

**CROSSROADS**  
**WEEKDAY**  
**PRESCHOOL**

**Health & Safety Policies**

**2024 - 2025**

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## **Health Policy**

Crossroads Preschool cares about the health of all the kids and staff. We will make every effort to protect everyone in our building. Cooperation of parents and guardians in helping to prevent the spread of communicable diseases is of great importance.

Kids should NOT attend school if they have any of the following symptoms:

- Nausea
- Discharge in eyes / ears
- Vomiting (24 hours since last vomiting instance)
- Fever of 100.4°F or above
- Diarrhea
- Colored runny nose
- Skin rash

Kids cannot return to school until they have been completely symptom free for 24 hours. They must be fever free without Tylenol, Motrin, etc. If your kid develops any of these symptoms at school you will be notified to pick him/her up.

If your kid has lice/scabies, pink eye or hand, foot and mouth disease, it is important that you notify us immediately. These are the instances in which the entire class will be notified of confirmed cases due to the rapid pace of spread. Kids' names will be excluded from the notification.

### **Lice/Scabies**

- Kids cannot return to school without being treated and must be nit free.
- Before returning to school, a member of our office staff will need to check your kid's head for two weeks following to make sure there is no re-infestation.

### **Pink Eye**

- Kids cannot return to school until there is no longer any discharge from the eyes regardless of how long they have been on antibiotics.

### **Hand, Foot and Mouth Disease**

- Kids cannot return to school until they have been fever free without Tylenol, Motrin, etc. for 24 hours, they have no uncontrolled drooling due to mouth sores and they feel well enough to participate in classroom activities.

If your kid has any other ailments such as poison ivy, unidentified rashes, etc. but can attend school without infecting the other kids, please give the teachers or Director a doctor notification.

Crossroads Preschool cannot administer any medications or apply any lotions (including sunscreen) to any kid.

### **Hygiene**

Kids are encouraged to wash their hands after every time they use the restroom. Staff wash their hands after every time they use the restroom, help a kid use the restroom and change diapers. Kids wash their hands or use hand sanitizer before snack time. They wash their hands, use hand sanitizer and use wipes in other instances as necessary. We do a lot of things at Preschool that can make kids messy. We do our best to clean them up before sending them home.

### **Immunizations**

All kids are required to have an up-to-date Kentucky Certificate of Immunization. You can get this from your kid's pediatrician. If your kid's Certificate of Immunization expires during the school year, please send us an updated one within 7 days of expiration. If we do not receive one from you, we will send home a reminder. You can also submit a Religious Exemption Form that is signed by a notary. Contact the Director if you need a copy of this form.

### **Cleaning Procedures**

Crossroads Preschool staff shares cleaning responsibilities with the church cleaning and facilities staff.

Here is a list of all cleaning completed every day that the rooms are used:

- Wipe down surfaces (tables, countertops, etc.)
- Vacuum floors and rugs
- Empty trash
- Clean bathrooms

The hallway floors are mopped once a week and more as necessary. The toys are cleaned with disinfectant spray and/or wipes as necessary.

### **Prevention**

Crossroads Preschool cares about the safety of all the kids and staff. We will make every effort to protect everyone in our building. Our staff is informed of safety rules, special hazards and commonly occurring accidents. They receive instruction on evacuation procedures, use of fire extinguishers and how to report accidents. Everyone on staff is CPR and First Aid Certified.

The kids are under direct adult supervision at all times. The only time kids are not in the direct sight of an adult is if they use the restroom by themselves.

The following actions are not allowed by kids, parents, guardians or staff members:

- Fighting
- Cussing
- Hitting
- Kicking
- Spitting
- Pinching
- Scratching
- Biting
- Throwing objects (unless it's part of an organized activity)
- Running (except in the indoor playroom or on the outdoor playground)

All poisonous substances are stored in a locked cabinet out of reach of kids. All sharp objects are stored out of reach of kids. Objects, such as scissors, are used only under

adult supervision. The classroom equipment is continually observed for stability, smoothness of wooden objects and safe corners.

The playground is fenced and no kid is allowed outside to play unless there is a staff member present. Here are our playground rules:

- No climbing up the slide
- No standing on the fence
- No digging around and picking up the big rocks by the little picnic tables
- No throwing rocks or dirt
- No playing with or close to the barriers around the air conditioning units

The hot water temperature does not exceed 120 degrees. There are times when our staff uses electrical appliances. Whenever cooking is done as part of the curriculum, the kids are cautioned and are under direct supervision of staff.

There are times when the kids leave the building for nature walks, picnics, trike riding, etc. Any time the kids leave the building as a group for an activity they are required to walk in an orderly fashion and are accompanied by the staff.

Parents and guardians are required to bring their kids into the building for drop off. They are required to take their kids to the car after pick up. No kid is to walk into the building or out to their car without adult supervision.

All doors that lead into the Preschool hallway are locked during school hours. Church and Preschool staff are the only people who have keys to the interior doors that connect to the other side of the building. All exterior doors stay locked throughout the day with the exception of drop off and pick up times. The exterior doors we use for the Preschool will be unlocked between 8:50/8:55am and 9:10/9:15am for drop off. They will be unlocked again at 11:50/11:55am and will be locked again once all kids are out of our building.

## **Emergency Procedures**

Crossroads Preschool staff are informed of all emergency procedures. The staff and kids regularly perform drills of these emergency procedures. When we do these drills we inform the kids of the correct procedures while keeping them comfortable and not scared of the possible emergencies.

### **Fire**

- The Preschool conforms to all fire regulations as designated by the state fire marshal.
- A fire evacuation plan is drawn and posted in each classroom.
- We will do three fire drills throughout the school year.
- The fire alarm system, emergency power pack lights and fire extinguishers are checked yearly for proper function.
- In the event of a fire, the building will be immediately evacuated. Staff are aware of the gathering locations in our parking lot. They will remain with the kids at all times.

### **Tornado**

- In the event of a tornado warning, the kids will be evacuated to the designated area (interior hallways). They will remain there until the threat has passed under the supervision of staff.
- We will do three tornado drills throughout the school year.

### **Earthquake**

- In the event of an earthquake:
  - If the kids are indoors, they will be instructed to gather underneath the classroom tables.
  - If the kids are outdoors, they will be kept outdoors in the open, away from the building and utility wires.
- After the earthquake, the kids will be kept together where they are under the supervision of staff until a staff member can inspect the premises for damage.

## **Blizzard**

- In the event of a blizzard when the parents/guardians are unable to pick up their kids, the staff will house the kids at the facility until it is safe for them to be picked up.

## **Power Outage**

- In the event of a power outage at the building, kids will be kept in their classrooms (or sent back to their classrooms if they are in a different location). They will be under the supervision of staff at all times.
- A staff member will monitor the hallways and contact the electric company for an update.
- Parents/guardians will be notified to come pick the kids up early even if the power returns immediately.

## **Lockdown**

- In the event of a dangerous situation that requires us to go into lockdown, kids will be instructed to gather in the safest space in the location that they are in:
  - Classrooms - bathroom between classrooms and along the wall underneath the exterior window or along the wall by the interior door depending on the situation
  - Music room - tech booth and along the wall right outside the tech booth
  - Indoor playroom - tech booth and in the corner on the other side of the tech booth
- If the kids are outside at the time of a lockdown, they will be escorted back into the building as quickly as possible.
- Staff is instructed to close all blinds and window coverings.
- Kids will be under the supervision of staff at all times.

## **Transportation**

Crossroads Preschool does not transport kids at any time. Parents/guardians are responsible for all transportation, including field trips.

Crossroads Preschool requires parents/guardians to adhere to the Kentucky Car Seat and Booster Seat Laws. The law requires that any kid less than 40 inches tall must be



properly installed in a car seat. Kids under the age of 8 and between 40 and 57 inches tall must be in a booster and secured with a seatbelt.

If the staff becomes aware that kids are not being properly restrained to and from Preschool, they are required to notify authorities.

### **Child Abuse**

All adults in the state of Kentucky are mandatory reporters. If staff suspect possible child abuse or neglect, observations and dates must be documented. The staff must inform the Director. The Director is required to make a report to the Department of Child Protective Services. Procedures outlined by the Department of Child Protective Services will be followed.

If a staff member is suspected of neglecting or abusing a kid, please report it to the Director immediately.