

Madison Oak Preschool Handbook

2025-2026



Madison Oak Preschool, LLC is a school for children between the ages of six-weeks and five-years in Gluckstadt, Mississippi. It is becoming accredited through the Mid-South Association of Independent Schools.

MISSION STATEMENT

Madison Oak Preschool strives to maximize the physical, emotional, intellectual, and spiritual growth of each student by cultivating a love of learning.

PHILOSOPHY

Madison Oak Preschool takes a thematic approach to learning with play as the foundation. Our curriculum features a combination of student-directed and teacher-directed activities in center-based classrooms. Our curriculum includes weekly lessons on vocabulary, early literacy, dramatic play, math, science, music, and art as well as opportunities for students to develop their fine and gross motor skills.

TUITION AND FEES

- School Day (7am – 2pm): \$25/day
- Afterschool (2pm – 4:30pm): \$10/day
- Extended Afterschool (2pm – 6pm) \$13/day

Tuition can be paid in either yearly, monthly, or weekly installments. If paid monthly, tuition is due on the first day of each month. If paid weekly, tuition is due every Monday by 4:30pm. Tuition can be paid either by check, credit card or automatic withdrawal. Payments made by credit card or automatic withdrawal are subject to a processing fee through ProCare. The fee is reflected on invoices. All checks should be made payable to “Madison Oak Preschool, LLC.” Check payments should be placed in the designated box located in the school’s lobby.

No credit toward tuition is given for days missed, inclement weather days, or vacation periods. Full payment is due whether your child is present or not. During months with holidays, the tuition rate remains the same. You must pay your tuition even if your child does not use our care. Weekly tuition is not drafted the weeks of spring break and Christmas break.

OPERATING PROCEDURES

Age Requirements

Madison Oak Preschool will comply with the age guidelines for enrollment in Madison County public schools.

- Infants: 6 weeks – 12 months*
- 1-year olds: 12 months – 24 months*
- 2-year olds: 2 by September 1st **
- 3-year olds: 3 by September 1st
- 4-year olds: 4 by September 1st

* Movement between the two infant rooms and the two 1-year old rooms is done based on development as opposed to calendar age.

**** Students stay in the one-year-old program until they are ready to start their K2 year, which is the school year where they are 2 years old on September 1st.**

Staff

All Madison Oak Preschool teachers are trained professionals committed to providing the best education to their students. All teachers must pass a background check and receive training in first aid and CPR. Teachers also participate in continuing education throughout each year.

Registration and Admission

Madison Oak Preschool only admits students whose parents share the beliefs set out in its Statement of Ethics and Faith.

Enrollment in Madison Oak Preschool is by online application. Priority is given in the following order:

1. Siblings of presently enrolled students
2. Students requesting a part-time schedule (2 or 3 days a week)

All other children are enrolled on a first-come, first-serve basis as vacancies occur.

Once admitted, a down payment equal to at least one week's worth of tuition must be paid. This payment is not an additional fee but will be credited to the student's account and cover their first week of attendance. Once a child starts attending Madison Oak Preschool, an immunization history on Form 121 or a medical exemption on Form 122 from the Mississippi Health Department must be provided for each child. Documentation of any additional immunizations received during the year must also be filed with Madison Oak Preschool.

Madison Oak Preschool does not provide "drop in" care.

Payment Due Dates and Delinquent Payments

Payment by check will be subject to a returned-check policy. A fee of \$35 will be charged on all returned checks. After three returned checks, money order or cashier's check will be the only means of payment accepted.

Payment by automatic withdrawal will be subject to an insufficient-funds policy. A fee of \$35 will be charged if there are insufficient funds to complete a scheduled withdrawal. After three instances of insufficient funds, money order or cashier's check will be the only means of payment accepted.

A late pick-up fee of \$5.00 for the first 15 minutes and \$1.00 per minute thereafter will be charged beginning at your child's pick-up time and is due at the time of pickup. The director- on-duty will take any emergency causing you to be late into consideration. We are unable to take your child home.

A late fee of \$10.00 will be charged if payment is not received within five days of its due date. If your account is ten days past due, your child may not return to the school until all charges are paid in full. Delinquent balances on accounts will be actively pursued. Madison Oak Preschool reserves the right to pursue delinquent accounts through legal means. When accounts are not kept current it hinders the

school's ability to effectively serve its students. If you have a payment problem, please speak to Brooke Martin as soon as possible.

Waiting List

Madison Oak Preschool maintains a waiting list by graduating class and date of application. When your child's name comes to the top of the waiting list, you will be notified of an opening. When this opening is offered, you have 24 hours to accept or reject the spot before the next person on the list is called. Once a spot is accepted, you must pay a down payment equal to at least one week's worth of tuition within 24 hours. If you do not accept the opening, that opening will be offered to someone else, and your name will be removed from the waiting list.

Arrival and Departure Procedures

When dropping off and picking up your child please drive no more than 10 miles an hour on the driveway and in the parking lot. Never leave your child or your keys in the car. Please turn off your car before you escort your child to the front door. Please do not send other children (i.e. older siblings) to drop off or pick up your child. An adult must accompany your child to and from school. It is the responsibility of the parent/guardian(s) to protect their child(ren) from traffic and other hazards during their arrival and departure from Madison Oak Preschool. Madison Oak Preschool is not responsible for any accidents or mishaps that occur during these times.

Morning drop-off begins at 7:00 am. Students planning to eat their breakfast snack at school must arrive before 8:30 am. Upon arrival, parents/guardians must sign the child in using the QR Code at the school's front door.

If a student in the brown building (K3/K4) is dropped off or picked up between 8:45am and 11am or 2:10pm and 4pm, they must be dropped off or picked up from the red building to minimize the disruption to other students' educational time.

Upon pickup, parents/guardians must sign their child(ren) out using the QR Code at the school's front door. Children may be picked up from school only by a custodial parent/guardian or someone listed as being authorized by a custodial parent/guardian. If someone other than a person authorized on the child's account is to pick up your child, you must provide written permission, and this person must provide us with photo identification when picking up your child.

A child will not be released to anyone, including a custodial parent/guardian, who appears to be under the influence of alcohol or any mind-altering substance or exhibits potential danger to the child. In this circumstance, another custodial parent/guardian or authorized person will be called to pick up the child. If no one else is available, the Madison County's Sheriff's Office and/or the Gluckstadt Police Department will be contacted.

All students must be picked up before closing time. Students not picked up by closing time will remain at Madison Oak Preschool until picked up by a custodial parent/guardian or authorized person. If a child has not been picked up one hour after closing time, and Madison Oak Preschool has not been able to reach a custodial parent/guardian or authorized person, the Madison County's Sheriff's Office and/or the Gluckstadt Police Department will be notified.

A late pick-up fee of \$5.00 for the first 15 minutes and \$1.00 per minute thereafter will be charged beginning at our closing time and is due at the time of pickup. The director-on-duty will take any emergency causing you to be late into consideration. An emergency is an unforeseen event such as an automobile accident. An emergency is not a scheduling conflict, poor planning, or forgetfulness.

Repeated late pick-ups are grounds for involuntary dismissal. Specifically, if a child is picked up late two times in any eight-day period they can be dismissed. The eight-day period is calculated based on attended days.

Health

We accept children that can conform to group care and do not have medical needs that require individualized care. This includes children with special needs so long as the child's needs do not require one-on-one care.

Please do not bring your child to school if s/he has had any colored sinus drainage, a fever of 100.4 or higher, diarrhea, or vomiting within the previous 24 hours.

If your child becomes sick at school, we will contact you immediately. Your child must be picked up promptly. If we cannot get in contact with you, your child will be isolated and cared for until you come at the regular time. If there is an emergency, we will contact one of the persons provided on your child's account, and if necessary, we will utilize the emergency medical release you provided. We will make every effort to observe good health practices at school and need your cooperation to ensure the health of all our students.

Madison Oak Preschool reserves the right to require a doctor's note before allowing a student to return to school after being sick or having a contagious condition.

Medication

No medicines will be administered to students without express written permission from a parent/guardian unless it is a life-threatening situation. In all other circumstances, a parent must complete the medication log prior to any medicine being administered. If the medication or dosage is changed, another entry on the medication log will need to be completed before the medicine will be administered. The medication log includes the medication name, dosage, and time(s) to be given. The medication will be stored in the office or, if necessary, in the refrigerator.

Allergies

It is your responsibility to inform Madison Oak Preschool of your child's allergies. Information about what substances, if any, your child is allergic to must be provided in writing on your child(ren)'s ProCare account.

Sun Safety

Madison Oak Preschool practices sun safety by following these procedures:

- Attention is paid to the UV and Heat indexes for our area. During high UV or heat days, sun safety will especially be considered by looking at alternate indoor activities so students can stay cool while playing and exercising.
- Students will be kept indoors if the heat index is 100 degrees Fahrenheit or higher.
- Plenty of shade is provided on the playground with shade structures.
- Direct sun exposure is avoided for infants.
- Parents are encouraged to dress children in cool, lightweight clothing, loose-fitting shirts with sleeves, and capris or long pants that provide more sun protection than tank tops and shorts.
- Children will be provided plenty of water and be encouraged to drink it.

Madison Oak Preschool staff will put sunscreen on your child before outdoor activities from April 1st – October 31st. Please provide a bottle of sunscreen for your child labeled with your child's name.

Injuries

We will administer first aid for minor injuries. Treatment is limited to cleaning and bandaging. All teachers are trained in first aid. An incident report will be completed for each injury. For serious injuries, you will be notified immediately and, if necessary, your child will be taken to an emergency facility by ambulance. We must have the most current telephone numbers where you can be reached in case of emergency. We also need at least two alternate numbers in case you cannot be reached.

Smoke and Drug Free Campus

The use of tobacco products in any form, alcohol or illegal drugs is prohibited on the grounds of Madison Oak Preschool while the school is open. Any expense incurred by Madison Oak Preschool because of a parent's impermissible conduct will be charged to the parent.

Photographs and Videos

Photos or videos of students at Madison Oak Preschool will not be distributed publicly without parental consent. Parents/guardians indicate on their child(ren)'s account whether photos or videos of their child(ren) while at Madison Oak Preschool may be shared publicly. Students at Madison Oak Preschool are visible on webcams that are accessible only by individuals approved by Brooke Martin.

Accident Insurance

Parents are responsible for providing primary insurance coverage on all accidents involving their children while attending the school. Madison Oak Preschool does not provide insurance coverage for its students.

Liability Insurance

Madison Oak Preschool carries liability insurance.

Removal Procedures

Program's Request: Madison Oak reserves the right to remove a child from its school. Notice will be given to the child's parent or guardian. Please see Tuition and Fees and Behavior Management for more detailed information about removal of a child from the school.

Parent's Request: A one-month written notice with payment must be given to Brooke Martin when a child is to be withdrawn from the school.

Parent Conduct

Madison Oak Preschool expects parents/guardians to observe a certain standard of conduct at the school and on its grounds. The following behaviors are not acceptable:

- Physical or verbal punishment of their children
- Physical or verbal punishment of other children
- Threats, profane language, or obscene gestures
- Arguments with other parents or teachers
- Violation of safety and security procedures

Any fee incurred by Madison Oak Preschool because of a parent/guardian's impermissible conduct will be charged to the parent/guardian.

Child Abuse Reporting Procedure

If a teacher witnesses or is made aware of allegations of child abuse or neglect or has reason to suspect child abuse or neglect of any student of Madison Oak Preschool, the teacher is required to immediately report it to Brooke Martin or Lynn Tarleton. This obligation is in addition to the obligation, by law, to report the suspected abuse to the Mississippi Department of Human Services (1.800.222.8000 or 601.432.4570) and follow the Madison Oak Preschool Emergency Action Plan (EAP).

As required by section 43-21-353 of the Mississippi Code, Brooke Martin or Lynn Tarleton will report any incident of child abuse or neglect involving staff, parents, foster parents, adoptive parents or volunteers to the Mississippi Department of Human Services.

Parent Communication

Madison Oak Preschool feels it is of great importance that lines of communication are kept open between teachers and parents. To schedule a teacher conference, a parent should make a written request to Brooke Martin, and one will be set-up as soon as possible. We ask that no child be present for a conference. This is to ensure the emotional well-being of the child. Also, if you have a complaint, please report it in a private setting so we can keep issues concerning your child confidential.

Holidays

Madison Oak Preschool will be closed on the following holidays. There is no discount for the holidays we are closed; however, weekly tuition will not be charged the week of spring break and the last week of December.

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Madison County Spring Break
- Good Friday and Easter Monday

- Memorial Day
- June 19th
- July 4th
- Labor Day
- Columbus Day
- Thanksgiving and the Friday afterwards
- Christmas Eve to New Year's Day

If a holiday falls on a Saturday, we will close the preceding Friday. If a holiday falls on a Sunday, we will close the following Monday.

Inclement Weather and Emergencies

Madison Oak Preschool closes during inclement weather when the Madison County Public Schools suspends in-person learning. Parents will be notified of such closures as soon as possible. Teachers have been trained to evacuate children in the most efficient manner should there be an emergency. Drills will be conducted monthly to familiarize students with the procedures. Please see Madison Oak Preschool's Emergency Action Plan below for more information.

Transportation Policy

Except in the case of an emergency as detailed below, Madison Oak Preschool will not transport its students.

Child's Clothing and Belongings

Each student will be assigned a hook with their name on it. This space is provided for all personal items that may be brought into the school. Madison Oak Preschool will not be responsible for any items that are found to be missing or broken.

Our curriculum includes activities that may allow your child to be messy, so they need to wear suitable clothing. It should be comfortable, weather-appropriate, easy to clean, and easy to change. We move around a lot, work with glue, paint, water, mud, dirt, sand, etc. Children should wear shoes that tie, buckle, or Velcro (no flip flops, crocs, etc.) so they can play safely. Please also provide a complete change of clothing in a labeled Ziploc bag in case your child has an accident. Your child's change of clothes will be stored in their bag on their hook.

Behavior Management

Madison Oak Preschool wants its students to maintain self-control. The goals are for them to listen to their teachers, to be respectful of others and their property, to not intentionally injure themselves or others, and most importantly, to have fun learning. Spitting, hitting, punching, pushing, biting, inappropriate language, defiant behavior, and disrespect are not allowed.

Self-control is a skill that must be developed and should improve with age. If a student loses self-control, they will be redirected to an age-appropriate activity. If a student is unable to regain self-control after redirection, another behavior management technique may be tried. Each student is unique, and this

is true with what behavior management techniques are effective for each student. What might work well for one student might not work at all for another. There are many techniques to teach acceptable behavior, and teachers will use some or all of these techniques to teach your child appropriate behavior:

- Behavior redirection: “Let’s play blocks while you wait your turn with the cars.”
- Positive consequences: “If you help pick-up the toys, you can be the line leader.”
- Acceptable choices: “Do you want to use the blue crayon or the red crayon?”
- Positive language: “Use your inside voice” instead of “Quit screaming!”
- Logical consequences: “Eating play dough might make your tummy hurt.”

If a student two or older continues to lack self-control, they may receive a time-out or lose a privilege. All behavior management efforts will be: 1) directed towards teaching the student appropriate behavior and self-control, 2) consistent and individualized for each child, and 3) not humiliating, frightening or physically harmful to the child.

The following punishments are not allowed at Madison Oak Preschool:

- Corporal punishment
- Withdrawal or threat of withdrawal of food, rest, or bathroom access
- Abusive or profane language
- Any form of public or private humiliation, including threats of physical punishment
- Any form of emotional abuse including rejection, terrorizing, or corrupting a child
- Isolation out of the view of a teacher or inappropriate use of time-out
- Using any food product or medication in any manner or for any purpose other than that for which it was intended
- Forcing children to sit at a table or in highchairs for long periods of time without an activity

All teachers go through an orientation at the time of hiring where they are made aware of all of Madison Oak Preschool’s policies and procedures, including its behavioral management procedures. Discipline concerns will be communicated with a child’s parent/guardian by Brooke Martin or Lynn Tarleton. If a student’s misbehavior becomes an ongoing problem, a conference with the parents/guardians, teacher and director will be scheduled. As changes at home do affect a student’s behavior at school, please share with us any information that will make us more aware of your child’s needs. Madison Oak Preschool reserves the right to discontinue services to any student whose misbehavior is unable to be resolved.

Biting

Biting is a normal part of being a toddler, but it can be very disturbing to those around them. When one student bites another student the following will occur:

- The teacher’s focus will be on the victim rather than the child who bit
- The bite will be cleaned and bandaged, if necessary
- An ice pack will be applied

- The biter will be allowed to gently pat the victim so both children learn about appropriate ways to touch and relate to each other
- Parents of the biter and the victim will be notified of the incident
- A record will be kept of biting incidents

Meals and Nutrition

Madison Oak Preschool believes that parents are responsible for their children's nutrition and only admits students whose parents share that belief. Accordingly, parents are required to provide all meals for their children while they are attending Madison Oak Preschool.

Infants: Parents are required to provide all food while their child is in the infant room. Food containers must be unopened, and formula must be pre-made. There is a refrigerator available to store bottles filled with breast milk or formula, as well as a space for a mother to breast feed her child or express breast milk. Please write your child's name on everything brought.

1- to 6-year-olds: Parents are required to send their child with a breakfast snack, lunch and a water bottle. Parents may also send a thermos with milk for their child to have at mealtimes. Sippy cups and water bottles will be refilled with water as necessary. Students eat their breakfast snack at 8:15am and lunch at 11am. All food sent must be ready to eat from the child's lunchbox. Teachers will not heat-up or prepare food. Students also have a snack at 1:30pm and 3:30pm each day. Madison Oak Preschool will provide students with their 1:30pm and 3:30pm snacks. However, parents are welcome to send alternate snacks for their child if they prefer.

Madison Oak Preschool is a peanut-free facility.

Playground

Outdoor play is essential to the healthy development of children. Students will play outside each day, weather permitting. Outside play will be cancelled due to temperature only if the heat index is in triple digits or if the wind chill is below freezing. Madison Oak Preschool has a fenced-in playground with age-appropriate activities and equipment. Please make sure that your child is dressed appropriately for each season.

Potty Training

Students may go to the bathroom anytime at their request and are prompted to go after meals and snacks and before and after nap. It is the responsibility of the parent/guardian to potty train. Our teachers will be happy to help with the process. Potty training will be formally dealt with in the two-year-old classrooms. We ask if you send your child in pull-ups, they are the type with the Velcro-type sides to make changing accidents easier. Our teachers will assist the parents with training by reinforcing skills used at home.

Spiritual Observations

A prayer will be given before each meal and snack and Bible stories will be used as part of our curriculum. As a Christian organization and as part of our commitment to the spiritual growth of our students, we will celebrate all Christian holidays with an emphasis on their Christian meanings.

Birthdays

Your child's birthday is a special day, and you are welcome to send a special snack. Please notify your child's teacher in advance if you are sending refreshments. No gifts should be exchanged or given.

DAILY SCHEDULES

Infants

Individual schedules provided by their parents/guardians.

One-year olds

- 7am – 8:15am: Arrival
- 8:15am – 8:45am: Morning Snack
- 8:45am – 9:45 am: Diapers, Sunscreen if applicable, Recess
- 9:45am – 10: Water Break, Diapers, Handwashing
- 10am – 10:45am: Centers
- 10:45am – 11am: Diapers and Handwashing
- 11am – 11:30am: Lunch
- 11:30am – 1:30pm: Nap
- 1:30pm-2pm: Snack
- 2pm-3:15pm: Diapers, Sunscreen if applicable, School Day Dismissal, Afterschool Recess
- 3:15pm – 3:30pm: Water Break and Handwashing
- 3:30pm – 4pm: Snack
- 4pm – 4:30pm: Diapers, Free Play and Afterschool Dismissal
- 4:30pm – 6pm: Free Play and Extended Afterschool Dismissal

Two-year olds

- 7am – 8:15am: Arrival
- 8:15am – 8:45am: Morning Snack
- 8:45am – 9am: Diapers/Bathroom
- 9am – 9:45am: Centers
- 9:45am – 10:45: Diapers/Bathroom, Sunscreen if applicable, Recess
- 10:45am – 11am: Diapers and Handwashing
- 11am – 11:30am: Lunch
- 11:30am – 1:30pm: Nap
- 1:30pm - 2pm: Snack
- 2pm-3:15pm: Diapers, Sunscreen if applicable, School Day Dismissal, Afterschool Recess

- 3:15pm – 3:30pm: Water Break and Handwashing
- 3:30pm – 4pm: Snack
- 4pm – 4:30pm: Diapers, Free Play and Afterschool Dismissal
- 4:30pm – 6pm: Free Play and Extended Afterschool Dismissal

Preschool (K3 and K4)

- 7am – 8:15am: Arrival
- 8:15am – 8:30am: Handwashing and Bathroom
- 8:30am – 8:45am: Breakfast Snack
- 8:45am – 11am: Morning Center Block
 - o 8:45am-9:30am: Young Threes (Recess, Wednesdays: Music), Old Threes/Young Fours (Enrichment Room, Wednesdays: Music), Old Fours (Classroom Centers)
 - o 9:30am – 10:15am: Young Threes (Classroom Centers), Old Threes/Young Fours (Recess), Old Fours (Enrichment Room)
 - o 10:15am – 11am: Young Threes (Enrichment Room), Old Threes/Young Fours (Classroom Centers), Old Fours (Recess, Wednesdays: Music)
- 11am – 11:15am: Handwashing and Bathroom
- 11:15am – 11:45am: Lunch
- 11:45am – 1:30pm: Nap
- 1:30pm-1:45pm: Handwashing and Bathroom
- 1:45pm – 2pm: Snack
 - o 2pm - 4pm: Afternoon Center Block
 - o 2pm – 2:40pm: Young Threes (Recess), Old Threes/Young Fours (Enrichment Room), Old Fours (Classroom Centers)
 - o 2:40pm – 3:20pm: Young Threes (Classroom Centers), Old Threes/Young Fours (Recess), Old Fours (Enrichment Room)
 - o 3:20pm – 4pm: Young Threes (Enrichment Room), Old Threes/Young Fours (Classroom Centers) Old Fours (Recess)
- 4pm – 4:15pm: Handwashing and Bathroom
- 4:15pm – 4:30pm: Snack, Afterschool Dismissal
- 4:30pm – 6pm: Tabletop free play, free art, Extended Afterschool Dismissal

Kindergarten (K5)

- 7am – 8:15am: Arrival
- 8:15am – 8:30am: Handwashing and Bathroom
- 8:30am – 8:45am: Breakfast Snack
- 8:45am – 11am: Morning Center Block
 - o 8:45am-9:30am: Classroom Centers
 - o 9:30am – 10:15am: Enrichment Room
 - o 10:15am – 11am: Recess (Wednesdays: Music)
- 11am – 11:15am: Handwashing and Bathroom
- 11:15am – 11:45am: Lunch
- 11:45am – 1:30pm: Phonemic Awareness, Fluency, Writing, Science and Social Studies
- 1:30pm-1:45pm: Handwashing and Bathroom
- 1:45pm – 2pm: Snack
- 2pm - 4pm: Afternoon Center Block
 - o 2pm – 2:40pm: Classroom Centers
 - o 2:40pm – 3:20pm: Enrichment Room
 - o 3:20pm – 4pm: Recess
- 4pm – 4:15pm: Handwashing and Bathroom
- 4:15pm – 4:30pm: Snack, Afterschool Dismissal
- 4:30pm – 6pm: Tabletop free play, free art, Extended Afterschool Dismissal

EMERGENCY ACTION PLAN

Madison Oak Preschool's Emergency Action Plan ("EAP") outlines a strategy to mitigate, prepare for, respond to, and recover from an emergency that affects the Madison Oak Preschool community. The plan:

- Establishes official policies for responding to emergencies
- Identifies and assigns responsibilities for planning and response activities
- Outlines pre-planned response and evacuation actions
- Establishes responsibilities for maintenance and review of the EAP
- Provides the basis for training and retraining of staff
- Establishes drills

Preventative Measures

All teachers will have possession of a copy of this EAP and are encouraged to review it regularly. New teachers will review this plan as part of their orientation. Inspections of safety equipment will be conducted annually by Brooke Martin, Lynn Tarleton, or a licensed contractor.

There are two types of emergencies. Stage One emergencies require the students to evacuate the building while Stage Two emergencies do not require the students to evacuate the building. Evacuation plans for the building will be posted and remain posted in every classroom and the office.

General Procedures

In any situation, all persons should remain calm. Our primary purpose is to ensure the safety and security of all persons at the school at the time of any emergency. All persons will always cooperate with law enforcement and medical personnel. The director-on-duty will appoint persons to direct emergency personnel to the location of the emergency if the director-on-duty must stay at the site of the emergency. The director-on-duty has the authority to use common sense to handle any emergency even if such action does not specifically follow the action procedures detailed below.

In the event of an emergency, everyone at the school will evacuate to the area behind the playground, or if necessary, to the field across the cul-de-sac from the school. Parents will be notified immediately of the situation either in person or by phone call followed by an official letter detailing the incident. In the event of any emergency that has a physical effect upon the school building, Brooke Martin and Lynn Tarleton will have the authority to initiate response and recovery actions.

Fire Protocol

The individual discovering the fire should immediately notify the director-on-duty. If possible, the person discovering the fire should attempt to extinguish it only under the following conditions:

- They are not in immediate care of children or responsible for evacuating people to safety.
- They are not alone.
- The fire appears to be easily controlled or extinguished.
- Smoke from the fire will not cause a serious health issue.

- It is safe to do so.
- There is no danger of the fire becoming larger.

The director-on-duty will call the 911 dispatcher or direct another person to do so. As soon as they are aware of the fire, teachers should begin immediate evacuation of their classrooms. The director-on-duty will, if possible, ensure that all classrooms are being evacuated. Each teacher is responsible for ensuring that all those within their classrooms are evacuated according to the emergency exit floor plan and assemble at the onsite evacuation area behind the playground as indicated on the school's evacuation plans. Each teacher should ensure that once evacuation from a particular area is complete, all doors in that area are closed. If any person is missing, the director-on-duty will notify the fire officials

upon their arrival on the scene. Upon arrival at the evacuation site, each teacher should do a head count to determine if everyone has exited the building. The director-on-duty will assist the fire officials once they arrive.

Tornado Protocol

Upon the issuance of a tornado warning, evacuation should commence to the bathrooms and corridors of the school. The director-on-duty will secure and monitor a weather broadcast. The director-on-duty will, if possible, ensure that each classroom has evacuated to the designated area. Each teacher will evacuate their classroom to the appropriate location. Each teacher should ensure that all interior doors leading to the school's corridors and bathrooms are closed. All persons should remain in the corridors and bathrooms until the director-on-duty gives the "all clear." If a tornado touches down and damages any part of the school, all persons will be evacuated to the area behind the playground once it is safe to leave the building. The director-on-duty will call the 911 dispatcher or designate another person to do so. The director-on-duty will evaluate the situation to determine who, in addition to the authorities, needs to be contacted about the situation.

Medical Emergency Protocol

The director-on-duty should be notified immediately about the situation. The director-on-duty will call the 911 dispatcher and give them all relevant information. The director-on-duty will appoint someone to stand outside and watch for the arrival of medical personnel to be able to direct them to the location of the emergency. The director-on-duty will be certified in CPR and first aid to be able to assist the injured person until medical personnel arrive. The director-on-duty should appoint a second person certified in CPR and first aid to assist them in providing medical care. Only someone certified in CPR and first aid should provide any medical assistance to the injured person before medical personnel arrive. Once medical personnel arrive, all those around should return to their designated areas. The director-on-duty and anyone with first-hand knowledge of the medical incident will remain on the scene to interact with the medical personnel as necessary.

If a child is exempt from medical care for religious reasons, the name of a certified practitioner will be obtained through the application process. If the child in question needs medical care, the parent will first be notified, followed by the certified practitioner provided on the child's application form.

Hostage Protocol

The director-on-duty will be notified immediately of any hostage situation at the school. The director-on-duty will immediately call the 911 dispatcher to inform the authorities of the situation. If the hostage situation occurs outside the school building, the building will be immediately locked. The director-on-duty will notify all other teachers and all persons inside the building will be evacuated to individual classrooms and the doors to those classrooms will be locked. The director-on-duty will coordinate with law enforcement personnel when they arrive as necessary. If the hostage situation occurs inside the school building, all persons within the building will be immediately evacuated to unaffected classrooms in the building and the doors to those classrooms will be locked. Evacuation will be done only if it will not further exacerbate or inflame the situation. If no evacuation can occur from the area, all those within the area will remain calm and cooperate with the hostage taker. At no time should the hostage taker be accosted or confronted by anyone but trained law enforcement personnel. Once law enforcement personnel arrive on the scene, all persons should cooperate with any evacuation of the building under their supervision.

Bomb Threat Protocol

The person receiving the bomb threat will immediately notify the director-on-duty and give him/her any specifics related to the bomb and its potential detonation and any information about the threat maker. The director-on-duty will immediately notify all teachers of the threat and all persons in the school will be evacuated to the area behind the playground until the threat is alleviated. The director-on-duty will call the 911 dispatcher to inform the authorities of the situation.