

**crossroads**  
**WEEKDAY**  
**PRESCHOOL**

**Safety and Health Policies**  
**2021**

## **Safety Policies**

The staff is informed of safety rules, special hazards, and commonly occurring accidents. They receive detailed instruction on evacuation procedures, use of fire extinguishers, and how to report an accident.

### **Prevention**

The children are under direct adult supervision at all times. Fighting is not allowed; running and throwing objects are not allowed except as a supervised part of curriculum.

All poisonous substances are stored in a locked cupboard out of reach of children. All sharp objects are stored out of the reach of children. 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 child is allowed outside to play unless there is a staff member present.

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

Any time the children leave the building as a group, they are required to walk in an orderly fashion and are accompanied by the staff, and other adults. Parents are required to bring their children into the building, and pick them up inside each day. No child is to go out to the car alone.

### **Emergencies**

#### **1. 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. Quarterly fire drills are held. The 911 emergency number and the exact address of the building are posted by the office telephone.

The fire alarm system, emergency power pack lights, and fire extinguishers are checked yearly or proper function. All staff members know how to use the fire extinguishers. In the event of fire, the building shall be immediately evacuated. The staff member in charge shall phone the fire department from within the building, if it is safe, or from another phone. Staff will remain with the children and see them safely to the designated area.

## **2. Natural Disasters**

In the event of an earthquake, if the children are indoors they will be kept indoors and seated on the floor along the inside walls. If the children are outside, they will be kept outside in the open, away from building and utility wires. After the quake, the children will be kept together where they are until one staff member can inspect the premises for damage.

In the event of a tornado warning, the children shall be evacuated to the designated area (Student Section/assembly area) and remain there until the threat has passed.

In the event of a blizzard, when parents are unable to pick up their children, the staff will house the children at the facility until the parents or guardians can pick them up.

## **Transportation**

Crossroads Preschool does NOT transport children at any time. Parents are responsible for all transportation, including field trips.

Crossroads Preschool requires parents to adhere to Kentucky car seat law. Kentucky child passenger safety laws require that any child less than 40 inches tall must be restrained in a child or infant safety seat. Children younger than 8 years old and who stand between 40 and 57 inches must ride in a booster seat. Any child over 8 years old or over 57 inches tall must be secured by a seat belt.

As mandatory reporters, if the Crossroads Preschool becomes aware children are not being properly restrained to and from preschool the administration will be required to notify authorities.

**Child Abuse**

Should staff suspect possible child abuse or neglect, observations and dates must be documented. The staff member must inform the director, who in turn must notify the local Family Services Agency. Procedures outlined by Family Services will be followed. If a staff member is suspected of neglecting or abusing a child, please report it immediately to the director.