

STAFF ORIENTATION HANDBOOK

WELCOME

The Shimek Before and After School Program welcomes you to our program. As a program the development of positive self-esteem and appropriate social skills are primary elements of all group activities planned for the children attending. The activities are planned and organized to help children learn about themselves and their environment. Our goal is to provide a safe, nurturing and recreational experience that is enjoyable for those attending at a reasonable cost and gives parents peace of mind. Children who attend will have the opportunity to play, do homework, engage in creative and educational experiences, and interact with other children and adults.

AFFIRMATIVE ACTION

Shimek B.A.S.P. is an equal opportunity employer and makes employment decisions on the basis of merit. It will not discriminate hiring because of race, color, creed, sex, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation or any other consideration made unlawful by federal, state or local laws.

Reasonable accommodations for the known physical or mental limitations of an otherwise qualified applicant or employee will be made. A person requiring accommodations shall request the specific accommodation/s that he/she needs to perform the job. If after review, the accommodation is reasonable and would not impose an undue hardship, the accommodation will be made.

We are committed to provide a working environment free of unlawful harassment. Sexual harassment and harassment because of race, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by law, ordinance or regulation is prohibited.

If you believe you have been harassed prepare a written complaint and provide it to the director or if applicable, board president, as soon as possible. Include details concerning the incident/s, name of individual involved, and names of any witnesses.

EXPECTATIONS

1. Attendance: Because of the critical importance of consistent care giving to children, all employees must report to work on time. If you are unable to report or are going to be late you must notify your supervisor with as much notice as possible. Frequent absenteeism and/or tardiness may be considered cause for termination.
2. If the center does not open due to inclement weather, all scheduled employees will be paid for scheduled hours.
3. If the center closes early, all employees already in the center or scheduled to report later that day will be paid for all scheduled hours.

STAFF TRAINING AND ORIENTATION

It is our policy to train all staff in the following areas: Mandatory Reporting of child abuse & Universal Precautions (within the first 6 months), CPR and First Aid, and Professional Growth in the following areas:

Child Development, Guidance & Discipline, Developmentally Appropriate Practices, Nutrition, Health & Safety, Communication Skills, Professionalism, and Cross-Cultural Competence, Prevention and Control of Infectious Disease, Prevention of SIDS and Use of Safe Sleeping Practices, Administration of Medication, Prevention of and Response to Emergencies Due to Food and Allergic Reactions, Building and Physical Premises Safety, Prevention of Shaken Baby Syndrome and Abusive Head Trauma, Emergency Preparedness and Response Planning, Handling and Storage of Hazardous Materials, and Precautions in Transporting Children.

This training is a total of 12 contact hours, is available through the Training Registry located at <http://ccmis.dhs.state.ia.us/trainingregistry/>, and must be completed within 90 days of a staff's first year of employment. This training must be renewed every 5 years. Following the first year, all staff must receive 6 contact hours of training (8 hours for the director and on-site supervisor) through DHS approved group or self-study courses.

Our goal is to train all staff regardless of part-time status in CPR & first aid within the first year of employment.

Staff orientation is accomplished by hands on learning and by the implementation of the Staff Orientation Handbook. This manual was designed to train and orient staff in a number of areas. It is expected that each new staff member will read over the manual carefully. The director will then review the details and answer any questions concerning the material. Experienced staff will be expected to review the enclosed material on a regular basis. All staff will review the information during the first fall staff meeting.

The Staff Orientation manual contains the following information:

Staff job description/expectations, staff development requirements, Parent Handbook, Staff Handbook, emergency procedures, mandatory reporting, discipline policy/rules & guidelines.

POSITIVE BEHAVIOR POLICY

All students (regardless of race, color, religion, national origin, disability or sex) have the right to equal opportunities at the Shimek Before and After School Program. However, for this to occur there must be a positive and orderly atmosphere. Children are expected to behave in such a way that will not disrupt activities of other children or cause disorder. Children will be treated with dignity and respect and be given guidance and support in learning how to conduct themselves appropriately. Behaviors, which endanger the safety of self or others, damages the school building or property, damages the property of others and/or breaks state or federal laws cannot be allowed.

POSITIVE BEHAVIOR TECHNIQUES

Discipline is used to set limits and guidelines so that a child can learn how to behave and be successful in a positive manner. The message that physical punishment gives children is that it is okay to hurt people; okay for people who love you to hurt you, and it is okay for you to hurt people you love; it is okay for bigger people to use force on smaller ones. Using positive discipline takes more energy, but it feels better for all involved and is more effective in the long run.

Techniques to use when disciplining:

- **POSITIVE REINFORCEMENT**

Find someone doing something good and be really interested in what they are doing!

Look for what the child does that you like. Comment on it. Praise the child for doing the appropriate thing.

- **IGNORING**

The fastest and most effective way to gain control is to ignore persons not following the rules. Pick your battles. If it is not hurting anyone or property, is it worth pursuing?

- **DISTRACTION/REDIRECTION**

Can be very useful with preschool aged through teens.

- **ACTIVE LISTENING**

Sometimes it is enough for a child to hear that you understand and accept their feelings. "You feel real mad that it is time to come inside now."

A way to deal with tattling: "Joey hit me. Ask, "Did you tell him how that made you feel and what you wanted him to do?" "Do you feel that he listened to you?" Go with the child to the other child and say, "John has something to tell you and wants you to listen to him."

Listen then and ask, "Do you want to say anything to John? Good job, boys. Next time I bet you can do this all by yourself."

- **CONSISTENCY**

So very important! Say what you mean and follow through.

- **CHOICES**

Choice does not mean allowing a child to choose not to follow directives. Give the child some control over the situation.

Offer only choices you intend to honor: "Do you want to go inside?" Instead give a five-minute warning in statement form so they are able to finish what they are doing.

"Do you need to go to wash your hands?" Instead say: "It's time to wash your hands, are you going to do it all by yourself or would you like me to help you?"

"You need to select an activity." Instead say: "Would you like to select an activity or would you like me to help you?"

- **BEHAVIOR SPECIFIC DIRECTIVES**

Lets a child know exactly what it is you want. (Be Specific)

"Be good" vs. "I want you to pickup your toys and come sit at the table." Tell the child what you want them to do, not what to stop. "Please use inside voices" vs. "Stop screaming."

- **SETTING LIMITS/EXPECTATIONS**

Sometimes called rules. Limits are necessary and help kids feel safe if enforced correctly. Keep them simple and positive.

- **UNCONDITIONAL POSITIVE REGARD**

Children do not have to earn this by behaving in a certain way. This is our right as human beings.

- **COOL DOWN and/or RECOMMITMENT TIME**

This is a cooling off period not a punishment. You must make it fit the development of the child. Do not use this as a threat. Remember to identify what the behavior is to be changed. Have the child/ren state the behavior to be changed and provide a new plan. Have younger children draw pictures of this and explain.

- **NATURAL/LOGICAL CONSEQUENCES**

Natural consequences happen without adult intervention.

"If you don't come to snack now all the apples will be gone and you won't get any."

Logical consequences do require adult intervention.

"If you choose to throw sand again you will need to stay out of the sand for the rest of the day."

- **HUMOR**

Never underestimate the power of a little bit of levity. It is a great way to diffuse a tense situation so that it can be dealt with more effectively. This can be particularly helpful with school age children.

- **BITING POLICY**

Biting is one of the most common and most difficult behaviors occurring in group child care. It can occur

without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parents, and the caregivers involved.

For some children, biting is a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power.

It is our goal to recognize triggers that cause biting and redirect a child before the incident occurs. In the event we are unable to intervene, the following steps will occur:

- We will attend to the bitten child by comforting and then applying necessary first aid.
- The child who did the biting will be removed from the setting and taken to rinse out their mouth with water in case the skin has broken and fluids have been passed. In an age appropriate manner staff will explain that the behavior is unacceptable: (exam.) ***“Biting hurts”*** or ***“We bite food, not people,”*** Care will also be taken not to reward the child that did the biting by giving them extra attention.
- The incident, including factors leading up to and location that it took place and staff involved/in the vicinity, will be documented on an accident/incident form that will need to be signed by the parents. The parents of each child will receive a form in regards to what occurred and how the matter was handled. The name of the child who is responsible for biting will not be disclosed outside of those directly involved. The parents will receive a copy of their form and the originals will remain at the center in each child’s file.
- Parents of the child who did the biting will be asked to work with their child in discouraging the aggressive behavior.
- If the biting continues/becomes a repeat behavior, the director will follow the process outlined in **“Discipline & Discharge.”**
- **DISCIPLINE & DISCHARGE**

A child with serious disciplinary problems will be given due process which is explained in the next section. A serious disciplinary problem is defined as one in which a child is hampering the day-to-day operation of the Program by requiring constant one-on-one attention, inflicting physical or emotional harm on other children, abusing staff, or demonstrating inability to conform to the rules and guidelines of the program. When a child exhibits this behavior a Behavior Report (**Appendix G**) will be given to the parents. This will be done if staff or the director feels it is necessary.

If a child is not able to adjust to the Program setting, the parent(s) will be notified of the situation and a meeting will be arranged with the Director to discuss solutions to the problem. If improvement does not follow, or if the parents are unwilling to work with the Director, the Director may recommend that a child be discharged from the Program. Before such a decision is finalized, the Director will discuss the situation without the parent (s) and with members of the board of Directors in a conference setting.

If the child's behavior escalates to an increasingly disruptive level a Behavior Related Warning Letter (**Appendix H**) will be given to the parent/s and the child is placed on probation. (The amount of time will be set by the staff and director).

If a parent exhibits behavior that is abusive towards the staff, such as swearing in the presence of the children, yelling at the staff or director, or using abusive gestures, the director may request that the family be removed from the program at the discretion of the Board.

POSITIVE DISCIPLINE

- Set realistic expectations
- Create an environment that enhances the probability that children will behave appropriately
- Use positive communication to gain cooperation
- Give positive alternatives
- Use natural and logical consequences to encourage children to make responsible decisions
- Teach problem solving skills and strategies

CONFIDENTIALITY

The records we keep on our families are confidential. Staff may not share information from files with others without written permission from a parent or guardian. Information received while in the performance of duties shall also be considered confidential and shall be treated the same as written information contained in the child's file.

REPORTING ABUSE AND NEGLECT

The Shimek B.A.S.P. program complies with the Section 235A of the Iowa Code which mandates that any employee of a licensed day care make a report to the Department of Human Services when child abuse or neglect is suspected. What staff must report is his or her suspicion that someone may have purposely hurt a child. There is no other choice under the law. The Department of Human Services investigators decide whether or not abuse actually took place. A copy of the law and requirements has been included and shall be reviewed within the first 30 days of employment.

GRIEVANCE PROCEDURE

Efforts should be made through direct communication among parties involved to settle disagreements with staff members, the program director, or the board or directors. In the event that an employee has a grievance, that employee shall report it to the director with a follow-up letter describing what transpired. If not satisfied, the employee may submit a written complaint to the board of directors. Staff members have the right to request mediation through the board of directors. If mediation does not satisfactorily provide a solution, the board of directors shall determine a resolution. In a case where the complaint concerns the director, the employee may take their written complaint to the board of directors. All parties shall respond within 10 working days.

TERMINATION FOR CAUSE

Any director or employee may be dismissed for cause by majority vote of the board of directors at a properly constituted meeting of the board. Cause shall include, but not be limited to, an action that would be inconsistent with or significantly at variance with the goals of the program or licensing standards.

The Shimek B.A.S.P. director is the chief administrative employee of the program. He/She reports directly to and is responsible to the board of directors. The director shall have the responsibility for hiring and terminating all other staff members in consultation with the board of directors. Staff members are directly supervised by the program director but are responsible to the board of directors as well.

PROBATION AND DISMISSAL

All new staff members will serve a probationary period of 60 days. At the end of the first year of employment, employees will be evaluated and continuation of employment will be decided by the program director. The program director will be evaluated by the board of directors.

Discipline may be imposed upon any employee for failing to fulfill his/her responsibilities as an employee. Any disciplinary action or measure imposed on an employee may be processed as a grievance through the regular appeal procedure. If the employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public. All disciplinary procedures will be documented. In order to carry out staff discipline the following procedures will be implemented

1. **Oral reprimands:** Oral reprimands are given in the cases of minor infractions of the "Causes for Action" listed at the end of this section. The director will advise the employee of the severity of his/her conduct and the repercussions of its repetition. The director shall inform the employee that he/she is receiving an oral reprimand. Oral reprimands are documented in the employee's personnel file. The Director shall advise the board members at the next convening board meeting of the situation.
2. **Written reprimands:** Written reprimands will be given for more serious or repeated infractions of the "Causes for Action" the director will counsel the employee, explain the problem and focus on a solution. A copy of the reprimand, signed by the employee and the director will become part of the employee's personnel file. The employee will be warned that repeated infractions will result in more serious disciplinary action, possibly resulting in dismissal. The Director shall advise the board members at the next convening board meeting of the situation.
3. **Serious & repeated infractions:** For more serious or repeated infractions, the employee may be placed on probation. A written statement explaining the reason for probation, the duration of the probation, and a corrective action plan will be given to the employee within 24 hours of the action. A copy of this probation and plan will be placed in the employee's personnel file. The Director shall advise the board president within three business days of serious or repeated infractions.
4. **Termination:** When other forms of disciplinary action have proved ineffective, where the conduct is so aggravated, or the seriousness of the offense warrants it, the director may dismiss the employee for any cause listed under the "Causes for Action" section. A written statement setting forth the specific cause(s) under which the employer has so acted will be given to the employee within 24 hours of the action and a copy placed in the employee's personnel file. Any employee may be terminated immediately for gross misconduct. In all other cases, a two-week notice will be given. Two weeks pay may be substituted for notice.

CAUSES FOR ACTION

The principles of progressive discipline shall be applied by the employer, except in cases where the conduct is aggravated or where the seriousness of the offense warrants discharge on the first offense or any subsequent offenses. It is not necessary to utilize every type of progressive discipline in each case. Appropriate disciplinary action may be taken for any of the following causes:

1. Incompetence, inefficiency, or negligence in the performance of duty
2. Serious misconduct
3. Insubordination, constituting a serious breach of conduct
4. Unauthorized absence or abuse of leave privileges
5. Acceptance of any valuable consideration given to influence the employee in performance of his/her duty
6. Intentional falsification of any document

7. Use of employee's official position for personal advantage
8. Breach of confidentiality concerning child/ren' s records.

STAFF CONDUCT

Smoking by caregivers is expressly prohibited anywhere on the school campus. Cigarettes should not be brought into the school.

Alcohol and drug use is prohibited during working hours nor should staff be at work while recovering from the effects of such usage. It is not permissible to have the odor of such drugs on the breath or person.

Confidentiality regarding information about children and families is essential. At no time should caregivers discuss information about children, families, or other employees, except at work or staff meetings, and as the information pertains to a current situation.

Personal visitors and phone calls should not be received during program hours, except in case of emergency.

Personal business should be conducted away from work, or during breaks. Phone calls from the BASP to conduct personal business must be limited, as phone service may be needed for emergencies, or to conduct BASP business. Personal business includes but is not limited to: Sitting idly, doing schoolwork, reading, or any other activity that is not directly related to the supervision of children or directing of BASP activities. Work breaks should be taken away from child-occupied areas. There may or may not be a private staff area in which to take breaks.

Corporal punishment, verbal abuse (including excessive raising of the voice), punishment which is humiliating or frightening, threats, isolation from all children and staff, and derogatory remarks about a child or his/her family are not permitted at any times. Such actions will be used as grounds for dismissal from employment.

Caregivers are working with young, impressionable children, and must keep this in mind when choosing topics for conversation, and their choice of language: This includes conversations with other adults which children may overhear. Caregivers are expected to behave in a professional manner at all times, and to model and promote values of respect for others authority.

UNACCEPTABLE CONDUCT BY STAFF

- Inappropriate discipline
- Negligence or carelessness during the performance of child caring responsibilities
- Leaving children unattended
- Using, possessing or under the influence of a controlled substance during working hours
- Profane or abusive language
- Failure to follow directive from supervisor
- Falsification of information
- Misuse of center funds
- Conduct detrimental to children or the reputation of the program
- Harassment
- Unsatisfactory attendance or tardiness
- Unsatisfactory or inadequate job performance.
- Using tobacco products on school property

SALARY & BENEFITS

Starting wage: Current amount information available from the director (as of 2018 starting wages are \$10.10/hr with a \$.25/hr increase upon completion of initial trainings)

Level one: End of the year evaluation, up to \$1.00/hr increase depending upon positive evaluation and return of the employee for the following year.

Level two: Up to a \$.50/hr increase at the end of winter break with the same stipulations.

Level three: An On-Site Supervisor will be placed on salary to be paid over either a 9 or 12 month pay schedule as well as receive a pre-tax FLEX plan with yearly raises tbd by the director in consultation with the parent board.

Staff shall be paid for regularly scheduled hours of work. In case of cancellation for inclement weather staff scheduled for work shall be reimbursed at their regular rate.

A winter bonus will be offered to staff whom return to the BASP when school resumes after the winter holiday break. Amounts will be based on seniority and merit.

There are no paid benefits for positions however; all staff is covered under Workman's Compensation.

JOB DESCRIPTIONS: (SEE ATTACHED COPIES.)

PROCEDURAL EXPECTATIONS AND GUIDELINES

CALLING IN

All absences except for those due to illness shall be reported at least 24 hours in advance to the program director. In case of illness appropriate parties shall be informed as soon as possible.

HOURS OF OPERATION

The program calendar generally follows the calendar of the Iowa City Community School district. Precise days and hours are determined by the program director and the board of directors. Normal hours are: M-F 7:00AM - 7:55AM, MTWF 2:50 - 5:45 PM and Th 1:50 - 5:45 PM Staff members are expected to arrive at 2:35 PM, except on Thursdays arrival time, which is 1:35 PM. The program will not open if school is canceled prior to the start of the school day. If school is canceled early due to weather conditions or other emergency conditions the program will not be held. If school is canceled after the program is in session, parents will be notified by the staff to pick their child/ren up from the program as soon as possible. Staff will be required to stay on-site until all children are released to their parent or emergency contact person or until the director relieves them of their job responsibilities.

RELEASE OF CHILDREN

Children may leave the program according to the written instruction by parents. Children will be allowed to leave with persons other than their parents only if permission has been given in writing by the child's parent or guardian. If a child attends extracurricular activities within the period he/she is enrolled in the program, the Activities Authorization form must be completed by the child's parent

PAPER WORK

Attendance will be completed daily by a designated staff member. Written permission authorizations for field trips are required. The director will expect the staff to aid in paperwork connected with the smooth running of the daily program.

CLEANING RESPONSIBILITIES

Staff members are responsible for daily snack preparation and cleanup and daily opening and closing of the program. The staff is also responsible for the organization and cleaning of supplies and program cabinets and space.

HAND WASHING

Staff shall wash their hands upon arrival at the center, before snack preparation or serving of food, after restroom usage and contamination by coughing or sneezing.

All children are required to wash their hands prior to eating, if participating in food preparation activities, and after use of the bathroom. Staff shall monitor student hand washing to ensure children follow good hand washing procedures.

SNACK TIME ROUTINE AND RESPONSIBILITIES

Staff is responsible for setting up tables, sanitizing each table prior to the serving of snack. Each table shall be sprayed with a sanitizing solution and staff shall observe the dwell time and rinsing instructions on the bottle. The sanitizing solution must return immediately to the locked cabinet under the sink when cleaning is finished.

Snack is served daily, usually between 3:10-3:40 PM. Staff members alternate on a daily basis preparing and cleaning up snack with the help of 2-4 children. All other staff shall expedite snack by setting up tables, cleaning and putting them away. All staff shall help serve food and pour beverages during every snack time. Staff shall monitor the children's behavior during this time using the strategy of positive discipline.

When children have completed snack, the tables shall be cleaned and removed to storage.

FIELD TRIPS

Staff shall remain with children at all times during a field trip activity. One additional staff over the required staff ratio is required for any activity away from the licensed premise.

OUT OF DOORS ACTIVITIES

Program rules must be consistent with school rules. At all times staff and children shall remain within the spaces provided for use by the program. Staff personnel shall position themselves at various locations to avoid staff clusters. Staff members shall monitor children's activities and engage children in appropriate activities. At all times supervision of all children is required. Staff shall maintain reasonable boundary limitations and enforce safety rules.

OPENING AND CLOSING RESPONSIBILITIES

Upon arrival staff shall set up the required number of tables, take attendance, greet children upon their arrival, and supervise and interact with children. Special care shall be taken to initiate interactions with younger children in the Fall and assist with their integration into the program. Parents shall also be acknowledged and greeted however, the emphasis shall be on welcoming the children and assisting with their transition from program to home in the pm.

At the end of each session the gym, library, kitchen and any other room utilized by the BASP must be cleaned up, dry mopped or swept. The tables shall be stored in the supply room. The gym should be spot mopped as needed.

At the conclusion of the program staff shall verify that all children have been checked out of the program. Any remaining personal items belong to children shall be placed in the lost and found area.

DISTRIBUTION OF MEDICATIONS

Emergency medication must be stored in the kitchen, on a high shelf, with an action plan/and or medication distribution form, unless the student has a condition which requires the medication to be on hand. All non-emergency prescription and non-prescription medicine shall be kept in the lock box in the hallway closet. This box must be kept locked at all times except when dispensing medication. During program hours, in a situation where medication is needed for outdoor emergency allergies, a staff will hold it and remain near the student in need.

The director or designated staff shall be responsible for dispensing medication according to the parents written instructions. A written list of designated staff will remain posted in the kitchen with the prescription medication post. After the director or staff member has administered the medicine there shall be a notation of administration including the name of the medicine, date, time, dosage given or applied, and the initials of the person administering the medication or the reason the medication was not given on the child's medication sheet. **(Appendix C of the parent handbook)** The medication sheet is kept with the medication in the lock box.

LATE PICK-UPS

The program closes at 5:45 PM. After 5:50 PM, the late fee is \$1 per minute, and people will find a bill for this service in their files.

The procedure for locating late parents is as follows:

- 1) If a parent or other designated adult has not arrived by 5:45 PM, call parents at work or at home.
- 2) If unable to contact someone, try again in 10 minutes. If no one has come or contacted you, call emergency contacts and try to get someone to pick up the child. Reassure the child and keep them occupied.
- 3) Keep attempting to reach a parent or emergency contact. If you have not been able to reach either the parents or one of the emergency contacts by 6:30 PM, call the police department. Calling authorities is a last resort.
- 4) If a parent or emergency contact is reached but cannot come for the child within a reasonable amount of time, insist that they find a substitute caregiver, and remind them of Program policies. Also make them aware that authorities will be called if necessary. The Program is not obligated to provide indefinite care.

EMERGENCY PROCEDURES

EMERGENCY STATEMENT

In case of any and all emergencies 911 will be called and the parents will be contacted by the director or a contact person using the emergency numbers.

In case of an emergency, if evacuation is necessary, transportation will be made available in the safest way possible by the director or the emergency personnel.

SUPERVISION AND ACCESS

Centers are responsible for ensuring the safety of children at the center and preventing harm by being proactive and diligent in supervising not only the children, but other people present at the facility.

Shimek BASP is located in a public school in which a number of activities take place during our hours of operation. Many of these activities are held in close proximity to our own, and sometimes share the same areas (i.e. soccer field and outdoor play structure). Our program supports the cooperative coexistence of other constructive, supervised activities, and so must always be vigilant in assessing and avoiding any situations that could pose harm to the children and anyone else present at our facility.

At all times staff are responsible for monitoring the well-being of our children and of themselves. If

suspicious persons are on site, Staff will ask individuals what their purpose of being is in the building or on the playground. If the individuals have no purpose of being on site they will be asked to leave. If confrontation occurs staff are instructed to call 911.

Cell phones may be kept on person to make emergency (911) calls or in case the walkie-talkies are not functioning, but otherwise must be put away as they distract from diligent observation and take staff out of ratio based on DHS standards. If a personal call must be made, then the director should be notified and, if ratio allows, a call may be placed in the kitchen or staff room.

All staff should become familiar with families that deliver and pick up children in the program and know who has permission to do such.

The director or on-site supervisor should be present to help with determining who has access to the children in the program.

EVACUATION BY OFFICIAL PERSONNEL

In the event of the need to evacuate children from the program, on the order of official personnel, staff and children will cooperate fully with the request. The staff will take the children to the designated area at the official's request. They will take the sign-out sheet, first aid kit, the phone number binder, which has the parents and emergency phone numbers, and call parents as soon as possible. If transportation is needed the staff will drive the children to a safe place.

FIRE

Fire escape routes will be posted at every exit in the gym and all other rooms used by the BASP with clearly marked evacuation procedures. Staff will receive training during their orientation upon hiring and participate in monthly drills. Children will be trained, through drills that will be conducted on a monthly basis at different times of the day while the program is operating. Children and staff will receive training to respond quickly and efficiently to the bell. This involves a routine fire drill and immediately exiting using the appropriate door. Since children at the Shimek BASP may be in other parts of the building at any time, random time selection will insure that all children are familiar with all exit points. Staff will be responsible for checking any ancillary rooms used and hallways for all children to ensure complete evacuation. The director or a designated staff member will be responsible for taking the parent sign-out sheet, radio, emergency phone list, flashlight, and first aid kit. All staff and children will be taken to the field next to the garden and attendance will be taken to verify all children have successfully and safely evacuated the building. Drills are recorded with time and exits used also noted.

In the event a real fire the director or designated staff member will also take the emergency listing for students that contains the parent's home and work numbers. A person will be selected by the director to go to the nearest public phone or resource and begin contacting parents to have the children picked up. Children and staff may return to the building only if the emergency officials have determined that they may do so.

TORNADO/SEVERE WEATHER

Drills are conducted once a month during varying times of the operation of the program. (See FIRE section for rationale.) The signal for the drill will be a verbal announcement with eye contact made for the hearing impaired if necessary. Children will immediately enter the pre-school hallway and assume the safety position. Staff and children will remain in this area until the all clear signal is heard. Children and staff will receive training regarding the correct tornado drill positions. Each exit will be posted with the tornado identified drill area and written procedures to follow. The director or staff member will take the parent sign-out sheet, radio or walkie talkie with emergency broadcast, emergency phone list, flashlight, and first aid kit. Staff will verify that all children are accounted for by taking attendance. The drill will be recorded upon completion of the drill.

For children who are outdoors, staff will immediately assess if there is time to return to the school

building and if so, will do so. If they are unable to return to the building, children and staff will lie flat in the area located in the area of play with hands shielding their heads.

If lightning is observed by staff or children while playing out of doors, children will be immediately directed to return to the school building. Children playing near or under a tree will immediately be removed from this area.

In the event of a real dangerous weather event, the procedures outlined above will be followed. Staff and children will not exit from the safety area until the all clear has been sounded on the emergency warning system or until the radio declares it to be safe. If there is structural damage, the director will call 911 for directions and then decide if it is possible to exit the building.

If it is possible and necessary to exit the building staff shall follow the procedures outlined under **Fire** to contact parents.

SICK OR INJURED CHILD

Any child exhibiting bacterial/viral or other unusual symptoms will be reported to the director for evaluation.

Staff may administer first aid to an injured child within the scope of their training. (Apply pressure to stop bleeding, check for consciousness, do rescue breathing, etc.) Another staff member will call either the child's parents, health care provider or 911, based on the severity of the injury, as treatment is being administered. Parents will be contacted immediately. If emergency transportation has been called, a staff member will immediately retrieve the emergency consent form to be provided to emergency personnel upon their arrival at the hospital.

In very serious cases, the child will be taken to the hospital designated on the child's emergency medical permission form by emergency vehicle for treatment and the parents will be called as soon as possible. At the discretion of the director, for injuries or illness that is not life threatening, the child may be transported to the hospital via the director's or staff member's vehicle. If a child has a dental emergency the director or staff member will contact the child's dentist to determine if they need to be brought to the dentist office immediately or if the staff should administer care.

MISSING CHILD

No children shall be outside or inside without the prescribed ratio of staff supervision. In the event the program is unable to account for a child, all children will be brought into the gym. Non-ratio staff will then immediately and completely search the grounds and the building while the others are being supervised. If the child is not found within 15 minutes, 911 will be called and then their parents. No staff or children shall leave the program until authorities have arrived. Staff will cooperate fully with the recommendations of the official personnel.

ABDUCTED CHILD

In the event of child abduction, the staff will attempt to keep the child away from the threatening adult. If the abductor is successful in removing the child, the staff personal will attempt to get the description of the adult taking the child, description of the child being abducted, description of the vehicle and direction in which the vehicle is headed. Staff will dial 911, and complete Abducted Child Form (Appendix I). The form is located by the telephone in the kitchen.

TOXIC OR HAZARDOUS MATERIALS

In the event of a toxic spill near or related to the train tracks or street or industrial area, and the program personnel are the first to witness it, 911 will be called immediately. Staff and children will cooperate fully with official personnel. All staff and children will immediately return to the gymnasium, if not already there, and will stay in the area until the All Clear is given by officials.

EARTHQUAKE

In the event of an earthquake, staff will direct indoor children to take cover under tables, desks, and door frames, away from windows. Outdoor children will move away from the main building and sit down together with staff. Structural damage will be assessed by official personnel or the director before children are allowed to remain in the building or re-enter the building.

DANGEROUS ADULT

In the event of the presence of an adult who is deemed by the director to present a danger to the children, or a specific child, 911 will be called immediately. Staff will calmly request that the person leave the premises and advise them that officials are on the way (unless they feel that this action will present a direct danger to themselves or the children or escalate the situation).

If the danger escalates, staff will initiate a lockdown procedure. Staff will announce that the BASP is going into “lockdown,” and repeat the term several times (never using any other code word) to be sure that everyone has heard. If the situation has arisen suddenly, with no build up, and 911 was not previously called, 911 will be called now. All students and staff within the building will be directed to the nearest securable space (lockable bathrooms or kitchen) or classroom (music room or art room). If necessary, barricades will be placed in front of the doors. Lights should be turned off, blinds closed (if safe to do so), and students should remain quiet. Staff shall take attendance, to the best of their ability, and create a list of possible missing students. All doors shall remain locked until the authorities signal an “all clear.” When the “all clear” has been given, all groups shall meet in the gym to take a final attendance, and make sure that all are accounted for.

Students and staff that are outside, in a situation where the threat is in the building, will proceed to the evacuation point at the restaurant area in Hy-Vee at 1125 N. Dodge St. The director will notify parents from there.

A dangerous adult would include an adult exhibiting inappropriate behavior, bearing arms, and or showing signs of intoxication by either drugs or alcohol. This also includes any person who is prohibited by court order (copy contained in the child's file) to see or transport the child.

In the event that the person leaves the center before the officials arrive, staff will write down the license plate of his/her vehicle and a full description of the individual. Staff will not place themselves or the children in danger by attempting to detain the individual.

BLIZZARD

The Shimek BASP program will close if school is dismissed early due to weather conditions or any other building emergency. However, the program will close for safety concerns if the following conditions exist:

- If public transportation shuts down
- If the Highway patrol and Sheriffs department ask people to stay off the roads.
- If we have already received 4 or more inches and they are predicting several more inches of snow during the day

To find out if the program is closed:

- Check KCRG online for cancellations
- Watch or call TV (channel 9) after 6am
- Check with the director
- A notice will be posted on all entrances as soon as possible

If it begins to sleet or snow during the work day, and they are forecasting conditions to worsen throughout the day, the program will ask that children be picked as soon as possible. Sometimes an ice storm or

blizzard develops during the time the children are in attendance, which makes it difficult for parents to pick up their children.

The children will remain at the program until such a time that the parents can safely pick up their child. No teacher or parent that hasn't been previously given written permission to pick up a child may attempt to deliver the child to his or her home, either by vehicle or by foot. Children can stay at the program until parents can safely pick them up.

BLIZZARD WARNING

In the event of an impending blizzard, the center will notify program families of an early closing of the center. If parents are unable to be reached, the emergency contact person will be notified and we will continue to try to reach the parent. If we are unable to reach a parent or emergency contact person, the child will remain at the center with the staff.

STRUCTURAL DAMAGE

In the event that major structural damage would occur, the center would then follow the fire and evacuation procedures above.

POWER OUTAGE

In the event of a power outage the children will be instructed to sit down and the staff will help them calm down. The director or a staff member will obtain the flashlight from the assigned drawer in the kitchen. Using the flashlight the children will be escorted to the media center where there is natural light and ventilation. A staff member will call the electric company using the designated phone in the office to get an approximate time for the power to return. If it gets too cold or too hot for the children the parents will be contacted for early pick up. Fire and evacuation procedures will be utilized if necessary.

BOMB THREAT

The program will call the police department and alert them to the fact that a bomb threat has been received or an emergency situation exists. Police will be called to the school immediately to ascertain further steps to be taken.

In case of a bomb threat, the program is to remain evacuated until search reveals a bomb (and it is removed) or the lack thereof.

The BASP staff will comply with all officials regarding search and evacuation.

The person taking the call will try to keep the bomb threat caller on the phone for as long as possible by using the Bomb Threat Data Card, which is located by the phone.