



**WILLAMETTE KIDS**  
Child Development Center



www.WILLAMETTE.KIDS | 2500 W 18<sup>TH</sup> AVENUE, EUGENE, OR 97402

# **Willamette Kids Child Development Center Parent Handbook & Emergency Plan**

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Edited 1/08/26  
DMB

## **History (40+ Years of Building Strong Foundations)**

Willamette Kids Child Development Center is an early childhood educational ministry for children ages 2 to 5 and school-age care up to 12 years old. This ministry is a department of Willamette Christian Center, an Assemblies of God church, which was established in 1941 as a preschool ministry and added the Christian School in 1980. Now, after more than forty years of service and development, Willamette is known as a premier Christian Child Development Center in the greater Eugene/Springfield area.

## **Mission Statement**

Willamette Kids Child Development Center exists as a ministry of Willamette Christian Center to provide a nurturing, comprehensive, High Quality Early Childhood program from a Biblical, Christ centered perspective. By partnering with families, the center will inspire students to develop love and excitement for lifelong learning.

## **Purpose**

Our purpose is to educate the “whole child” by providing activities for mental, physical, spiritual, and social growth in a Christ-centered atmosphere.

**And Jesus grew in wisdom (mental)**

**And in stature, (physical)**

**And in favor with God (spiritual)**

**And man, (social).**

*Luke 2:52*

## **Goals**

Our goal is to provide a well-balanced program through play and creative activities that allow each child to develop at his/her own rate.

### ***Mental***

To develop feelings of competence and satisfaction in the mastery of new skills.

To build positive attitudes toward his/her education for the present and future.

To help the child develop a sense of responsibility.

To stimulate the child’s curiosity, imagination and contribute to his/her development of ideas and concepts.

To encourage growth in the child’s critical thinking skills

To teach the basic early childhood educational program (science, social science, language, literature, math, music, art & play) in a developmentally appropriate way.

### ***Physical***

To protect the health and safety of the child and help him/her to develop physically.

To encourage the development of large motor skills.

To introduce the use of fine motor skills.

To help the child learn good health habits.

### ***Spiritual***

To provide an atmosphere and program in which children are learning to live a Christ- like way of life.

To help the children develop a love for others.

To help the children develop a love for God.

### ***Social***

- To help the children understand turn taking, patience and learn social cues.
- To help the children become aware of their feelings and acknowledge the feelings of others.
- To help each child develop a sense of self-acceptance.
- To provide an environment that will foster a sense of security in each child.
- To help the children learn to feel accepted by his/her teachers and peers.
- To help each child express himself/herself and release hostility and tension in acceptable ways.

### **Philosophy**

We believe that God created each child as a special and unique person. Each child can achieve their full potential through encouragement and being challenged when guided with love and patience. We believe that children learn through play. Play promotes self-expression, a time to explore and discover, and provides crucial opportunities to develop social skills. All by meeting the individual needs of each child. We believe everything the child experiences is a potential learning opportunity, and we are intentional about providing those experiences. Our goals include providing a foundation that fosters the growth of each child's mind, body, and spirit in a supportive, nurturing environment. All while ensuring every child should have a well-balanced preschool experience regardless of social, racial, cultural, religious, or economic background.

### **Staff**

Each staff member is carefully selected for their desire and love to work with your children. Each staff member meets the education required by Oregon Department of Education Early Learning Division and exemplifies a high standard of Christian teaching skills. Teacher/Child Ratio at Willamette Kids Child Development Center is State Licensed to have 15 students in each classroom, with one head teacher and one second teacher.

### **Daily Program**

We offer an enriching hands-on play-based program. We use Bible Engagement for our Bible curriculum along with seasonal themes. We take cues from what the students are interested in and utilize observation techniques to determine these trends and desires. We believe a comprehensive program includes, but is not limited to: Music, Art, Dramatic Play, Language, Pre-math skills, Fine & Large motor skills, Science & nature, Reading readiness and Circle Time. All these areas are experienced daily through play and teacher-led activities.



### **ADMISSIONS POLICIES**

Willamette Kids Child Development Center sets high standards for its students and encourages them to take risks and grow in their experiences. We encourage independence and support the physical and spiritual growth of every child.

Once a class is filled, those desiring admission may place their name on the waiting list. Families that have completed the application package and paid their fees will be called first as space becomes available. If no space becomes available, families will be contacted, and a decision will be made to remove the students' name or keep them on the wait list until a time when space is available.

Willamette Kids Child Development Center reserves the right to refuse admission and/or withdraw students not meeting the Philosophical, Spiritual or Behavioral standards of the school after appropriate measures of intervention have been taken in accordance with HB2166 and SB236 and the ECB program.

### **Admissions Probationary Period**

All preschool students are enrolled with a 30-day probationary period in which the preschool teachers and Preschool Director shall determine if they are ready for the program.

Readiness shall include:

1. Teachers will work with you and your child with a goal to separate from the parent without an extended time of emotional discomfort: typically more than 30 minutes.
2. The child must be mostly potty-trained for enrollment in Fawns & Owls (3–5 year-olds). We know accidents do happen on occasion. Should a child have more than three accidents during the probationary period, staff will meet with family to determine a game plan. This does not apply to the toddler classroom (Hedgehogs).

### **Changes in Enrollment**

Parents shall adhere to the enrollment schedule they selected on the original contract. Trading of days shall not be allowed. There are no deductions or refunds for absence from school.

Occasion may arise in which the parent/guardian desires to change the student's enrollment schedule. All permanent changes are subject to classroom availability. A new enrollment contract must be completed, and appropriate fees paid before the schedule change will be allowed. One schedule change per academic quarter shall be allowed at no charge.

### **Withdrawal & Refund Policy**

Tuition is a yearly fee and staff members are contracted based on that fee. Therefore, the yearly budget is dependent on full tuition. We cannot refund any tuition for illness, vacations or school holidays.

Refunds will be given for the following reasons:

1. Withdrawal of child from preschool. A thirty (30) day notice must be given to preschool Director. Refund of payment will be mailed to last known address within 10 days.
2. Termination of child from the preschool program by the preschool Director in accordance with ECB program. Refund for prepaid remainder of school year will be mailed to last known address within 10 days.

### Withdrawals

(30) Days' notice must be given if you plan to withdraw your child from the program. A child may also be dismissed after 1 month of non-payment and failing to contact the director with a payment plan.



### **Lunches Brought from Home**

Willamette Kids Child Development Center does not provide lunches. Each parent is responsible for sending a bag lunch for their child that doesn't require preparation. Microwaved re-heating is OK. Lunches brought from home must contain the following:

1. One serving (1/2 oz) of grain
2. One serving (1/4 cup) of vegetables
3. One serving (1/4 cup) of fruit
4. One serving (1-1/2 oz) of protein

WKCDC will provide one serving (3/4 cup) of milk to every child for lunch. WKCDC will provide a morning and afternoon snack to every child each day following the guidelines required by the USDA. Willamette Kids CDC will provide a component if one is missing from a child's lunch and a note will be sent home with notification to remedy the need in the future.

### **Snacks**

Snacks will be provided daily for your child. A list of school appropriate snacks will be posted in each classroom, and one will be sent home.

Per state requirements 2 of the 4 food groups must be served in the following portions:

- Milk (1% or Fat Free, ½ cup per child)
- Vegetable or Fruit/100% fruit juice (1/2 cup per child)
- Bread/bread alternatives (1/2 slice or 1/3 cup dry cereal, or ¼ cup cooked cereal/pasta per child)
- Meat/meat alternatives (1/2 oz. per child).

### **Birthday Treats**

We love celebrating children! Often a child likes to bring in a small treat to share with classmates on their birthday. The Public Health Department does **not allow home-baked goods** to be served; these must be store bought.

Invitations to personal parties not involving the entire class may not be handed out at school so that those who are not invited do not feel unjustly treated. Digital invites can be sent to the Director who can send them to individual parents or whole classrooms.

### **Rest Time**

Rest time is a state requirement for all preschool aged children. We cannot make exceptions. We will have all children 5 and under participate in a rest period for at least 20-30 minutes then if they are still awake they'll be given a quiet activity on their cots while other children sleep. Nap time is typically between 12-2:30PM depending on the classroom.

1. Please place all your child's nap items (small pillow, blanket, small stuffed animal) in a backpack or bag that is left at the school during the week. Place an extra pair of clothes in a Ziploc bag in their backpack to keep at school.
2. Please take nap items home every Friday to be washed.

### **Toys from Home in the Classroom**

A child's personal toy or item should only be brought to school on Show-and-Tell day which is typically Thursdays. Please put some identifying information on it if possible. WKCDC assumes no responsibility for items brought from home.

### **Lost and Found**

All lost and found articles are kept in a designated area in the lobby of the preschool. Parents should check from time to time for missing items. Please label all items of clothing, such as coats, sweaters, etc., that children will be using at school. Any unclaimed items will be donated to a charitable cause. Once again, the school assumes no responsibility for personal property brought to school.



### **PARENT EXPECTATIONS**

Parents and guardians of students enrolled at Willamette Kids Child Development Center are expected to always lead in positive behavior and attitude, both on and off campus. Children of parents and guardians who fail to meet these guidelines may be withdrawn from the program at the discretion of the Director in accordance with Certification Standards.

#### **Parents and guardians also have behavioral expectations:**

- Support the preschool staff and leadership with prayers, cooperation, and financial faithfulness.
- Set a Godly example in the home, on campus and in the community, evident in discretion of speech, behavior, and dress.
- Encourage children in areas of respect, obedience, responsibility, orderliness, punctuality, and positive attitude.
- Support the preschool in the community, church, and social circles.
- Participation in child(ren)'s education, both at home and by serving at preschool when possible.
- Support the policies and discipline of the preschool, addressing concerns through proper channels and never in the presence of children.

#### **Parent expectations regarding financial responsibility:**

Parents may choose which payment method best suits their family, either paid-in-full or payment plans over 10-12 months. All monthly plans are due on the 10<sup>th</sup> of each month, any balance remaining after that day is subject to a late fee. Please refer to the Tuition Contract for more specific payment information.

If an account becomes 30 days past due, the child will be disallowed from attending preschool until the balance is paid in full. Only 3 withdrawal notices will be sent during the school year. After 3 notices, the family may be asked to leave Willamette Kids Child Development Center. If an account is past due after many attempts at communication and billing, the account will be turned over to a collection agency.

WKCDC operations rely on the faithfulness of parents to pay tuition on time. If an occasion of financial difficulty arises, communication with the Business Administrator and/or the Preschool Director is strongly encouraged.

#### **Conflict Resolution Guidelines:**

Expectations and perceptions may, at times, come into conflict. At WKCDC we have specific requirements for conflict resolution which all families are expected to follow.

1. Request a meeting with your child's teacher. The teacher will work to bring resolution.
2. If the situation is still not resolved, request a meeting between you, teacher, and the Director. The Director's decision for resolution will be final.

### **Drop-Off and Pick-Up**

Children will be dropped off and picked up at their classroom or on the playground. Responsible parties must sign children in and out every day.

We will not let the child leave the premises with any person NOT authorized by phone call or written note from parent, or whose name is not on the emergency card. This person will also be required to present a picture ID. The doors to the preschool open at 8:00 AM and are closed and lock at 8:30AM. Please have your child here on time as to not disrupt the daily activities of their class. Morning meetings will begin at 8:45.

Parents are required to be prompt at dismissal time 5:30PM daily to pick up their children or A LATE FEE OF \$15 WILL BE CHARGED TO THE NEXT TUITION STATEMENT. LATE FEES ARE BASED ON A SCALE OF FIVE (5) MINUTE INCREMENTS OF TIME.



### **FOUNDATIONAL PRINCIPLES FOR OUR DISCIPLINE POLICY**

- Children have the right to an education in pleasant and safe surroundings.
- Teachers have the right to teach in an environment conducive to learning.
- Staff members have the right to carry out their duties in an atmosphere of respect.
- Administrators have the right to expect cooperation from parents, students, teachers, and staff.
- Parents have the right to expect a quality education for their child within a positive setting.

### **NEGOTIATING DIFFERENCES AND DIFFICULTIES**

If you have questions or concerns about your class:

1. Talk to your child's teacher. You can give her a note or schedule a time when you could have a phone conference or an individual meeting to discuss concerns. We want you and your child to feel comfortable in his/her class and we want to know if that isn't the case or if you have concerns. Communication is the first step in problem solving.
2. If you or your child's Teacher wants more support in negotiating and resolving differences, the preschool Director will be glad to assist. Phone conversations, in person meetings and or written correspondence are all ways we can employ to assist with conflict resolution.

## PHILOSOPHY OF DISCIPLINE

At WKCDC we believe discipline is a part of the process of socialization. Children try different behaviors to learn what is acceptable and appropriate in a variety of ways.

The foundation of our philosophy of discipline is based on fostering empathy, developing self-discipline and problem-solving skills, and building positive self-esteem for each child. We want all children to feel safe and successful at school.

Staff will start by respectfully communicating age-appropriate guidelines and clear expectations for each classroom on how children are to interact. These guidelines will be taught and reinforced throughout the school year. Children learn by repetition, and these expectations will be revisited periodically throughout the day. It is not developmentally appropriate to expect children to learn the first time. Adults need to be aware of the individual developmental needs of the children in their care and will act accordingly.

We always use positive discipline and classroom management techniques to obtain the desired result. We praise the desired behaviors and redirect the undesirable behaviors. When conflicts arise, we utilize conflict resolution techniques and respectfully help children move towards mutual resolution. The goal being for them to eventually come to a mutual resolution on their own. When consequences are needed, we will clearly inform the child/children ahead of time what those consequences are so that they can make the choice of controlling that behavior for themselves.

For example:

“It’s not ok to throw sand. It could hurt a friend’s eyes and is not safe. If you continue to throw sand, you will have to make another choice.” The child is informed and can decide for him/herself how to behave. The consequence for throwing sand is not playing in the sandbox.

It is important for us to help children positively understand the effects of their behavior on themselves, others, and their environment. Corporal punishment, shaming or time out is not a form of positive discipline and will not be utilized. If parents have questions about discipline at the preschool, please contact the child’s teacher or Director of the preschool.

If a child’s behavior is aggressive with a frequency and or severity that is beyond typical developmental norms, Willamette Kids Child Development Center will develop an action plan that could include these steps:

1. Teacher and Director will document behavior. They communicate frequently with parents to formulate and carry out a positive discipline plan to help their child feel more successful at school, extinguish hurtful behavior.
2. Staff will work with you to determine if outside support is needed.

If all avenues have been exhausted and behaviors continue, or if parents/guardians do not work cooperatively with WKCDC, we reserve the right to dismiss a child in accordance with the ECB program and HB2166/SB236.

### **Dismissal of a Child**

A child may be asked to leave the school if the child's needs or behaviors require a specialized program beyond what the school can provide. This determination will be made by the Director through discussion with the parents. Parents must agree to cooperate with any intervention from ECB or other programs if necessary.

A child may also be dismissed after 1 month of non-payment.



## **STUDENT SERVICES**

### **Child Abuse and Neglect Reporting Act Compliance**

#### **Mandated Reporters**

Willamette Kids Child Development Center is legally required to comply with the *Child Abuse and Neglect Reporting Act*. All employees of Willamette Kids Child Development Center are considered "mandated reporters" and are responsible to report suspected occurrences of child abuse or neglect to the proper authorities. In any investigation of suspected child abuse or neglect, all persons participating in the investigation of the case shall consider the needs of the child victim and shall do whatever is necessary to prevent further harm to the child victim.

### **Emergency Drills (Earthquake, Fire, Armed Intruder)**

**Drills are held periodically throughout the year. Students are NEVER to remain in the room when alarms have been sounded.**

- Each room will have a posted route for exit whenever the alarm sounds or as directed.
- When the alarm sounds, exit the room quickly under the supervision of a teacher and proceed quietly to the designated area.
- Remain in a group so attendance can be taken.
- Return to the classroom under the supervision of the teacher when told to do so by school administration.

### **Clothing**

Play can be dirty work! Children should wear comfortable play clothes to school. Your child will get dirty. Closed toed shoes are best for this kind of play. For your child's safety we prefer no dressy shoes with slick bottoms, flip-flops, or sandals that inhibit play. Children should also wear shoes that fit appropriately. This will help to ensure your child's safety. Please mark your child's sweaters and jackets with their names as this saves confusion and lost clothing. Each child needs a set of marked clothes for changing in case of an accident of any kind. Please alternate clothing when the weather changes.

### **Items from Home**

Children may bring items from home on share days, which will be scheduled by the teacher on your calendar/newsletter. Please bring sharing in a bag with your child's name on it. Willamette Kids Child Development Center, unfortunately, cannot be responsible for any lost items. Children may not bring gum or candy to school. Special treats for birthdays or holidays may be provided for the whole class but must be distributed at the discretion of the teacher.



### **HEALTH POLICIES**

A sick child cannot benefit from our program and may infect other children. An ill child should stay at home to prevent the spread of illness to others. If your child has any of the following symptoms, they will not be permitted at school: excessive cough, watery, inflamed crusty eyes or eyelids, colored nasal discharge, rash (unless cleared by the doctor's note), fever (must be fever-free without medication for at least 24hrs.), vomiting or diarrhea. If a child becomes ill while at school, they will be removed from the classroom to be cared for, and his/her parent will be notified to pick him/her up.

If medications are required during school hours, parents must fill out required forms and submit them with protocol to administer medications to teacher/and or Director. Medication must be in original containers with prescription on box/bottle. All medications will be kept in a locked medicine box in a locked cabinet in the classroom until the end of the school year or until medication is no longer needed.

### **ALLERGIES**

If your child suffers from a known environmental or food allergy, parents and WKCDC will create and document an Allergy Care Plan and have it posted in classrooms and food preparation areas. Any medications needed for allergies will need required forms and permissions.

### **LICE**

If a child is believed to have head lice the parent will be contacted and the child will have their hair restrained (if it's long). They will stay with a teacher until they can be picked up. The child will need to start treatment to remove active lice and nits from their head and their place of residence. After 24 hours if there are no live bugs on the child, they may return to school with hair restrained and continued treatment to remove nits.

Parents will be updated accordingly and information about lice treatments and prevention will be available. We will all do our best to be discreet and stay positive so that the child can continue to thrive and feel loved during what might be a stressful time for them.

Head lice are a common occurrence among preschool and school-aged children and are *not* a reflection of hygiene or cleanliness. Head lice are spread through direct head-to-head contact or by sharing personal items like hats, combs, and hair accessories. To help prevent the spread of head lice, please take the following steps regularly:

1. **Check your child's hair:** Carefully examine your child's hair, especially behind the ears, on crown of head, and at the nape of the neck for lice or nits (lice eggs). Nits are pale and attach to the hair so that they are not easy to shake or pull off the strand. The affected person may not feel the lice or be scratching their head during their first infestation.
2. **Treat if necessary:** If you find live lice or nits, treat your child with an over the counter or prescription lice treatment as directed.
3. **Remove nits:** After treatment, comb through the hair with a nit comb to remove any remaining nits and restrain hair if it's long.
4. **Inform the school:** Please notify the Director if you have treated your child for lice so we can monitor the situation and provide support.
5. **Follow Up:** Continue to monitor your child's hair for lice and nits, and retreat if necessary.



### **ATTENDANCE POLICY**

Regular attendance is a very important basis for consistent academic progress and achievement. The school relies upon parents to see that unnecessary absences are avoided. When these general guidelines are disregarded, parents contribute to an attitude on the part of the child that school is not important. It is the responsibility of the parents to guide their children in making choices and in setting priorities which put education at the top of the list.

Half-day class will be dismissed at 12:00.

Check School Calendar for scheduled early release days and school closures.

### **Tardiness**

Students are expected to arrive at school on time between 8:00AM and 8:30AM to start their day. Tardiness is disruptive to the classroom and the rhythm of your child's day.

### **Emergency Closing of School**

In the event of severe inclement weather, we will post an announcement by 7:00 a.m. on dojo and or by email. **We do follow 4j school districts inclement weather schedule.** The phone number for the church office is: (541 )686-8651



## EMERGENCY PLAN

To create and maintain a safe preschool we must be prepared for an emergency. The following information is to be read, understood, and kept close at hand by all WK Child Development Center faculty and staff.

### EMERGENCY PLANS

#### Preschool Closure Information

In the event of inclement weather, we will attempt to notify all families by 7:00 a.m. by email or class Dojo. Local radio and news stations will broadcast information regarding 4j school district closures. If they announce a closure or delay, we will follow suit.

- School is **closed**. This means that the building will be vacant. There are no classes.
- School is **delayed**. This refers to the time school starts and when students will be allowed on campus. For example, if school is on a two-hour delay, classrooms will open at 10:00 AM and class will begin at 10:30 A.M (Half Day children will be picked up at 12 as usual.)
- \*Note: In the event of a school closure or delay, staff may be required to report. In the event that staff *is* required to report, a message will be sent to staff by the Director.

#### Emergency Preparedness / Crisis Management Disaster Plan

Carefully review the following procedures: note any specific responsibilities assigned to you; instruct students in all required drills and information as contained in the Emergency plan.

##### Teacher / Staff Responsibilities

- Be familiar with the disaster plan in our Child Development Center. Orient students periodically on disaster drill procedures and conduct disaster drills in the classroom.
- Remain with your students during an emergency unless you have been assigned to other duties by the Director.
- Always keep the daily roster (name to face) emergency backpack and walkie talkie or cell phone in your possession during drills and alerts.
- Teach students facts about personal safety during an emergency that are appropriate to their age and levels of understanding.

Young children should always know that our job is to keep them safe, and we will always do what we need to do to keep them safe. The teacher should emphasize that the children are to stay with their teacher and always follow his or her directions.

#### Emergency Operations Center (Communication)

- Location: WCC Church Office.
- Personnel:
  - WK-CDC Director
  - WCC Business Administrator
- Responsibilities:
  - Accounts for the presence of all students and staff.
  - Implements and coordinates the Emergency Plan.
  - Controls internal and external communications.

#### First Aid Team- Location: Church Lobby

- Personnel:
  - All staff certified in first aid that are not directly supervising students during the emergency.

#### Sweep Team- Director and or Church Office Staff Members

- Responsibilities: Proceed in orderly and pre-established sweep pattern checking classrooms, hallways, storage areas in school. Reports the location of injured students to the Director- Lead Pastor

#### Security Team

- Personnel: Maintenance staff and available WCC Pastors
- Responsibilities:
  - In case of an emergency involving fire, assist in securing the buildings and maintaining general security.
  - In case of intruder, are prepared to contact authorities and assist the Director as needed.
  - In case of death or serious injury the Pastors shall be prepared to assist with counseling.
  - Report to the Emergency Operations Center (location: WCC Church Office. For instruction
  - Maintenance should be prepared to turn off utilities as needed and to route traffic for emergency vehicles as needed.

#### Accounting Team for Students

- Personnel: All teachers
- Responsibilities:
  - Ascertains the extent of injuries and capabilities for classroom evacuation.
  - Determines the need of assistance for neighboring teachers.
  - Evacuates classrooms using predetermined routes to specific location at emergency assembly area.
  - Takes roll and reports classroom status to the director.
  - Supervises and reassures the students during the duration of the emergency.
  - Take care of minor first aide needs.
  - Reunite students with their parents or guardians (listed on the emergency form).
  - **The teacher will facilitate child pick up and documents who the student leaves with and time of departure and has that person sign the form.**

#### Evacuation Location for WKCDC

- Living Hope Church at 2801 W 18<sup>th</sup> Ave. Eugene, OR 97402

## TYPES OF THREATS

### **Vehicular Accident on or off Church/Preschool Grounds with Injuries**

- Call 911 for immediate medical and police response.
- Report accidents to these officers:

- WK CDC Director
- WCC Lead Pastor's office.
- WCC Business Administrator
- Other responsibilities:
  - Send a preschool/church representative to the hospital to be with family and student(s).
  - Contact parents or guardians. Give the name of the hospital to which the injured person has been sent. Be prepared to give the location of the accident, the time, the number of students involved, and the possible nature of injuries of their student.

**Vehicular Accident on or off Church/Preschool Grounds without Injuries**

- Same as above, except no need to call for medical personnel.

**Bomb Threat**

In most cases, a bomb threat is received through a telephone message. It is important that the receiver of the call try to get as much information as possible. Try to get answers to these important questions:

- Where is the bomb located?
- When will it go off?
- When was it placed there?

It is equally important that the receiver of the call notifies the Preschool Director and/or Business Administrator.

- Initiate bomb threat / fire procedures for evacuating the buildings.
- Report the threat to the following:
  - WK CDC Director
  - WCC Lead Pastor's office.
  - WCC Business Administrator
  - Police Department- CALL 911

**Staff Bomb Threat Protocol**

Teachers:

- Move everyone out of the building to designated spot.
- Take roll and notify the Director or Business Administrator if anyone is missing.

Director/ Business Administrator

- Organize a search immediately for any missing persons. Be certain everyone is evacuated out of the building.
- Instruct staff and students to remain outside until all areas have been declared safe by authorities.

**Fire**

Take these steps immediately:

- Activate the fire alarm signal to evacuate the buildings.
- Call 911 to notify the fire department
- Notify the following immediately:
  - WK-CDC Director
  - WCC Business Administrator
  - WCC Lead Pastor's office

Staff Fire Protocol

- Move everyone out of the building.

- Take roll and notify the Director, Business Administrator, if anyone is missing.
- All teachers, staff and students must remain in this status until the Director or Business Administrator gives an “all clear”.

Fire Drill Procedures: **When the alarm sounds, follow the steps below.**

- Demonstrate a calm, quiet, attitude to the children
- Preschool teachers make sure all students are accounted for.
- Evacuate children in single file - NO talking or running.

Director will sweep and make sure-

- All lights are turned off.
- All doors are closed.

Staff will take your roll sheet (name to face) with you, do a head count when safely away from the building.

- Report immediately to the Director that all children are accounted for by flashing the green inner card located on your name to face clipboard.

**Regular Drill:** Evacuate all children from the classrooms following the emergency exit routes established and indicated by the solid line on the map posted near the external exit. Take the children to the furthest point of the blacktop area closest to the field under the basketball hoop. Report all accounted for by showing the green card on name to face clipboard. Wait to be released back into the building.

**Note:** Fire Drills will be held once per month. Review these procedures with your students. Post a copy of these instructions by the fire exit in conjunction with the exit map.

## Flood

Be aware of any FLOOD WATCH: flooding may occur in your area.

FLOOD WARNING: Flooding will occur or is occurring in your area.

If flooding is in the area: Director will,

1. Determine if program should be closed.
2. Notify parents/guardians to pick up or to not drop off children if program is to be closed.
3. Monitor radio for storm updates and any emergency instructions.

If facility is in (imminent) danger of being flooded:

- Escort children to designated meeting spots.
- Search all areas, including bathrooms, closets, playground structures, etc., to ensure that all have left the building.
- Account for all children, staff, and visitors.
- Leave note at program site indicating where you are going.

EVACUATE to safe location on higher ground, taking:

1. Attendance sheets
2. Emergency contact information
3. First aid kit
4. Critical & rescue medications (including asthma meds, EpiPens) and forms
5. Cell phone
6. Food and water
7. Battery-operated radio.

**ALWAYS REMEMBER:**

1. Do not try to walk or drive through flooded areas.
2. Stay away from moving water and downed power lines.
3. Once out of danger, contact parents/guardians or emergency contacts. If unable to get through, phone out-of-area emergency contact or 911 to let them know of your location.
4. If you encounter floodwater, wash hands well with soap and water.
5. Throw away food that has encountered floodwaters.
6. Consult with health department regarding cleanup measures.

**Earthquake**

**If indoors:**

1. Quickly move away from windows, unsecured tall furniture, and heavy appliances.
2. Everyone DROP, COVER, & HOLD.
  - a. DROP to floor
  - b. COVER head and neck with arms and take cover under sturdy furniture or against internal wall
  - c. HOLD on to furniture if under it and hold position until shaking stops
3. Keep talking to children in calm manner until safe to move.
4. Do not attempt to run or attempt to leave building while earth is shaking.

**If outside:**

1. Move to clear area, as far as possible from glass, brick, and power lines.
2. DROP & COVER.

**After earthquake:**

1. Account for all children, staff, and visitors.
2. Check for injuries and administer first aid as necessary. Call 911 for life-threatening emergency.

**Expect aftershocks.**

3. Determine if evacuation is necessary and if outside areas are safe. If so, EVACUATE building calmly and quickly.
4. Escort children to designated meeting spot outside and account for all children, staff, and visitors.
5. Notify Facilities to shut off main gas valve if you smell gas or hear hissing sound.
6. Monitor radio for information and emergency instructions.
7. Stay off all phones (for 3-5 hours) unless someone has a life-threatening emergency. Call out-of-area contact, when possible, to report status and inform of immediate plan.
8. Remain outside of building until it has been inspected for re-entry.

**Severe Storm**

Be aware of any STORM WATCH: storm may affect area

STORM WARNING: storm will soon be in or already is in area

1. Determine if program should be closed.
2. Notify parents/guardians to pick up or to not drop off children if program is to be closed.
3. Monitor radio for storm updates and emergency instructions.
4. Use telephone for essential communication only.

**Landslides**

LANDSLIDES are generally associated with heavy rainfall and rapid snowmelt. MUDFLOWS are fast-moving landslides that usually begin on steep hillsides.

(Volcanic eruption may also cause mudflows.)

**Recognize signs of slides:**

- unusual sounds outside, such as rumbling, trees cracking, or rocks colliding

- New cracks appearing in building.
- fences, poles, trees tilting or moving.

EVACUATE, if possible. If too late to evacuate:

Indoors: Take cover under sturdy furniture.

Outside: Get out of path of slide. Run to high ground (uphill), away from slide.

If debris approaching, run for cover of trees or building.

If escape not possible, curl into ball and protect head.

1. Account for all children, staff, and visitors.
2. Check for injured or trapped persons near slide area but stay clear of danger and await rescue personnel.
3. Stay away from slide area – additional slides may follow.
4. Be alert for flooding, which may follow slide.

### **Death of a Student or Staff Member**

Take these steps immediately:

- Call 911
- Contact the following immediately:
  - WK-CDC Director
  - WK Department Lead
  - WCC Business Administrator
  - WCC Lead Pastor's office

**The Business Administrator or the Lead Pastor should be the only ones dealing with the news media or authorities.**

- Change student traffic patterns to keep them away from the deceased.
- Do not move the body.

### **Serious Injury**

When a student or staff member is seriously hurt or becomes seriously ill, the immediate concern is to get help. Take these steps immediately:

- Call 911. Get medical help.
- Notify parent(s) or legal guardian. Describe (as best you can) the nature of the injury or illness and give the name of the hospital to which the student is being sent.
- Director will accompany the student to the hospital.
- Refer all media inquiries to these officers:
  - WCC Lead Pastor's office
  - WCC Business Administrator

### **Multiple student injury**

- Follow directions above
- Verify the emergency room where the students are being sent.
- Notify parent(s) or legal guardians; give them the name of the hospital to which the students have been sent.
- Follow the appropriate policy for media interface.
- Return with remaining students to the school.

### **Minor Injury or Illness**

- Have a staff member who is certified in first aid to administer first aid treatment.
- Notify parents(s) or guardian. Describe (as best you can) the nature of the injury or illness.
- Let the parent(s) decide whether he/she wants the student taken to an emergency room and to which hospital he/she would like the student taken.

- Let the parent(s) decide if he/she would rather come for the student and take him/her to the emergency room him/herself.

**Follow this procedure if several students are injured:**

- Verify the emergency room where the students are being sent
- Notify parent(s) or legal guardian. Give them the name of the hospital to which the students have been sent.
- Only WCC Business Administrator or WCC Lead Pastor, can deal with the media.

**Emergency Intruder Procedure**

In case of an armed intruder or student with a weapon, or other appropriate emergency threatening the health and life of the students and staff, implement the following procedures immediately:

- Should you be the first person to know of the emergency situation that requires a lockdown, call and notify the church office immediately and tell them where the intruder is in the building. Please provide clear and complete information. Call 911.
- Other teachers who may see an emergency involving an intruder, please immediately contact the church office.
- The Church office will also call 911 and notify the police.
- The church office or Director will inform school personnel using radios or phones that there is an intruder (or shooter in the building—with specific locations).
- Depending on where the intruder is in the building, Teachers will barricade/lock classroom doors, close all blinds and turn off the lights. They will also direct students to assume a hidden position (i.e., crouch against a wall away from the windows or the door). Students should remain quiet during this time. Using the information provided, teachers should make informed decisions to evacuate from the building as soon as it is safe to do so.
- If the intruder is on the other side of the building, have the children RUN to their designated rallying point and wait for instructions.
- Tell students that if they are with another teacher during the intruder event to remain with that teacher.
- If the emergency is not located in any of the buildings, the business administrator or maintenance should immediately begin locking all exterior doors. Teachers and the Director must confirm that all students are present and accounted for.
- Do not tie up phone lines.
- All teachers and staff will determine the best course of action as informed through the information provided and will seek to evacuate their students safely out of the building at the earliest possibility.
- Teachers and students, once evacuated from the building will proceed to the planned rallying points. Once at the rallying point, please notify the church office or local law enforcement agency.
- The authorities (administration or law enforcement) will connect with all rallying points to transport students to the reunification point (Living Hope Church at 2801 W 18<sup>th</sup>) for connection with families.

**Emergency Information**

The church office will be responsible for notifying faculty and staff with information on intruders, weapons, and location, so that informed decisions can be executed by all responsible church/school personnel.

**Emergency Codes**

If the Director or the church office calls and gives the following codes, respond accordingly.

- CODE YELLOW -SHELTER IN PLACE

- Definition: A serious situation that requires specific action to ensure safety of children and staff
- Communication - “Attention- CODE YELLOW please secure your classroom (more information will follow)”. Will come over walkie talkie or communicated by staff member.
- Staff Response:
  - Keep all students in the classroom until further notice.
  - Follow announced office directions.
  - Close blinds, lock doors and remain inside classroom.
  - Check for students in the hallway if safe to do so.
  - Take roll and be prepared to tell the Director and church office if you have students missing.
  - Go about your classroom activities but listen for further instructions.
  - Remain until Director or the church office gives an all clear.
  - Take alternative action if the threat expands to your location.
  - Use common sense and pay attention to your senses.

- CODE RED- LOCK DOWN

Definition - A life-threatening emergency that requires immediate and specific action to ensure the safety of staff and students. Lock doors, close blinds and turn off lights.

Communication - “Attention, THIS IS A CODE RED! there is an Armed Intruder in the Building (With specific information)”.

- Staff Response - Go immediately into “lock down”.
- Gather children and proceed to Room 10 (“Bunny Babies”) Await further instruction calmly and quietly!

- GET OUT, GET OUT, GET OUT!! Evacuate

- Definition – The evacuation code will be given 3 times over the walkie talkie, by cell phone, or shouted. Immediately evacuate to designated area: Living Hope Church 2801 W 18th

Staff Response:

- Line up all students, get emergency backpack and evacuate to designated location as quickly and calmly as possible.
- Get to area. Once there take shelter quietly until given all clear. Keep students and other staff members calm and quiet.
- Await further instruction.

# Parent Handbook & Emergency Plan

## Signature Form



**Please sign and return this form to the church office.**

Willamette Kids Child Development Center exists as a ministry of Willamette Christian Center to provide academic excellence from a biblical, Christ-centered perspective. By partnering with families, the preschool will inspire students to become lifelong learners and responsible citizens with a love for God and the desire to serve others.

By signing this form, I affirm:

1. That I have read the Parent Handbook.
2. That I have read the Emergency Plan.
3. That I willingly submit to the principles and guidelines set forth.
4. That I will encourage my student(s) to be respectful of the standards and policies.
5. That I will follow the guidelines for appropriate communication.
6. That I will be supportive of the preschool's educational and biblical philosophies.

By signing this form, I am affirming that I have read the Parent Handbook, the Emergency Plan and will abide by the policies and guidelines included.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

WKCDC policy may change or be amended as deemed necessary.