

Soaring Wings Montessori School

Health & Safety

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Many of us chose Park City as our home due to the security of living in a small town. After a complete upgrade and restoration in 1992, our building became one of the safest in the state. Child safety is our most important responsibility at Soaring Wings. This document provides an overview of the procedures we follow to ensure the safety of our students.

- School grounds: The week before school starts in August the entire staff cleans, repairs and inspects every square centimeter of the school grounds for safety. During the school year, the faculty arrives well before the start of school each day to survey the grounds, common areas and classrooms to ensure that everything is as it should be before the arrival of the children. Throughout the day the staff checks and rechecks for potential hazards.
- Staff training: All of our staff undergoes a thorough background and criminal history check, as well as fingerprinting before beginning work at SWMS. Fitness for duty, acuity of judgment, ability to act quickly and understanding of safety procedures are some of the qualities required of our staff (see details in Appendix 1). Throughout the school year child safety is the number one priority of the staff. We begin by reviewing and discussing every aspect of health and safety with the entire staff during set-up week. Classes in food handling are rotated with first aid and CPR training for every staff member. If a problem occurs it is dealt with and corrected at the following morning's staff meeting. The staff is trained to be ever watchful of strange people, cars, and potential hazards on school grounds (see Appendix 2 for more details).
- Student training: The first weeks of school are spent practicing health and safety rules in class. On the first day of school all Early Childhood and Elementary students practice whistle drills and walking the outdoor boundaries. These exercises are repeated throughout the school year along with periodic fire, earthquake and lock down drills (see Appendix 2 for details).
- Daily security check: Every morning by 9:00 am the entire campus has been inspected for potential hazards. At 9:15 am all security doors and the elevator are locked until 3:45 pm.

- File confidentiality: Only staff members have access to student records.
- Authorization: Students are only released to those authorized by the parent.
- Greeters: Rotating staff members are stationed at the doors as greeters each morning to welcome students and get to know the parents and others authorized to be on campus. Greeters are also stationed on the stair landings to make sure all students get to classes safely.
- Hall monitors: The doors to the third floor and the elevator are locked each morning at 9:15 am. The hall is a common area where teachers and students mingle. If a stranger appears in the hall the director is notified immediately. There are occasional events in the Santy auditorium that may overlap with school time. If so, hall monitors are placed and students do not leave classes without an adult.
- Goodbye: All students are expected to say good-bye to their teacher when leaving as an act of etiquette as well as to let the teacher know they are safely in the care of an authorized adult.
- Parking: Greeters are stationed at each door and at the playground gate between 9:00 am and 9:15 am each morning to facilitate dropoff. You are welcome to park your car in the parking lot and come in with your child if you'd like. There is no parking on 12th Street. When dropping off or picking up at the playground gate please pull up to the gate, stay in your car and a teacher will assist your child out of or into the car.
- Watchfulness: The faculty periodically reviews photos of local child sex offenders, as well as recalls and other safety issues in the news. There are a total of 145 pairs of eyes looking out for danger each day in school, the 140 students often helping point out small details the 15 adults may have overlooked.
- Lock down: Just as we rehearse fire and earthquake drills so do we have a plan in place for dealing with outside threats (see Appendix 2 for details).
- Security review: Periodic inspection of our facility and review of our procedures is conducted by the Park City Police Department, Park City Fire Department and Summit County Health Department to make sure that no detail is overlooked.

Appendix 1

(excerpts from our Employee Handbook)

Positions

This section includes job descriptions for the positions available at Soaring Wings Montessori School. In order to meet the needs of our students, employees may be re-assigned at any time. In addition, ALL Soaring Wings Montessori School employees must be able to perform the following essential functions.

Essential Functions - All employees must be:

- A. able to observe, see, hear and respond to children's needs, emergencies, and conflicts that might occur in a classroom, on a playground, in bathrooms, and in common areas
- B. able to lift 30 pounds from the floor to a waist high table ten times daily
- C. able to reach a child 30 feet away within 30 seconds without danger to the staff person's health
- D. able to crouch to a child's height, maintain eye contact at the child's level, sit on the floor, move from floor to feet several times each hour and stand tall enough to reach children on the highest piece of equipment
- E. able to determine cognitive, social and physical needs of children, and communicate in writing and verbally in the English language at a level that 95% of parents and other staff are able to understand and respond
- F. able to handle the stress, tension, and exasperation that contact with many children and parents bring every day

Position: Assistant
Reports to: Teacher

Work Inherent in this Position

- A. Rendering support to all programs and employees when necessary
- B. Assisting teachers in working with children and in obtaining supplies
- C. Providing assistance with individual lessons and lesson planning
- D. Supervising children on the playground, in the classroom, and on field trips
- E. Communicating information about children to the teacher regarding health, safety, problems, concerns, injuries, etc.
- F. Obtaining materials and supplies necessary for instructional activities
- G. Obtaining, serving, and cleaning up for snacks, lunches, parties, and other activities
- H. Changing diapers and soiled clothing as needed
- I. General housekeeping chores
- J. Maintain safe conditions at all times whether in the classroom, on the playground or on a field trip
- K. Shoveling snow and sweeping and de-icing steps and sidewalks
- L. Able to administer first aid when necessary

Behavior Standards

- A. Performing all work in accordance with the policies of Soaring Wings Montessori School
- B. Treating all parents, children and employees in a courteous and friendly manner
- C. Keeping any discussion of children's behavior confidential and sharing only with their teacher
- D. Bringing any concerns or problems to the attention of the teacher
- E. Making the emotional and social needs of the children the highest priority at all times.

Position: **Teacher or Director**
Reports to: **Executive Director**

Work Inherent in this Position

- A. Planning, meeting deadlines, and maintaining a positive work climate
- B. Supervising, training, and developing subordinates
- C. Measuring progress of students and staff and creating systems to improve, modify, and remediate
- D. Rendering support to all other programs and employees when necessary
- E. Maintaining records, communicating and keeping necessary written documentation
- F. Supervising and maintaining general housekeeping of assigned area
- G. Providing timely written and/or oral reports to the Executive Director outlining needs, problems, suggestions for improvement, strengths, weaknesses, etc.
- H. Supervising children and staff in accordance with the laws and regulations of all state agencies and policies of Soaring Wings Montessori School
- I. Reporting progress of children to parents and staff
- J. Serving in the absence of the Executive Director on a rotational basis with other qualified employees
- K. Maintaining appropriate and current classroom environment
- L. Maintaining safety in classroom, on playground and while on field trips

Behavior Standards

- A. Assisting Executive Director in orienting prospective and new clients
- B. Assisting Executive Director with curriculum system development, and overall supervision
- C. Assisting with telephone contacts and parent relationships
- D. Sharing with employees in like positions and with subordinates who report to this position all work described in writing
- E. Performing all work in accordance with governmental laws, state mandates and any other policies
- F. Conducting all contacts with clients, prospective clients, and other employees in a courteous manner

- G. Evaluating all work, systems and procedures, and reporting results to the Executive Director
- H. Using constructive methods for maintaining group control and individual behavior
- I. Exhibiting warmth, emotional stability and awareness of the emotional needs of subordinates and students at all times

Teacher Expectations

Selection of Employees

Employees are selected on the basis of their qualifications to fulfill established specifications for the job. General criteria include education, experience, mental capacity, physical ability, willingness to work in the specific environment, and ability to perform the essential functions delineated. We also look for the ability to empathize with the child on his level and not only meet his/her needs but spark his/her desire to learn. This ability along with an instinct for classroom manner is the essence of Montessori talent we look for in an employee.

Employee Documentation

Soaring Wings Montessori School requires that the following documentation must be on file and up to date for every employee. It is your responsibility to notify the Administrator when there are changes in any of the following.

Teachers

- A. Application
- B. W-4 Form
- C. Bureau of Criminal Investigation Report
- D. Pre-Employment Physical Report & Tuberculosis Clearance
- E. Fingerprints
- F. I-9 Legal Inhabitant Form
- G. Official transcripts
- H. Actual diplomas and teaching credentials
- I. Agreement and Acknowledgment of Receipt of Employee Handbook
- J. Agreement and Acknowledgment of At-Will Employment
- K. Agreement and Acknowledgment of Alternative Dispute Resolution Policy
- L. Two Copies of Driver's License
- M. Direct Deposit Request Form and Voided Check
- N. CPR/First Aid Certification
- O. Employment Agreement

Assistants

- A. Application
- B. W-4 Form
- C. Bureau of Criminal Investigation Report
- D. Fingerprints
- E. I-9 Legal Inhabitant Form

- F. Official transcripts
- G. Copies of diplomas and teaching credentials
- H. Agreement and Acknowledgment of Receipt of Employee Handbook
- I. Agreement and Acknowledgment of At-Will Employment
- J. Agreement and Acknowledgment of Alternative Dispute Resolution Policy
- K. Two Copies of Driver's License
- L. Direct Deposit Request Form and Voided Check
- M. Employment Agreement

Unacceptable Work Standards

- A. Disregarding instruction of supervisor or proper authority
- B. Failure to be courteous and polite at all times to other employees and clients
- C. Leaving classroom or job assignment during working hours without proper authorization
- D. Failure to observe work schedules including lunch periods
- E. Failure to observe safety rules and regulations
- F. Contributing to unsanitary conditions or poor housekeeping
- G. Inefficiency, lack of productive effort or other unsatisfactory work performance
- H. Unauthorized use of Soaring Wings Montessori School time, materials or equipment for personal activities
- I. Unsuitable or improper attire for the work situation
- K. Failure to report to work for three consecutive working days without proper authorization. Employees failing to provide this notice will be considered to have voluntarily terminated their employment
- L. Excessive number of absences or tardies
- M. Smoking on school premises, grounds or vehicles
- N. Soaring Wings Montessori School vehicles are only to be used for Soaring Wings Montessori School business. Personal use of Soaring Wings Montessori School vehicles is strictly prohibited

Confidential Information

In the employee's work at Soaring Wings Montessori School, s/he may have occasion to learn things, which are confidential. It is his/her ethical and legal obligation to consider all information as privileged and to keep such knowledge in strict confidence. Never discuss Soaring Wings Montessori School business, either inside or outside Soaring Wings Montessori School, where unauthorized people could overhear the conversation. Information regarding children, parents, and/or school employees is confidential and must not be shared with other parents or employees.

Right to Privacy

Soaring Wings Montessori School will not disclose salary, employment or personnel information to any agency, private or public, without written permission of the employee. Soaring Wings Montessori School will cooperate fully with federal, state and local legal entities that have rights to certain personnel data.

Telephone

Except in the case of an emergency, the telephone may only be used when children are not present. Personal calls must be kept short and to the point. Business calls must be handled in a courteous and professional manner and return calls must be made the same day received. When you leave a message for a personal call back, leave the school hotline (435.640.4858) or your phone number. If a person other than a prospective client contacts you and asks questions about Soaring Wings Montessori School, its employees, students or clients, do not answer their questions, refer them immediately to the Administrator (435.649.3626) and notify the Executive Director.

Cell phones and Pagers

Cell phones and pagers of Teachers and Assistants must be turned off during school hours.

Supervision of Children

Each adult employee carries responsibility for supervision of children when needed, not only in his/her own classroom but also wherever s/he may be on the school grounds. Such responsibility is not limited to time or areas of specific duty assignments.

Children Entering and Leaving the Classroom

Teachers are responsible for having their students in respectable order while in the building. Pushing, shoving, horseplay, shouting, etc., are not acceptable. Teachers are to dismiss the children in an orderly fashion and should remain with them until they have jackets, coats, material, etc., with them and can be released to another responsible adult. Children should not leave the classroom during class time without the teacher's acknowledgement. The teachers should use common sense and discretion in allowing children to leave, being certain that there is another adult responsible for the children's safety and supervision. If a stranger comes to pick up a child, keep the child in your presence until you have confirmed parental authorization to release the child. As a 'grace and courtesy' lesson as well as a safety measure, make certain that each child greets you upon arrival and says good-bye when departing.

Movement of Children

When children are moving from one part of the school to another, they shall be lined up and escorted in an orderly, quiet manner.

Impaired Parents

If you suspect that the pickup person is under the influence of drugs or alcohol and are concerned about the safety of the child, take the description and license plate number of their vehicle and report immediately to the Executive Director.

Safety

Every caution must be taken to guard against accidents involving children or employees. It is the responsibility of every employee to correct unsafe or messy conditions such as liquid, food, paper, extension cords, icy or sandy conditions, children's clothes, etc. If you are unable to correct them, report unsafe conditions and fire hazards immediately to the Executive Director.

Television/VCR Usage

You must clear usage with the Executive Director. We are opposed to cartoons, overuse of this equipment, repeated use and/or indiscriminate use. We feel strongly that we must teach the positive aspects of the media rather than the negative time-killing aspects.

Playground Rules

While on the playground, a teacher and at least one other adult must always supervise children. Do not take children out to the field without another adult to assist you. Children must put away toys and say goodbye to a teacher when leaving. They get one tub full of water to use. They may not pour sand down the window wells. Before you leave the playground make sure all toys are put away and the walks and stairs are swept. Adequate discussion with the children prior to going onto the playground about what is expected is essential. Walk the boundaries of unfenced areas and carry a whistle to remind the children when they are out of bounds. Different rules will apply to different age levels, and each teacher is expected to use common sense in determining these. If there is a question, check with the Executive Director.

Discipline

All students need to be provided with an understanding of school rules at an age-appropriate level. Emotional literacy and conflict resolution skills must also be taught at the child's level so that s/he can solve problems independently whenever possible.

When a child has broken a rule despite reminders s/he is asked to sit away from the group until his/her body is under control again. When the child returns to the group s/he should resolve any remaining problems. Occasionally a child 'tests' teachers and continues to ignore rules. Escorting the child to another room, finding him/her a seat and quietly inviting him/her to observe how carefully the children in that class work reminding him/her that s/he may return as soon as his/her body is under control is usually sufficient. In an extreme case the child may be removed from the classroom or playground and asked to sit out the remainder of the work period or play time. Before s/he rejoins the group s/he

should resolve any problems and agree to a method of solving any future problems. In the most extreme case, when a child has continually disrupted class and/or caused harm to another person or thing and all of the previous steps have been taken, the child may be expelled from school. This should occur only with previous agreement between teachers, Executive Director and parents.

When moving a child against his/her will be sure to hold him/her firmly by the shoulders or under the arms. Do not pull on hands or arms when directing him/her to a certain location.

Language

When speaking to children use positive messages such as, "Walk" instead of "Don't run!" Eliminate "No" and "Don't" from your vocabulary. Always speak to children respectfully using "I" instead of "you" such as, "I'm worried that the paint may spill" instead of "You're going to spill the paint!" Children enjoy learning new words. Avoid talking 'baby talk' with them. Avoid judging a child or his work. When he shows you a drawing say, "I see lots of blue" instead of, 'That is beautiful! or Good job!' We want the child to develop a feeling of confidence without needing validation from others.

Security of Classrooms

Upon entering the building each day make sure outside doors are unlocked. A security check must be conducted of the entire floor before 9:00 am. All security doors must be closed and locked at 9:15 am and opened at 3:45pm each day. All interior doors must be locked at the close of the school day. Exterior doors should be locked if no one else is in the building. If a stranger is present while security doors are locked, approach, ask his business and escort him out, or report him to the Executive Director.

CPR/First Aid Certification

Every teacher must be certified to administer CPR and First Aid to children.

First Aid Kits

A first-aid kit is located in the kitchen. First-aid kits should also be taken to the playgrounds and on field trips. Make certain you know where these kits are located so that you can provide timely first aid in the event of an injury.

Child Abuse

You are required to report any suspicions of child abuse (i.e. - physical, verbal or sexual) to the Executive Director immediately.

Background Checks

In order to guarantee that Soaring Wings Montessori School is making every effort to hire qualified, trustworthy, and safe employees, Soaring Wings Montessori School may employ an agency that will have the capability to check

references, social security numbers and educational background in addition to the processing of fingerprints.

Smoke Free Workplace

Smoking is not permitted in the school building, on the school grounds or in school vehicles

Security of Children

Workplace violence has become a major issue in America. A private school could become a target/victim of this terrible epidemic of violence.

Child custody cases, contested divorces, and domestic violence could all spill over into a school. Given this reality, Soaring Wings Montessori School will make every effort to provide a safe workplace and these guidelines are established.

- A. Employees must be keenly aware of their environment and persons who have entered the facility. Anyone who is not recognized should be questioned regarding the nature of their visit. Strangers should be escorted to the door. Inform the Executive Director immediately. Local police will be called, if necessary.
- B. All employees must be familiar with and adhere to the rules for releasing children. Persons picking up children must be authorized by parents/guardians. Identification will be asked of all persons picking up until they are known by the employees. The Executive Director must be consulted if there are questions, conflicts, or problems.
- C. Employees should report any unusual incidents and/or any conflicts between parents or any adults that are seen, overheard, or reported to them by others to the Executive Director. This information is to be treated confidentially.

Emergencies

In the event of an emergency, call 911 immediately.

Accidents

When a child is injured, administer first aid and notify the Executive Director as soon as possible. If the Executive Director determines that an accident report is necessary, the supervising teacher will be responsible for completing it. The supervising teacher is also responsible for notifying the parent/guardian.

Sickness

If a child becomes sick while at school (vomiting, fever over 100 degrees F, diarrhea, etc.), call a parent/guardian for immediate pick up. If the child complains of illness but exhibits no symptoms, consult with the Executive Director before calling parents.

Fire

If the fire alarm sounds:

- A. Have the children leave by the designated exit in a quiet, orderly manner following the assistant.
- B. Close all doors.
- C. Take your class roster, a cell phone and evacuation kit.
- D. The teacher is to leave the room last to insure all others have left safely.
- E. Outside, the children should cluster in the predetermined area and roll call taken to insure everyone is present.
- F. When the Executive Director determines the situation is safe, the students may return to their classrooms.

Earthquake

The first indication is a tremor.

- A. Move into the hallway and sit against the walls
- B. Wait until the tremor has subsided.
- C. Follow the Fire Drill procedure.
- D. If having an outdoor activity, assemble in your designated area.
- E. Stay away from buildings and wiring.
- F. Wait for directions from the Executive Director.

Lockdown

If you become aware of a dangerous situation notify the Executive Director immediately. If deemed necessary a lockdown will be ordered.

Lockdown level green

If strangers are present in the hall an adult must escort all children.

Lockdown level yellow

If there is danger on school grounds:

- A. Evacuate all students & teachers to auditorium stage behind the screen, taking your evacuation kit, class roster and a cell phone.
- B. Lower screen, if necessary.
- C. Close stage doors and turn back-stage lights off.
- D. Keep backstage hallway clear so that emergency personnel can enter through west doors.
- E. Executive Director calls 911.
- F. Executive Director checks bathrooms & office.
- G. Teachers leave classrooms last; take roster notebook & cellphone and close doors.
- H. Executive Director closes and locks main auditorium doors.
- I. Be quiet and wait on stage for all clear or evacuation through west doors.

Lockdown level red

If there is imminent danger within the school the signal will be three whistle blasts.

- A. Lock classroom doors.
- B. Move children under tables and away from windows. Call 911.
- C. If outside, blow your whistle three times and move children to safety.
- D. Call 911.

Blood Borne Pathogen Policy

In 1992, the Federal Government passed laws and policies to protect employees who might be exposed to blood and other body fluids in the course of their work. The driving force was contagious diseases and their spread. These laws, policies, and standards are to be governed by the Occupational Safety and Health Administration (OSHA) at the Federal level and/or the State OSHA Department. All employees may be exposed to blood or other potentially infectious materials. The following precautions must be taken in order to protect our employees and students.

- A. Plastic bags are available and must be used for diapers, diaper wipes, and paper in all changing areas.
- B. Latex gloves are available and must be used.
- C. Hand washing facilities are available near all diaper changing and bathroom areas and must be used.
- D. There must be complete separation from changing areas and food/drink storage.
- E. All diaper changing areas will be cleaned and decontaminated daily and after each diaper changing procedure.
- F. Laundry contaminated with blood or other body fluids must be put in plastic bags, sealed, and returned to parents with notification.

Mailing Procedures

In order to protect the school and the privacy of our parents, students and faculty, we do not release postal or email address lists. We also need to make certain that all mailings are related to school business and reflect the highest level of quality and professionalism. If a teacher, parent or SWEF officer would like to send a mailing to our parents and/or faculty, they should follow the procedures below.

Email – Send the email to bruce@soaringwings.org for review and forwarding.

Appendix 2 – Health and Safety (Excerpts from our School Operations Syllabus)

1. General Health and Safety

In preparing your classroom please check to make sure the following items are taken care of before children arrive.

- Electric outlets covered
- Cupboards containing dangerous materials latched
- Extension cords tucked away
- No sharp angles projecting into children's path
- All furniture is sturdy
- Activities appropriate for age of students
- School grounds safe from ice, broken glass, electrical wires, etc.
- All lights switched on
- Plan sheet/roster up to date with names of students. Take this with you to dismiss children so none are overlooked. Head teachers should leave a copy with assistant when they go out to dismiss.
- We must have completed release forms before a student can visit a class without a parent present.
- We cannot accept visiting friends and family of students or staff in class due to liability, space restrictions and normalization considerations.

When moving your class from one point to another:

- Take a head count.
- Keep one adult at the front and one at the end of the line.
- When one adult is moving a group of children the adult should lead, stopping frequently to make sure all are following.
- Do not allow children to race ahead.
- Recount after arriving at destination.
- When turning class over to someone else, give the new adult the head count.

Universal signals

- Door closed, lights on = class in session
- Door open, lights on = class in transition
- Door open, lights off = class is closed, but teacher is on campus
- Door closed, lights off = class is closed, teacher is off campus

General health and safety measures

- Never leave a child unattended.
- By 9:15 am doors are closed and locked. An adult should escort new students to the restroom. An older student can escort Young Early Childhood students. Because we occupy a public building there will be times when the Santy auditorium is in use during school hours. Usually we receive advance notice, but not always. When strangers are in the hall, assistants must escort all children to restrooms.
- Students must “pass off” the use of any potentially dangerous material such as vegetable choppers, scissors, needles, the microwave, etc.
- Assistants and helpers must “pass off” any new routine or equipment.
- Begin the year with a hand washing lesson and review it from time to time
- Remove articles that have been mouthed and wash them in hot soapy water and sanitize.
- Wash food prep work, snack trays and lunch dishes every day in hot soapy water and sanitize.
- Monitor food prep work and remove utensils that have been licked or foods that have been contaminated.
- Empty dirty water buckets at least once per class period.
- Disinfect tabletops and door handles every day with bleach.
- When a student becomes sick during school disinfect the entire classroom.
- When a child becomes sick or has an accident in class, take care of the child first, but close off the area until someone can clean and disinfect it.
- Likewise, when there is broken glass in the classroom, first cordon off the area to keep the children safe, then work on cleaning it up.
- Isolate a sick child as much as possible and call someone to pick him up. “Sick” means fever over 100 F; vomiting; diarrhea; red, goopy, itchy eyes or persistent coughing. Check with the Director if you’re not sure whether or not to send a child home.
- When a child in your class has something particularly contagious like head lice, chicken pox or pink eye inform the Director so she can notify other parents and teachers. Know the symptoms and incubation period so you can tell parents what to look for.
- Wash your hands frequently, do not touch your face and do not eat class snacks once they have been exposed to the children.
- Review class roster for allergies (bee stings, nuts, dairy, mammal hair).
- Enforce rules whether or not the child is in your class and wherever they might be on campus, including the men’s room.
- Enforce the rules tactfully even if the parent is present.
- Go over the following points with students at the beginning of the school year and review them periodically throughout the year.

2. Student Safety Points

Student Safety at School

- Always use walking feet in the classrooms, halls, stairs and when in line.
- Remember to use inside voices at all times inside the building.
- Keep feet on the floor at all times.
- Keep the four feet of the chairs and tables on the floor.
- Always use careful hands.
- Always tell a teacher when you go to the bathroom.
- If a stranger asks you questions, tell a teacher right away.
- If you see a stranger in the hallway or bathroom, tell a teacher right away.
- Always say goodbye to a teacher when you leave school.

Student Health and Hygiene

- Story of Black Plague
- Always wash hands after going to the bathroom, blowing nose, touching an animal and before eating.
- Cough or sneeze into a tissue or the crook of your elbow.
- Use a tissue to blow your nose.
- Only food and drinks go into your mouth.
- Practice choosing healthy foods from the food pyramid.
- Take a bath every day.
- Sleep for 10 hours every night.
- Go outside and run and play every day.

Student Street Safety

- Always wear your seat belt in the car.
- Never cross a street without a grown-up (or permission).
- If someone says, “don’t tell your parents”, tell them right away.
- If a stranger tries to grab you, yell, “You’re not my parent! Let me go!!”
- If you are lost, look for a mommy with children to help you.
- If you are lost outside, stay by the biggest rock or tree.

Student Fire Safety

- Know two ways out of every room in your house.
- Know where to meet your family outside if there is a fire.
- If you are in a burning house, yell, “Fire!” and get yourself out fast.
- If the door is closed, feel it. If it is hot, don’t open it.
- If the room is smoky, “stay low and go”.
- If your clothes are on fire, “stop, drop and roll”.

- Once you are safe, call 911. Know your whole name, phone number and address. Don't hang up until the operator tells you to.

Student Earthquake Safety

- If you feel an earthquake move quickly away from windows and anything that can fall on you, like trees and telephone poles.
- Get under a doorway, a strong table or next to a wall until the earthquake stops.
- After the earthquake, be careful of broken glass and things that have fallen, like electrical wires.

Student Lockdown

- If there is danger outside of the school we will walk into the auditorium and sit quietly back stage until the danger has passed.
- If there is danger within our school we will lock ourselves in and take cover under the tables away from the windows.

3. Playground Safety

- Before the children arrive, go to the playground and pick up trash and toys, prepare activities, fill in puddles, spray area if dusty, de-ice slippery spots, sweep/shovel walks, fill tub with clean water. Greeters may need to shovel steps. Outdoor areas should be as carefully prepared as the classrooms.
- Elementary & Early Childhood: There should be one adult for every ten students present with at least two adults with children at all times.
- Toddlers: There should be one adult for every five students present with at least two adults present at all times.
- One teacher needs to stay on the sidewalk to greet Toddler students and to dismiss Early Childhood students to keep cars moving along 12th Street.
- The other teachers need to spread out on the playground so all areas can be monitored.
- Shoes must stay on feet unless the temperature is above 70 degrees F.
- Encourage the students to water the garden, plant seeds and bulbs and tend the compost. They can also scrub toys and sweep/shovel the walks.
- Hammering is a one-person work.
- The tub can be filled with water once/play period.
- Be considerate of neighbors (no unnecessary noise).
- Rocks, sand, snow and stick stay on the ground.
- Make sure all toys are put away in proper places before leaving.

- Leave walks swept/shoveled, garden watered, garbage empty, broken toys removed, activities prepared for next class.

4. Reading Garden Safety

- Always have your whistle and a watch with you. (Review signals with the children: 1 = come back, out of bounds, 2 = line up, 3 = warning/emergency, come to teacher immediately).
- Walk boundaries of Reading Garden on first day of school with whole class.
- Feet must stay out of garden.
- Plants must be respected.
- Zen stones must stay in the Zen Garden.
- Chalk is not allowed in the Reading Garden.
- Trash should be picked up before leaving.

5. North Field Safety

- Always have your whistle and a watch with you. (Review signals with the children: 1 = come back, out of bounds, 2 = line up, 3 = warning/emergency, come to teacher immediately).
- Walk boundaries of field on first day of school with whole class and whenever a new student joins your class.
- There should be one adult for every ten children with a minimum of two adults outside with a group at all times.
- Teachers must spread out so all areas can be supervised at all times – at door, hill and benches.
- Children must check with a teacher and be escorted to the bathroom.
- Plants must be respected. Only designated trees may be climbed.
- Tree climbing rules:
 - If a branch gives under the child's weight it is not strong enough to be climbed.
 - The child must be able to climb the tree unassisted
 - The tree, like all plants, must be respected – leaves, flowers and branches must remain on the tree.
- Trash should be picked up daily.
- Note mowing/ChemLawn schedule and plan alternative picnic site. The City is usually cooperative in scheduling these services.

6. Lunch Time Health & Safety

- Make sure your group has made it safely and happily through the transition before turning them over to someone else. Give the head count and any pertinent issues such as injuries or missing lunches to the next person in charge.

- Make sure the children have a lesson on lunch procedure on the first day of school. This should include the following;
 - Outdoors – Washing hands, lining up, sitting on a picnic cloth, excusing, what to do with trash, what to do with lunch box.
 - Indoors – Washing hands, setting places, keeping lunch box under chair, excusing, how to wash dishes, how to clean place – sweep crumbs on table, wipe sticky spots, sweep crumbs on floor.
- Make sure each child washes his hands before eating.
- If a child has no lunch, first check cubbies and backpacks, then call the parents. If all else fails there is usually peanut butter and crackers in the kitchen.
- Everyone must sit down while eating and should stay seated for at least 20 minutes..
- Table setting routines vary from class to class.
- Remember what each child is eating so you can help them to be responsible for picking up wrappers and leftovers.
- Everyone must use good table manners.
- Encourage children to take at least one bite for each year of age. (If they really don't like the food, encourage the child to pack something different next time. You may want to mention this to the parent or put a note in the lunch box e.g., "Johnny doesn't seem to like liver sandwiches. Could you help him choose something different? Thanks." We want to encourage *the child* to be responsible for packing and eating his own lunch.)
- Each class will review the food pyramid at the beginning of the school year and take home their own copies to refer to while packing their own lunches. Help the children identify which food groups are represented in their lunches and encourage them to make their own choices.
- Soda, candy and gum are not allowed in school. If a child brings these things they should be kept in the lunch box "until after school" or confiscated. "Confiscated" means they don't get them back.
- Generally, a child should eat the healthy portions of his lunch before sweets. Children should be able to eat their lunch without having to ask, "May I eat this now?"
- Excusing: Children should remain seated for at least 20 minutes. Those who are done then raise their hands to be excused. This means you decide if they've eaten a reasonable amount of healthy food, discuss what to do with leftovers and excuse them to begin cleaning up. Be sure to check when they are done and make sure the picnic area/floor, chair and table are free of crumbs, wrappers and sticky spots. The child may need to wash her face as well. When lunch spaces are clean and lunch boxes are stowed neatly, students can begin getting ready to play outside.

- Make sure children throw away yucky stuff like banana peels and half-eaten yogurt. They should save edible things like sandwiches and bags of carrots for a snack on the way home.
- Students should take turns taking tablecloths and picnic cloths home for washing. List this on your class job chart and have a back-up set ready in case the laundry doesn't come back on time.
- Make sure your picnic cloth bag also contains first aid supplies, extra spoons, napkins and wipes. Don't forget your whistle and watch.
- Food issues tend to arise as a result of a power struggle. Let the reluctant eater know it is his choice whether or not to eat his lunch but once lunchtime is over there will be no further opportunities to eat until after school. Make sure the head teacher is aware of the developing situation.
- Those in charge of lunchtime should meet with children the first week of school to discuss lunchtime expectations. A lesson on cleaning procedures should be included. A lunch job chart may be helpful for clean up. This will help students to see lunch monitors as leaders and understand how to get things done. For some, this will be the first time they've been asked to sit down while eating, use manners and clean up after themselves.
- Generally, children need to be made aware of expectations and how to meet them. You provide control of error but let the children see the choices as their own. The less control that is exerted over lunchtime the happier everyone will be. Once children understand rules they should be left to enjoy their lunch without an adult hovering over them. Straighten shelves, polish wood or dust so you can be involved in your work while the children enjoy their own work – eating lunch.

7. Field Trip Safety

- Every child must wear a SWMS shirt. Teachers and assistants must wear a shirt, hat, jacket or nametag to identify themselves to students as well as to others.
- Teachers should bring the class roster with medical releases, a first aid kit, a change of pants, a snack, their whistle and a master list of drivers and children.
- Teachers should leave a note on the classroom door telling where they went, when they'll return and how to contact them.
- Make sure everyone understands what to bring. Children may need a sack lunch. Parents should bring a cell phone, a first aid kit, a change of pants, a water bottle, a bag to carry lunches in and a list of the children of whom they are in charge.
- Children need to walk with partners so they can help keep their partner safe.
- Each child will stay with the adult who drove them ("Mama Duck").

- Discuss specifics of trip with children such as what to touch/not touch, questions to ask (define “question”), special manners required.
- Discuss what to do if lost;
 - Stay where you are – if outside stay by the biggest tree or rock.
 - Look for a mommy with children to help.
- When crossing a street the lead adult needs to stop and wait for the entire group to be ready. The lead adult can stop traffic or wait for a suitable gap before leading the class across.
- When returning to school be wary of children wanting to run across the street or parking lot to their waiting parents. Return well before pick-up time to avoid this problem.

8. Fire Safety

We will practice a fire drill at least once during the school year. Be sure to review the routine with the children and sound the smoke detector in class so they'll know what it sounds like.

- Review Fire Safety (see “General Health and Safety”) with class.
- When alarm sounds children need to put on shoes (and coats if necessary) and line up at door.
- Assistant leads class out to north field.
- Head teacher is the last one out and is responsible for checking to make sure all children are out, grabbing the plan sheet, class roster and a phone if handy and closing the door.
- Once outside Head teacher takes role.
- Once all students are determined to be present the assistant can go back in to help the toddlers down the stairs.
- Director checks bathrooms, grabs evacuation kit and closes doors.
- Once fire fighter or Director gives “all clear” teachers may lead children back inside.

9. Earthquake Safety

- Review with class what an earthquake is.
- Review earthquake safety (see “General Health and Safety”) with class.
- The signal for an earthquake drill is a rattle sound.
- When you hear the rattle student lead the class into the hall and sit down close to the wall.

10. Lockdown

- Review lockdown safety with the class (see “General Health and Safety”).
- Lockdown level green: Strangers are present in the hall.
 - Children must not leave the classroom without an adult.
- Lockdown level yellow: Potentially dangerous activity on school grounds.
 - The signal for yellow lockdown is the sign for “lock down”.
 - When you see the signal, have the class line up quickly, walk into the auditorium and sit down quietly back stage.
 - The last teacher in should close and lock the auditorium doors and put the shades and screen down.
- Lockdown level red: Immediate danger within building, such as strangers with gun.
 - Signal for red lockdown is three whistle blasts.
 - When you hear the signal inside lock the classroom door and move the children under the tables away from the windows.
 - When you hear the signal outside, blow your own whistle three times, and move the children to safety.