

NBCC SAFETY POLICY

SUPERVISION OF CHILDREN

1. No child or group of children may ***ever*** be left unsupervised. A staff member must be responsible for a child or group of children **at all times**.
2. Infants and toddlers must be supervised by sight and sound at all times.
3. When infants are sleeping in the crib room, a teacher must be present in the crib room at all times, and positioned so they can see and hear the children. When putting an infant in their crib to nap, the teacher must check the sides of the crib to ensure that they are up and locked.
4. Preschoolers must be supervised by sight and sound at all times, however, supervision for short intervals by sound is permissible, as long as teachers check frequently on children who are out of sight (for example-children who can use the toilet independently, who are in the book area, or who are napping). Preschool children may never be unsupervised or allowed out of the classroom, rumpus room, lunchroom, or playground without a teacher.
5. Proper NAEYC group ratios are to be maintained at all times.
 - Infants: 1:4, Toddlers: 1:6, Preschoolers: 1:10, School-agers: 1:15
6. Student teachers, field students and classroom volunteers are not counted in ratio, and so they may not be left alone with children, or take children to the bathroom, etc.
7. Each child's name is to be marked on an attendance sheet at arrival and departure times so that a staff member is aware of each child's presence in the center.
 - Ratio counts are to be completed at least hourly and recorded on the ratio sheet. Ratio sheets are to be kept with attendance sheets and filed in the classroom binder. The attendance sheets and ratio sheets are to be turned into the office when the classroom binder is full.
8. Children will be released only to authorized individuals. Authorized pick-up forms must be completed by the parent or guardian of each child and be available to staff. If you do not know the person picking up the child, you must ask for their ID, unless you have been told by someone in the office that their ID has already been checked and they are okay.
9. When walking with the group outside the classroom, one teacher must be in front of the group, and one teacher behind. This means that no child may be in front of the lead teacher, and no child may be behind the back teacher. When walking alone with a group of children, the children must stay with the teacher at all times. Running ahead of the teacher is not a choice.
10. Every time a teacher takes a small group of children out of the classroom alone, they must maintain ratio for their class group size, they must also fill out a small group list with the names of the children and take it with them. The teacher(s) remaining in the classroom must make a note of the children who are not in the classroom to keep with the attendance sheets so they know who is out of the room and who is remaining at all times.
11. When taking a group of children outside, whether in a small group, or all together, teachers must count the children at the following places:

- Full time preschool: at the door before leaving the classroom, in the hallway before going down the stairs, at the front door before going outside, on the bricks when you get outside, at the gate before going through it to the playground, (if you are alone, also count the children once you are inside the gate), and when you get to the playground. Ratio counts should also be taken at least once halfway through your outside time.
 - Full time toddlers and infants: at the door before leaving the classroom, at the gate to the toddler playground before going through, and on the playground as soon as you arrive. Ratio counts should also be taken at least once halfway through your outside time.
 - Part time preschool: at the door before leaving the classroom, at the door to the stairwell before going through, at the door to the outside before going through, at the green gate before going through, on the playground as soon as you arrive.
 - Part time toddlers (PDO): at the door before leaving the classroom, at the door to the stairwell before going through, at the door to the outside before going through, at the green gate before going through, at the gate to the toddler playground before going through, and on the playground as soon as you arrive. Ratio counts should also be taken at least once halfway through your outside time.
 - Co-op: at the door before leaving your classroom, at the elevator before getting on, inside the elevator before letting the door close, at the doors to the outside before going out, at the green gate before going through, on the playground as soon as you arrive. Ratio counts should also be taken at least once halfway through your outside time.
 - School-agers: at the door before leaving your classroom, at the elevator before getting on, inside the elevator before letting the door close, at the doors to the outside before going out, at the green gate before going through, on the playground as soon as you arrive. If you go to the side lawn, count the children as soon as you arrive. Ratio counts should also be taken at least once halfway through your outside time.
12. At lunch, each teacher must bring a list of their lunch group with them to the lunch room. This list must be for the current lunch group, contain the names of the children who are present that day, and make a note of the children who are absent, as well as containing any child food allergies. In addition, one teacher must bring the clipboard with the master attendance sheet.
 13. When a child goes into the hallway to get something from their hook or backpack (FT preschool children only), a teacher must stand in the doorway so that you can see both the child in the hallway, as well as, the children in the classroom.
 14. Toddlers must be accompanied into the hallway by a teacher.
 15. School age children must be within sight and hearing of a teacher at all times, however, they may run errands within the center only if they go in a group of at least two, and will be within the hearing of a staff member during the errand. School age staff must let the office, or other destination, know in advance that the children are coming and must check in with staff if the children do not return promptly.
 16. Staff should get to know each other's children, for example the children of the group you share the playground with, or sit next to at lunch.

FIRST AID

1. All NBCC staff working directly with children must be trained, and maintain current certificates, in First Aid, CPR, Communicable Disease Recognition, and Child Abuse Prevention.
2. Every classroom must have a first aid kit, kept in a labeled cabinet, out of the reach of children.
3. Teachers are responsible for maintaining the supplies in their first aid kits. Supplies can be replenished from the supply in the office.
4. If a child is hurt while at NBCC, teachers will provide the appropriate first aid. Accident reports must be filled out when first aid is given. If a child is hurt on the face or head, teachers should call the family to let them know what happened. When in doubt, call the family.
5. If a child is in a life-threatening situation or in need of more first aid than we can provide, call 911 immediately, then inform the office.
6. Wear gloves when administering first aid, especially when blood or other bodily fluids are present.
7. When you administer first aid to a child, you must write up an accident/incident report.
8. When a child is bit by another child, you must wash the bite with soap & water, even if the skin is not broken.

FIELD TRIPS

1. **Teacher/child ratios must be met at all times during a field trip.** Ratios and counting: count children on the way outside just as is described in the supervision portion of the safety policy. Also count children as they get into the vans, once they are all in car seats, as they get off the van, and as soon as you arrive at your destination. Children must be counted any time you move within the field trip destination, and at least every 10 minutes for the duration of the field trip.
2. All children must be assigned to a specific teacher while on field trips. Teachers must have a record ***to be carried with them at all times during the field trip***, listing which children are on the field trip and which children are assigned to each teacher.
3. All children must have a field trip t-shirt and wrist band with NBCC's phone number and address while on the field trip.
4. All children attending a field trip must have signed parent permission.
5. Emergency Authorization forms for all children must be taken on each field trip.
6. A cell phone must be taken on each field trip. If you take the vans, there must be a cell phone in each van. Staff may use the center cell phones, or take their own. If staff use their own phones, you must leave the contact number with the office.
7. A first aid kit must be taken on all field trips, whether walking or driving. A person currently trained in first aid must be present on the van, and someone trained in first aid, communicable disease and CPR must be present at the destination.
8. Any time you leave the center, on a field trip or walk around the block, you **must** take an epi-pen with you if you have one for a child with allergies. In addition, you must take any medications required for the children in your care, as well as health care plans and administration of medication forms.
9. Two adults must be present in the van when transporting seven or more toddlers or preschoolers. The second adult may be a parent or volunteer.
10. When transporting school age children only in a van, a second adult must be present when there are ten or more children, or the driver shall have a means of immediate communication, such as a cell phone, to summon a second adult.
11. At no time are children to be left unattended in a vehicle. The driver shall check the vehicle at each destination to ensure that no child has been left on the vehicle.
12. During routine or walking field trips, a second adult shall be present for every 7 or more toddlers or preschoolers, and for every 10 school age children.
13. When transporting children in a van- children under 4 years of age and 40 pounds must use an approved child car seat; children over 4 years, but under 8 years and 4'9" tall must use a booster seat. All other children must be restrained with a seat belt.
14. Prior to leaving on a driving field trip, teachers must complete a van inspection and practice a van evacuation drill with the children.

MEDICAL SAFETY POLICIES

Medication Administration: (Only NBCC staff may administer medication)

1. Always double check the 5 “rights” when administering medication:
 - o the right child
 - o the right medication
 - o the right dosage
 - o the right time
 - o the right route
2. The 8:30-5:00 person is to be the primary medication administrator. If the 8:30 person is not here, or the medication needs to be given before or after their shift, another teacher assigned to that room may give the medication. (If the 8:30-5:00 person is a substitute, another teacher assigned to the room should give the medication). All staff in each room are to be aware of any children requiring medication.
3. All medication must be kept locked up and out of the reach of children at all times.
4. Any medication left over after the prescribed time must be sent home immediately.
5. In order to administer any medication, the “Request for Administration of Medication must be completed fully and correctly by the parent/guardian. These forms are only valid for up to one year.
 - o The items that must be on the Administration of Medication form include:
 - Child’s name, date of birth, and weight
 - Type of medication to be administered
 - The time the medication is to be administered- put a specific time, do not put “as needed”
 - If the medication is for a health condition, and only to be administered in an emergency, the form should describe the symptoms that would necessitate the medication to be administered.
 - The period of time the medication is to be administered (put a specific number of days or dates)
6. All prescription medication must have the original prescription label attached, or written instructions from a physician.
 - o The prescription label must contain the following information:
 - Child’s full name (first and last)
 - A date within the last 12 months.
 - The exact dosage to be given.
 - Means of medication (topical, oral, eye drops, etc.)
7. The dosage of medication that is being administered to a child may not exceed either the prescribed dosage or the dosage recommended by the manufacturer. (Be sure to read labels carefully).
 - o Even if a parent gives written permission to administer a larger dosage, the center must obtain written permission from a physician in order to administer a larger dosage.
 - o If the label on a non-prescription medication states that a physician must be consulted for the correct dosage for the age of the child to whom the medication is going to be administered, then the written instructions from the physician must be obtained (fill in Box 2 on the medication administration form).

8. Medication may not be administered for a period longer than permitted.
 - o Medication may not be administered for longer than prescribed by a physician.
 - o Medication may not be administered for longer than requested by a parent.
 - o Topical ointment used to treat the skin may not be administered for longer than 14 consecutive days without written permission from a physician. (Preventative topical ointments/lotions, such as sunscreen and diaper cream that is used as a preventative, not a treatment, may be administered for longer than 14 consecutive days).
 - o Non-prescription medication (over the counter) should not be administered for longer than 3 consecutive days in a fourteen day period.
9. Staff must follow the parent/guardian written instructions on the prescribed form.
 - o These instructions may not exceed the prescribed or manufacturer's recommended dosages, and may not exceed the maximum length of time for which a medication may be administered.
10. Medication must always be in its original container.

Care of Children with Health Conditions

1. All children who have health care conditions which may require medical procedures to be performed at the center must have a Medical/Health Care Plan written and on file in the classroom and the office. This includes any health conditions such as asthma, an allergy, diabetes, etc.
 - o If a school age child carries an inhaler or epi-pen, they also must have a medical/health care plan on file.
 - o The Medical/Health Care Plan must include the following:
 - The name of the child
 - Identification of the health condition
 - Instructions for any necessary medical procedure to be performed
 - Names of the staff members who are trained to perform the medical procedures
 - Parent permission to perform any medical procedures
 - Signature of the parent, trained staff and administrator
2. Whenever a child with a medical condition which requires medical procedures is present at the center, a trained staff member must be on the premises.

EMERGENCY MEDICAL PROCEDURES

In the event of a room accident:

1. Call the office immediately on the intercom to summon help. If necessary, call 911.
2. One teacher who will deal with the hurt child should don gloves immediately. Remain calm and apply any towels or first aid equipment needed from the first aid kit in the room.
3. The second teacher should be aware of the other children in the room, and redirect their attention to another area of the room, or give comforting answers to their questions.
4. If there is a third teacher, that teacher should assist where needed most.
5. In the case of an emergency where it is necessary to call 911 or an emergency squad, call the Administrator and they will call the squad or help with the children in the room so that a teacher can call. The child's parents must also be called. The room teacher should ride with the child in the squad if parents are not present. The Emergency Authorization Form must accompany the child out of the center. A completed accident report should be available for parents to sign so they are aware of the circumstances of the injury.

In the event of a playground accident:

1. One teacher should don gloves from the mailbox and assist the child immediately.
2. The second teacher should run to the 113 door and ask 113 teachers to summon the office on the intercom. They should then return to the playground to redirect children away from the hurt child and comfort them and answer their questions.
3. If there is a third teacher, that teacher should help where most needed.
4. See above for what to do if it is necessary to call 911.

Things to remember:

1. All teachers should wear gloves when dealing with any blood or bodily fluids. Gloves are available- be sure you are aware of their location before an accident occurs.
2. All staff must be trained in First Aid and CPR. If given a choice, teachers who feel they react calmly and assuredly in a crisis should volunteer to deal with the hurt child.
3. Extra sponges are kept in 113 and 114 for emergencies. If the child is walking and not seriously injured, please get sponges from the kitchen freezer (if ratio allows) and leave the ones in 113 and 114 to be used for emergencies.
4. Accidents occurring in the Rumpus Room should follow the same procedures as above. Staff may use the phone in kitchen to call for assistance.

Children with allergies

If you have a child in your classroom who has an allergy, make sure you have the following:

- Anything (such as medications) that the health care plan lists we need for the child.
- A health care plan form and administration of medication form filled out by the child's parent.
- ***When you go on field trips, you must take the all medications, the health care plan, administration of medication form, and anything else necessary for the child's health with you.***
- Make sure everyone in your classroom knows which children have allergies, and where the epi-pens, or other medication, and health action plans are. **This includes substitutes and students**

**** It is the teacher's responsibility to make sure that you have the epi-pens and/or any other necessary items for a child with an allergy.**

NUT-FREE POLICY

Over the last few years we have seen an increase in the number of children attending NBCC who have allergies to peanuts or other kinds of nuts. Due to the increase in the number of children we are seeing with peanut, or other nut, allergies, NBCC has a "Nut-free Policy".

What this means for the center: we will not serve any food that contains nuts or traces of nuts in the ingredients. We have checked all the information available from our food supplier's website (or read the food container labels) regarding the ingredients in the foods that we serve, and no foods contain nuts or traces of nuts. Additionally, we have put together a list of foods from our menu that have been made in a facility that also processes nuts (see the "Nut-Free" information letter for the list), if a family does not want their child to eat these foods, they need to let us know, and they may supply a substitute.

What this means for families: we ask that families carefully read the ingredients in any foods that they send into the center. If they contain nuts or traces of nuts, they are not to send them in. If they bring in breakfast or pack a lunch for their child, no PB&J, or any other items that may contain nuts or traces of nuts. If they bring in a snack for the whole classroom, they should bring the label to show the teachers.

What this means for teachers: It is very important for all of us to be aware of what causes an allergic reaction, what to look for, and how to respond. If you have a child in your classroom who has an allergy to nuts, make sure you have the following:

- Two epi-pens- one for your classroom, and one to keep in the kitchen. ***When you go on field trips, you must take the epi-pen, health care plan, administration of medication form, and anything else necessary for the child's health with you.***
- A bottle of Benadryl (if needed for the allergy)
- A health care plan form and administration of medication form filled out by the child's parent.
- Anything else that the health care plan, or the parent tells us that we need for the child.

Make sure everyone in your classroom knows which children have allergies, and where the epi-pens, Benadryl and health action plans are. **This includes substitutes and students**

*** It is the teacher's responsibility when you get information that a child has an allergy, to make sure that you have the epi-pens and anything else that you need for the child.**

LOST CHILD PROCEDURE

If a child should become separated from their classroom group, the following procedure will immediately be put into action:

- Notify the office immediately. Office staff will coordinate the search. Be sure to get the name and description of the child (color of clothing, etc.), where the child was separated from the group/last seen, and any other necessary details.
- First priority is the front parking lot, then circle around the building, including playgrounds and west entrance.
- Second office staff will coordinate inside search- to include calling classrooms to get additional assistance, and stay in office to answer intercoms and monitor the situation. If there is only one person in the office, they will call the Honeybee room and a teacher will come down to the office to monitor the situation from the office while the office person initiates the outside search.
- Staff may be asked to help in the search if ratio permits.
- If the missing child is found, notify the office immediately and take the child to his/her classroom.
- When each person has completed their search area, they are to check in at the office. If the child is not found within 5 minutes, the search team will meet to reassess the situation and make appropriate plans of action according to the situation. Plans of action may include:
 - Researching all areas
 - Notifying church staff, the police and the child's family
- When the child is found and their safety assured, appropriate follow up will be conducted, to include: written documentation of the situation from all involved, notification of the child's family, and filing an incident report with licensing.
- During the search state licensing classroom ratios will be met.
- To ensure the safety of the other children in the center, while the center is being searched, all classrooms will close their doors and keep the children in the classroom until the "all clear" is given.
- Code for lost child: "Code Black"

SAFETY CHECKS

Classroom and building spaces:

1. Classroom and facility checks should be done routinely to check for outlet covers on outlets, anything in church areas that we use (Rumpus room, hallways, etc.) that may be harmful to children- ex: tools, cleaners, etc. If potentially harmful items are found, staff must report it immediately to the NBCC office.

Playground and outside spaces:

1. A playground check should be performed each time a classroom goes outside. Check for potentially harmful items- ex: trash, animals, tools, etc. Report harmful items to the NBCC office, remove if possible.
2. Upon arrival on the playground, staff must check to make sure all playground gates are securely closed.
3. When children are climbing on the monkey bars, there must also be a teacher by the monkey bars.

GENERAL THREAT

In the event of a general threat where children would need to be in one place for their safety, the NBCC staff and children will meet in Anniversary Hall/ Rumpus Room.

When the administrator is notified of a threat, they will calmly notify classrooms that they need to evacuate to Anniversary Hall. The Administrator(s) will take emergency contact information with them so that families can be contacted.

Children should be moved as quickly as possible to Anniversary Hall, where the teachers will do a head count and have it ready for the administrator. Once the children are all accounted for, the administrators will come up with a plan of action. This would include accessing blankets, food, water, activities for the children, and television/radio for updated information. The administrator will delegate jobs for staff as needed.

Once the plan is in action, families will be called or communicated to through the media.

BOMB THREAT

In the event of a bomb threat, the director or administrator in charge will call the police. The second person in charge will grab the blue emergency card box and emergency authorization folders. (Both are located in the office.)

The Administrators will then quickly go to each room letting teachers know to evacuate immediately. Teachers need to calmly gather children's coats (if necessary) and file out of the building.

All classrooms will meet on the front lawn of church for further instruction. The teachers will do a head count and have it ready for the administrator. Once the children are all accounted for, the director will then secure a safe location. This could be Clinton Elementary, Immaculate Conception School, or the Columbus Mennonite Church.

The Administrator will delegate jobs to staff, as needed, once the situation is assessed. After children are in a safe location, a second head count will be taken. Families will then be notified, as well as news stations.

Cell phones should be brought to evacuation site so that parents can be notified in a timely manner.

FIRE PLAN

First in Command: Lori O'Hara, Director

Second in Command: Christy Deberson, Assistant Director

- If an administrator is not in the building, the Acting Administrator will assume command. See the Administrator Hours for information on Acting Administrators.

Fire Procedures:

At the sound of the alarm or suspicion of fire, the Director will immediately call 911 with information. The Director will exit immediately to the front of the building to calm classrooms and obtain head counts on children and adults who have exited. The second in command will grab the red emergency transportation folders from the office and immediately go to check that the kitchen and Rumpus Room have been evacuated, and to assist teachers and children in exiting if necessary. Once on the playground, second in command will obtain a head count on classrooms that have exited on the playground side of the building. The director and second in command will then communicate to ensure all children and adults have exited the building. The Director serves as the contact person until the building has been cleared.

Fire Drill Procedures:

The center holds monthly fire drills so that children and adults practice in case of an emergency. The clock will be checked at the beginning and end of each drill to measure the evacuation process. Information on drills is recorded and any concerns are communicated to staff.

Evacuation Process:

1. Leave room as quickly and calmly as possible. Take attendance sheet and parent roster with you.
2. Use the evacuation route for your room (plans posted in every room).
3. If exit is blocked, use the next alternate route. In the event of thick smoke, establish physical contact and remain close to the ground as you exit. If you open the classroom door and the hallway is full of smoke immediately close the door and open the windows. Next, call the office or 911 operator to inform them. Children should be sitting near the window with one teacher, while the other teacher is establishing contact by phone or outside the window if phone is down.
4. One teacher leads and the other is in the back of the group of children. Children should remain together in view of teachers at all times.
5. Exit to your classrooms designated area (back of playground or near fence of parking lot).

	Monday	Tuesday	Wednesday	Thursday	Friday
Lori O'Hara - Director	8:00-4:00	10:00-6:00	8:00-4:00	10:00-6:00	8:00-4:00
Christy Deberson - Asst. Director	8:00-2:00	8:00-2:00	8:00-2:00	8:00-2:00	8:00-2:00
Acting Administrators: The following are Acting Administrators when the Director and Assistant Director are out of the building:					
Andrea Lorenz Rm. 217 (am)	6:30-8:00	6:30-8:00	6:30-8:00	6:30-8:00	6:30-8:00
Jamie Schildknecht Rm. 114 (pm)	4:00-6:00	4:00-6:00	4:00-6:00	4:00-6:00	4:00-6:00
Carri Jackson Rm. 116 (pm)	4:00-6:00	4:00-6:00	4:00-6:00	4:00-6:00	4:00-6:00

NBCC Safety Policy

I understand and agree to abide by NBCC's Safety Policy.

Name

Date

Signature