

HEALTH AND SAFETY GUIDELINES

The health and safety of our children at FPCP is extremely important. Listed below are some of the policies and procedures that we adhere to at FPCP to assure the welfare and safekeeping of the children.

Health Guidelines:

Cleaning

- Each child and participating parent must wash their hands with warm water and soap or use an instant hand sanitizing gel prior to entering the classroom.
- All children and the assisting parents must wash their hands after bathroom use.
- All children and the assisting parents must wash their hands before snack.
- Tables must be washed both before and after snack using sanitizing solution and a disposable towel.
- The children's bathroom must be cleaned after each class using a disinfecting solution and a disposable towel.

Safety Guidelines:

General

- An adult must be present at all times with every child.
- Any unsafe or broken toy must be removed from the classroom until repaired.
- All electrical outlets must be covered at all times except when in use by an adult.
- Children must be released from the class to parents or designated adults only.
- Children must remain in the immediate area during outside play and must not re-enter the building without an adult.
- Sanitizing solution and all other cleaning supplies must be stored out of reach of the children.
- Siblings are not permitted in the classroom during class time.

Fire Drills

- Teachers must conduct a fire evacuation drill once each semester and each adult must be aware of the exits to be used and procedures to be followed in case of fire.
- In the event of fire, adults are responsible for safely escorting children from the building.

Severe Weather Cancellation Policy

- FPCP will be closed if the Hamilton Southeastern School (HSE) District is closed. In the case that the HSE school district delays morning classes, the morning classes at FPCP will be cancelled, the afternoon classes will be held. If, however, the teacher and President feel it is necessary to cancel classes in the event that HSE has not, the voice mail at 767-4312 will be updated to later than one hour prior to the start of class. In the event of school closing, tuition is not refunded.

Emergency Policies

- All participating adults must be aware of the location of the first aid kit located in the Koala/Panda bathroom and emergency telephone numbers located beside the sink in the kitchen area.
- If a medical emergency occurs at school, and if the teacher determines that the individual needs to be transported to the hospital, an ambulance will be requested, at the cost of the individual involved.
- In the event that an emergency should occur in the classroom during the scheduled classroom time, the classroom day is immediately cancelled. All of the children's parents will be contacted by the participating

parents. The participating parents will stay with the uninvolved children until the parents are able to come and pick them up. The teacher will assume the responsibility of staying with the child/children in need of assistance until their parents are able to take over the responsibility.

- In the event of threatening weather conditions, children must be taken to one of the adult restrooms where they will sit on the floor and remain with the adult until the threatening weather has passed.
- In case of accident, a report form must be completed. One copy must be given to the parent of the child involved and one copy to the Health and Safety Chair. The forms are located in the FPCP All-School Book.

Car Pooling and Parking Lot Safety

- Children must be escorted to and from the classroom by an adult.
- Children must never be left unattended in the parking lot.
- There will be no parking along the sidewalk or in designated handicapped spaces.
- Please refrain from carpooling on your participation day.
- Seat belts must be worn by every adult and child during field trips and all car doors must be locked.