

EMERGENCIES

Monthly emergency drills are held at varying times and documented by the Director. The following procedures are rehearsed:

FIRE: Staff members remain calm and reassure the children. The staff members lead the children to their pre-designated safety spot. The staff takes attendance which is compared to the daily sign-in sheets. The infants are placed in a single crib and wheeled outdoors. The administrators check classrooms, bathrooms, kitchen, playground, and all other areas. Plans for evacuation are posted in each classroom.

WEATHER ALERT: Staff members are fully prepared for weather emergencies. In case of weather concerns, staff members will remain calm and reassure children. Children are escorted to the inner hallway, as free as possible from flying debris. Staff may bring books or manipulative games for the children. Parents who arrive to take their children are strongly encouraged to remain at the center until the weather alert has been lifted.

Our center follows the Brevard County School closing system for emergencies.

ACCIDENT: First aid boxes are kept in the offices of the director, and in each classroom. Emergency numbers for children and volunteers are filed in the director's office. All staff has first aid and CPR training. In case of a serious emergency, the Fire Rescue transport team is notified as well as the parents and an administrator. When going for treatment, the child's complete file and injury report form (if applicable) is taken. This contains a summary of the child's medical history, as well as medical emergency permission forms. Children not requiring treatment or observation remain supervised, and reassured that their friend is being well cared for. Any incident or accident, including the administration of Syrup of Ipecac, or the emergency transportation of a child, that occurs on the center premises will be reported to the parent in written form.

TRANSPORTATION: The center obtains written emergency transportation authorization from each parent or guardian before the child begins attending the program. We will not accept any children whose parents or guardians refuse to grant permission for emergency transportation. If a child is injured and needs treatment immediately, the center will call 911. A staff member will go to the hospital with the child, and will take the child's records. The parents will be called to meet the child and staff person at the hospital. The staff person remains at the hospital until the parent arrives or longer if possible.