



Safety Plan

Pelham Road Campus

I. General Security

a. Teacher Responsibilities

- Never release a child with out a Check-out slip.
- Notify Coach or Staff Member of any suspicious activity (person loitering in hall, etc.)
- Male volunteers are not allowed to change diapers.
- Male volunteers should avoid being in a room alone with a child.
- During Big Group, only female volunteers should escort children to the bathroom.
- Be mindful of age- and context-appropriate contact.

b. Welcome Team Responsibilities

- Verify photos when asked to check-out a child
- Monitor hallways and main entrance for suspicious activity
- Ask all students and adults to leave building during service times unless they are serving somewhere
- When possible, escort new families to classrooms

c. Staff / Coach Responsibilities

- Monitor hallways and main entrance for suspicious activity
- Ask all students and adults to leave building during service times unless they are serving somewhere

Please refrain from bringing peanut products into the Children's Center.

2. Well-Child Procedures

a. Exclusion Symptoms –

Children with any of the following symptoms will not be accepted into a classroom. If a child develops any of these symptoms after check-in, the parent will be paged to retrieve their child.

- **Fever** (Child must be fever-free for 24 hours.)
- **Vomiting or diarrhea.**
- **Runny nose with green or yellow mucus.**
- **Skin rash of any kind.**

b. Preventative Methods –

- **Hand Washing**
 - After changing diapers, wiping noses, and cleaning up messes.
 - After using the toilet.
 - Before eating or drinking.
 - Wash the children's hands for them if they are too young to do it for themselves.
- **Diaper Changing**
 - Only female volunteers can change diapers.
 - Gloves must be worn each time a diaper is changed.
 - Disinfect the changing table in between each child.
 - Never leave a child unattended on the changing table.
- **Disinfecting Hard Surfaces**
 - Spray disinfectant spray (Citrace) on all hard surfaces (toys, swings, rockers, cribs, tables, chairs, etc.) at the end of each service.
 - Clean toys that have been in a child's mouth before letting another child play with them.
 - Wipe down all counters and door knobs with Clorox wipes at the end of each service.
- **Cleaning Soft Surfaces**
 - Place all sheets (snack sheets and cribs sheets) outside room at the end of each service. These will be collected and washed.
 - In Nursery rooms, use hand-held vacuum to remove any snack crumbs from carpets.
 - Place any soiled clothing in a plastic bag for parents to take home at the end of the day.

3. Medical / First Aid

a. Injury

- Send another adult or student helper to notify your Coach immediately. Do NOT leave your class unattended.
- **First Aid Kits are located in the following locations:**
 - Workroom on each hall
 - 1st Floor Welcome Desk (closest to Preschool Hall)
 - 3rd Floor Welcome Desk
 - Horizon and Summit Quest Rooms on 3rd Floor
- Put on gloves before treating any bleeding child.
- Do not pick up a child who has fallen and is not moving.
- If severe injury, have Welcome Team page medical professional (#9999) immediately and call 911 when appropriate.
- Notify parent by either paging during service or at check-out.

b. Allergic Reaction

- Minor – Hives, itchiness, splotches, etc.
 - Only parent, legal guardian or medical professional is allowed to give any medicine.
- Urgent – Breathing problems
 - Call 911 immediately, page medical professional (#9999)
 - Only parent, legal guardian or medical professional is allowed to give any medicine.

4. Building Evacuation

a. Teacher Responsibilities

- Count children before leaving the room and recount when outside
- Take all check-in slips with you to help identify parents
- Follow map posted in classroom for exit route
- Have your class sit together in the following areas:
 - **Nursery = Playground**
 - **Elementary = Parking Lot behind Children's Center**
 - **Preschool = Parking Lot on right side of Children's Center**
- Never re-enter an evacuated building

b. Welcome Team Responsibilities

- Page staff (#0000)
- Pull nearest fire alarm if not done previously
- Grab walkie-talkies and give to staff and coaches
- Assist in Nursery Hallway
- Never re-enter an evacuated building

c. Staff / Coach Responsibilities

- Staff member - Call 911 and report incident
- One staff member should look for emergency responders and advise of situation when they arrive
- Coaches - Notify all classes of evacuation and direct them to nearest exit
- Coaches - Confirm that all rooms and bathrooms have been evacuated
- Staff / Coaches - Have 2-3 people at front and back doors to direct volunteers and children
- Staff / Coaches - 1-2 people at each side of building to direct classes as they go to their designated spots

5. Severe Weather

a. Teacher Responsibilities

- **1st & 2nd Floor classes – move to interior hallway**
- **3rd Floor classes – move to The Lodge on 2nd Floor**
- Count children before leaving room and recount when re-grouped in designated area
- Take all check-in slips with you to help identify parents
- Wait for instructions from Coach or Staff member before returning to classroom

b. Welcome Team Responsibilities

- Page staff (#0000)
- Turn on weather radio (*located at 1st Floor Welcome Desk on Preschool side*)
- Grab walkie-talkies and give to staff and coaches
- Assist in Nursery Hallway

c. Staff / Coach Responsibilities

- Coaches – Notify all classes of situation and direct them to move to designated area.
- Coaches – Confirm that all rooms and bathrooms have been evacuated.
- Staff – Monitor situation and give all-clear when able to return to classes.
- Coaches – Notify classes when it is safe to return to classrooms.