behavior using positive statements
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toilet training
- Pinching, shaking, or biting a child
- Hitting a child with a hand or instrument
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting, or yelling at a child
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed or open
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age

Texas State Incident / Illness Form 7239 has been provided to teachers to document disciplinary incidents. The child's name, the date, time, disciplinary issue, and disciplinary action will be documented. If a child is to be sent home, a copy of the form will be supplied to the parents. We will remain in close contact with the parents for each of us to understand the needs of the child.

## **PARENT INVOLVEMENT**

### *Meet the Teacher*

"Meet the Teacher" will be held the Thursday prior to school starting. You will be notified of the time through an email notification. This will help your child feel more comfortable about their first day of school. They will be able to see their classroom, meet other children in their class and of course, meet the Teacher and Teacher's Aide. During this time, the Director and Assistant Director will be available in the lobby for questions. Please make other arrangements for children not attending the preschool on that day.

### *Meet The Directors*

A "Meet the Directors" meeting will be held one evening after the beginning of the school year. During this meeting, the Director will highlight preschool rules and requirements for the preschool year. It is strongly suggested that one parent from each family should attend. We prefer this meeting to be for parents only – no childcare will be provided.

### *Parent-Teacher Conferences*

Parent conferences will be offered once a year for 2's, 3's, and 4's in the spring. Both parents are encouraged to attend. However, you may request a conference, as the need arises by contacting the

Teacher and/or the Director. Please do not confer with the Teacher at the classroom door during drop off or pick up.

### *General Information*

- Parents are welcome to visit VRBP at any time during preschool hours to observe their child, VRBP operations and/or school activities.
- Parents are welcome to participate in VRBP operations and school activities.
- For any mothers who are breastfeeding, a nursing room (Room #129) is available for your convenience.
- The Director is available to discuss any policies or procedures related to VRBP.
- Copies of the Texas State Minimum Standards and VRBP's most recent Licensing Inspection Report are available for your review in the preschool office.
- An electronic copy of the Texas State Minimum Standards is available online at: [www.dfps.state.tx.us/Child\\_Care/documents/Standards\\_and\\_Regulations/746\\_Centers.pdf](http://www.dfps.state.tx.us/Child_Care/documents/Standards_and_Regulations/746_Centers.pdf)

## **SCHOOL SNACKS**

A mid-morning snack will be provided by the parents on a rotating schedule and must be nut-free. **Any food allergies need to be communicated with the teacher and preschool office.** Children should bring a water bottle with a closeable lid each day that is clearly labeled with their name on it. We will supply water for the child to drink.

*Example of a typical water bottle:*



## **LUNCHES**

Parents are responsible for their child's daily nutritional needs. Please send a **NUTRITIOUS** lunch with your child. Sweets are discouraged and are preferred to be served at home. Please pay special attention to send foods rich in Vitamins A and C. VRBP does not provide food through a State Program.

## **BIRTHDAY CELEBRATIONS**

Parents are welcome to provide a special snack on their child's birthday (muffins or cookies are preferred – large sheet cakes and cupcakes with large amounts of icing are discouraged). Teachers will assign snack duties relative to a child's birthday. Summer birthdays will be observed during the preschool year. Please keep it simple - **DO NOT BRING DECORATIONS, BALLOONS, CANDLES**, etc. If party invitations are asked to be distributed, please provide invitations for the entire class and the teacher will distribute them.

## **LICE**

Minimum Standards require that parents be notified within 48 hours if there is an outbreak of lice in the class. The child who has been identified to have lice or nits will be sent home. The child may return to the classroom, provided he or she has had proper treatment. Child must be checked by preschool staff and be determined to be lice free (including nits) before returning to preschool.

## **VISION AND HEARING SCREENING**

The Vision and Hearing Screening Program, Chapter 36 of the Health and Safety Code requires that all children enrolled in a Pre-K 4's class at VRBP be screened or have a professional examination for possible vision and hearing problems. Parents will need to have these screenings done by a medical professional within 60 days of their first day of school. An official document of completion of these screenings will need to be provided to the preschool office.

## **DRESS CODE**

- Children should dress in comfortable, washable clothing that allows for freedom of movement. Underwear is required for children not wearing a diaper. Fancy dresses are discouraged. Warm coats for cold weather are a must. Belts are discouraged especially for a child who is potty-training. Be aware that your child may get "dirty" during the day. Children work and play hard at preschool and at times will get their clothing dirty. Make sure your child is dressed appropriately.
- Please send your child to school in shoes appropriate for the playground. We recommend proper fitting athletic shoes with non-slip soles.
- "Emergency Clothing" should be provided for each child to be left at school including diaper/underwear, top, shorts/pants and socks. Please bring a seasonal change of clothes in a zip-lock bag clearly marked with your child's name.

## **WHAT TO BRING TO SCHOOL**

The only items that your child needs to bring to school are a lunch box and a water bottle. A nap mat is also required for all 2-year-olds. Please clearly mark all items with your child's name.

## **WHAT NOT TO BRING TO SCHOOL**

Toys brought from home are not allowed at school. Please do not send money, coins or good jewelry. VRBP cannot be responsible for items misplaced or broken at school. Children may not have cell phones with them in the classrooms.

## **NAP/REST TIME**

All 2-year-old classes will have a nap/rest time after lunch and parents will be required to provide a nap mat. All 3-year-old and 4-year-old classes will have a short quiet time after lunch before playtime begins. The State Minimum Standard requires our facility provide a supervised sleep or rest period after the noon meal for all children 18 months of age or older who are in care five or more consecutive hours, or according to the child's individual physical needs.

## **SCHOOL ENROLLMENT FORMS**

The following forms are required for enrollment. These are required to be completed and turned in to the office prior to attending VRBP. New Immunization Forms must be submitted each time vaccinations are administered.

Required ONLINE Forms:

- Student Details Form
- Class Selection Form
- Parent Authorizations Form

Required PRINTED Forms:

- Doctor's Permission Form
- Immunization Record
- Parent's Permission Form
- Allergy Plan (*provided by doctor*) if necessary

A Developmental Checklist will be distributed during the first month of preschool. These forms need to be completed by the parent and turned in to be kept on file in your child's records.

Required immunizations can be found at the following website:

[www.dshs.texas.gov/immunize/school/child-care-requirements.aspx](http://www.dshs.texas.gov/immunize/school/child-care-requirements.aspx)

We highly recommend that your child receive an annual flu shot during the onset of flu season as recommended by your doctor.

## **COMMUNICATION WITH PARENTS**

We will communicate with parents for handling medical emergencies and/or parental notifications using several different means:

- Emails
- Text messages
- Phone calls
- Online private social media

If a parent's phone number or email has changed from what was provided on the registration form, these changes must be communicated to the preschool office.

Any of the communication means above will be used to relay changes to existing policies or the addition of new policies.

## **WHEN THINGS ARE NOT GOING WELL....**

You may find yourself displeased about something that has happened at the facility. Please talk about these things with the Preschool Director. There may be a misunderstanding that can easily be resolved.

If the situation isn't resolved and you believe minimum standards are not being met, call the Texas Department of Family and Protective Services. They will handle your call discreetly. A licensing representative will investigate your complaint. The licensing representative may need to interview you and your child and may also interview other children at the facility. If the licensing representative finds a standard has been violated, the facility will be notified, and a time set for the facility to correct it. Licensing staff may revoke a license if a facility doesn't meet minimum

standards. The department does not take action to revoke a license unless children are in immediate danger, or the licensee refuses to comply with standards. You can reach the Department at one of the following numbers:

- Intake Line 1-800-582-6036 or
- 24-Hour Hotline 1-800-252-5400

The 24-Hour Hotline can be used to confidentially report any suspected cases of abuse or neglect.

## **CAUSES FOR DISMISSAL FROM VRBP**

1. Non-payment of monthly tuition and fees.
2. Consistent disruption of the class due to inappropriate or uncontrollable behavior.
3. Consistent physical or verbal aggression toward other children, teachers or staff.
4. Incomplete required documentation in the student's file.
5. Circumstances due to false information given at time of enrollment.
6. Failure to comply with the Texas Minimum State Vaccine Requirements for Child-Care Facilities (distributed upon enrollment).
7. If we determine that a child's behavior puts him or her at risk of causing harm to themselves or others.
8. If we determine that VRBP is not the appropriate classroom environment to meet a student's developmental needs.

In the case of any grounds for dismissal, parents will be notified verbally and in writing.

## **EMERGENCY PROCEDURES**

Talk to the students about emergency drills. Explain to them that this helps them stay safe.

### **FIRE DRILL**

- Exit locations are marked for the nearest outside exit.
- Floor diagrams are displayed on the wall near the door showing the RED Exit for your class.
- Teacher should take the clipboard, cell phone, and purse.
- Line up promptly when we hear the emergency alert (whistle blowing, bells, siren, etc.) • Turn off the lights and shut the door to the classroom behind you.
- Walk in an orderly calm manner to your Exit.
- If you are on the playground during a fire drill, exit through the gate to the side parking lot.
- Line up in the parking lot away from the building.
- Do a head count of the children after arriving at the parking lot.
- From your clipboard – show a red or green card based on the following: GREEN - if all children are accounted for or RED - if any children are missing.
- While in the parking lot, try to keep the children calm by singing songs or telling a story.
- Director or VRBC staff member will check on you while in the parking lot and report when everyone is out of the building.
- Director will tell you it is safe to return to your classroom.
- Count children before leaving the parking lot.
- Again, count children when you return to your classroom.

## WEATHER DISASTER DRILL

- Locations are placed so no classes will be near outside doors or windows. It is important to have all children and teachers in interior locations.
- Floor diagrams are displayed on the wall near the door showing the Weather Room (BLUE) for your class.
- Teacher should take the flashlight, clipboard, cell phone and your purse with you.
- Line up promptly when we hear the emergency alert (whistle blowing, bells, siren, etc.) • Turn off the lights and shut the door to the classroom behind you.
- Walk in an orderly calm manner to your Weather Room.
- Close any doors to your Weather Room and seat the children together as far away as possible from the door.
- Do a head count of the children after arriving at the Weather Room.
- During the time in your Weather Room, try to keep the children calm by singing songs, telling a story, reading a book, etc.
- Director or VRBC staff member will check on you while in your Weather Room. Report any injuries to the Director or staff member.
- Director will tell you it is safe to return to your classroom.
- Count children before leaving the Weather Room.
- Again, count children when you return to your classroom.

### Classroom

Room 106

Room 107

Room 109

Room 112

Room 113

Room 114

Room 116

Room 124

Room 125

Room 130,131 & 132

Room 133

### Weather Rooms

Boys Restroom

Kitchen

Girls Restroom

Resource Room – Room 117

Resource Room – Room 117

Hallway between Room 124 & the Ranch

Stay in your room

Stay in your room

Hallway between Room 124 & the Ranch

Library

Preschool Lobby outside Room 133

## LOCK-DOWN DRILL TO STAY IN THE BUILDING

- Locations are designated so all classes will remain in their classrooms. It is important to have all children and teachers stay away from the windows and door and stay seated on the floor of their room.
- Floor diagrams are displayed on the wall near the door showing the Safe Room (GREEN) for your class.
- Teacher should close and lock their door and lower their blinds promptly when we hear the Lock-Down notification.
- Turn off the lights and close and lock the door to your Safe Room.
- Seat the children together and try to keep them out of view from the door window.
- Do a head count of the children at the beginning of the drill in your Safe Room.
- During the time in our Safe Room, try to keep the children calm by **quietly** telling a story, reading a book, etc.

- Director or VRBC staff member will check on you while in your Safe Room. Report any injuries to the Director or staff member.
- Director will come to each room to unlock the classroom
- Count children again after the drill in your Safe Room.

## **EMERGENCY PREPAREDNESS PLAN**

### **EVACUATION**

- In case of an emergency and the children need to evacuate the church follow the Floor diagrams as displayed on the wall near the door showing the RED Exit for your class.
- Director will gather class directory containing children's name, parent's name and phone numbers. The director will also gather cell phones from the mailboxes.
- Teacher should take the clipboard, class notebook, and purse.
- Children will walk from the church to shopping area located at 820 S. MacArthur Blvd., Coppell. The cross streets are MacArthur and Beltline Road. Children will not be required to cross the street.
- Proceed in line to shopping area at 820 S. MacArthur Blvd. with one teacher in front of the line and the 2<sup>nd</sup> teacher at the back of the line.
- Children should be counted when you reach the east side of 820 S. MacArthur Blvd.
- Director will distribute phones once we have reached 820 S. MacArthur Blvd.
- One teacher will engage with the children while the 2<sup>nd</sup> teacher contacts the parent by phone. The phone numbers are listed on the Sign In sheet from the clipboard.
- The parent will need to sign out their child from Sign In sheet located on the clipboard.

### **COMMUNICATION**

- The Director's cell number 214-704-3343 will be used for the emergency telephone number.
- Communication to fire, law enforcement, emergency medical services, health department, parents and state will be by phone.

### **EMERGENCY DOCUMENTATION**

- The Sign-In sheet located on the clipboard has the parent's name and emergency contact phone number for each child.
- Teachers will use the Sign-In sheet located on the clipboard to maintain a tracking system of the children in their care.

### **IN THE EVENT OF AN EMERGENCY**

- Each child enrolled has a completed Parent's Permission Form on file.
- In the case of a medical emergency with a child, VRBP would:
  1. Call 911 to request emergency assistance.
  2. Attempt to contact parent or guardian using numbers we have on file
  3. Attempt to contact the child's physician as stated on the Doctor's Permission Form.
  4. If the parent or guardian cannot be reached and emergency help has arrived, a staff member would accompany the child to an emergency hospital if this action were warranted.
  5. Any expenses incurred will be the responsibility of the child's family.

## **LAWS PERTAINING TO PHYSICAL LOCATION OF VRBP**

Per the Texas Penal Code, any area within 1,000 feet of VRBP is considered a “gang-free” zone. Any criminal activities resulting in criminal offenses in this zone are subject to harsher penalty.

# FIRE AND DISASTER EMERGENCY FLOOR PLAN

