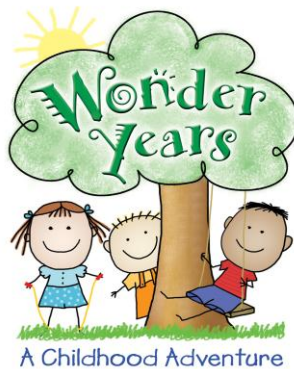


# Parent Handbook



**Wonder Years**

**7104 Twin Chimneys Blvd.**

**O'Fallon, MO 63368**

**(636) 978-3240**

**Fax (636) 978-3243**

**Email address [wonderyears@centurylink.net](mailto:wonderyears@centurylink.net)**

**[www.wonderyearsofallon.com](http://www.wonderyearsofallon.com)**

**[facebook.com/wonderyears](https://facebook.com/wonderyears)**

**Welcome** to our center and thank you for choosing **Wonder Years**. You have selected an early childhood program that is dedicated to your child and you! As a State licensed center, we provide a nurturing and safe environment where your child can learn and be stimulated with hands-on experiences in an educationally enriched atmosphere. Our classroom setting promotes social interactions, fine and gross motor growth, and emotional and intellectual development. **Wonder Years** strives to create a childhood adventure each and every day for your child. Be amazed at how much your small wonder teaches you in the days to come.

This handbook is designed to acquaint you with our policies and procedures here at **Wonder Years** in order to assist you in your relationship with us. We welcome any questions and will address any concerns you may have. Our doors are always open.

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### **Philosophy**

Wonder Years implements a program designed and dedicated to giving each child a warm, loving environment that promotes successful learning. By furnishing a secure, nurturing, and educationally enriched atmosphere we intend to keep each child stimulated and motivated to learn. Special attention is placed on social interactions, physical growth, and emotional and intellectual development.

The importance of providing a well-rounded program gives each child the opportunity and personal support needed to succeed. Our teachers strive to create a learning environment that both challenges and captures the interest of each child through active play, exploration, hands-on activities, and self-discovery.

### **Curriculum**

Our curriculum is prepared to meet the social, physical, emotional, and intellectual development of each child in our care. Our qualified staff provides a balanced nurturing environment with an educational setting that promotes learning through an active hands-on, exploratory and self-discovering classroom.

Our curriculum enables children to learn through central themes and emphasizes language experiences, creative play, science, math, discovery, art, physical development, self-help skill acquisition and social development. There are ample opportunities for development of critical thinking by providing choices, problem solving and discovery learning. When planning the curriculum, our teachers provide experiences that reflect and encompass each child's surroundings.

### **Classroom Environment**

Wonder Years is intent on building a bright future for your child. Therefore our goal is to create a place where all children can feel safe, loved, and proud of their successes.

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Having a well-prepared classroom with ample learning opportunities encourages and aids in building the beginning foundation required for early learners. Our classrooms are arranged into the following developmental areas:

**Dramatic Play**

Social skills; emotional skills; independence; oral language; imagination; responsibility; life skills

**Blocks/ Construction**

Motor skills; math concepts (number, size shape, special relations); oral language; social skills; eye-hand coordination; self control; imagination; working together

**Art**

Creativity; small motor skills; problem solving; sharing cooperation; independence; responsibility

**Math**

Oral language; social skills; small motor skills; concepts about quantity, shape, size, pattern; interest in math tools

**Language**

Alphabet knowledge; oral language; print knowledge; listening skills; eye-hand coordination; concepts about the world; motivation to read

**Science/ Discovery**

Curiosity about the world and promoting intellectual growth; developing processing skills; sensory skills; problem solving; language skills; scientific process (observing, analyzing, predicting, experimenting, recording, reporting data, hypothesizing)

### **Reading**

Oral language; alphabet knowledge; print connections; phonetic awareness; visual skill; tracking left to right; phonics; motivation

### **Writing**

Eye-hand coordination; small motor skills; alphabet knowledge; self confidence; vocabulary; interest in print

### **Others**

Sensory, fine motor, gross motor, computers, cooking class, music and movement, physical education, and Spanish class

### **Programs**

Our school provides many different programs to help each family find what they are looking for. We offer full day programs for children ages 6 weeks-12 years. Our classrooms are divided into age groups. We have an Infant/Toddler room for children 6 weeks – 23 months, an Early Learners Class for our 2-3 year olds, a 3-4 year old preschool room, and a Pre-Kindergarten classroom for our 4-5 year olds. These preschool classrooms are divided based on the children's entrance date to Kindergarten. All of our classrooms are available for full day or half day enrollment. We also offer our L.E.A.P. Preschool to any child between the ages of 3-5 year olds this preschool program operates from late August through May. Wonder Years is happy to work with your personal schedule to help accommodate any request.

### **Enrichment Activities**

We welcome and encourage enrichment courses that provide children opportunities to learn and grow. Wonder Years contracts Doni's School of Dance, Gymnastics, and Soccer Shots as optional programs to enroll your child in.

Wonder Years also incorporates *GEMS Life Science Kits from Botanical Gardens*, *Zoo-phonics®*, and *Numbers Plus®* into our curriculum weekly. These programs will enhance our science, language/

literacy, and math curriculum. Your child will also participate in Wonder Plus! our own personalized Physical Education and Spanish curriculum as part of our weekly curriculum.

### **Parent Involvement**

We welcome and encourage parent involvement in our school. Children are excited about their learning and want to share all the important information they are learning with their loved ones. Our teachers provide a daily communication sheet about your child's day. Taking time at dinner to ask about his or her day may spark an enlightening conversation of what goes on during your child's busy day.

Wonder Years provides learning experience through fieldtrips, center functions, classroom celebrations, and daily interactions at school. We want everyone to receive the most out of their child's learning experience and the best way to do that is through involvement. Feel free to come in and have lunch, read a book, join us outside for some exercise, or a trip to the pumpkin patch. The children love to have their parents with them and so do we.

### **Enrollment**

To enroll your child in Wonder Years your child's paperwork for the State of Missouri, our center paperwork, yearly contract, and an initial orientation visit for transitioning must be completed before your child's first day. After completing the child's enrollment packet we will need for you and your child to spend time visiting our preschool which will aid in adjusting to our routine and will help us get to know your family as you begin to get to know ours. This is best done by setting up time to spend with your child in our classroom, so our teachers can begin to know your child and the goals we will be working on together with you. You're welcome any time for your visit or set up an appointment with the center before your first day.

### **Authorized Persons to Pick Up**

Persons that are authorized to take your child from our care are the individuals listed on your Missouri Child Enrollment Form. We will not release your child without a written student release or a verified phone call. All individuals must be 18 years or older. We will need to see a picture ID in order to verify the identity of the individual before your child will be released from our care.

### **Signing In and Out**

Please make sure you are signing your child (ren) in and out each day using our keypad. If your child sign in/out gets reversed please let the person in the office know.

In your child's enrollment packet there is a section asking for your child's "typical time schedule." This is helpful to ensure that our teachers are scheduled according to your schedules. If there will be a change in your child's schedule, please let the staff know at least one day before so we can adjust any teacher schedules as necessary.

### **Abuse and Neglect Reporting**

As a State Licensed Child Care Center, we are mandated by the Division of Family Services to report any and all suspected cases of child abuse and / or neglect.

### **Supervising Children**

Wonder Years requires that **all children** be supervised while on the premise whether enrolled children or not. A child is classified as an individual under the age of thirteen by our definition. It is against our policies to leave any child unattended this includes inside the building, on the playground, and even in the parking lot. Children need to be supervised at all times to prevent any harm or danger to them or anyone else.



### **Illnesses**

As a State licensed facility we abide by all rules and regulations established for determining when a child is sick. The state handbook for the Bureau of Child Care is on sight in the office and can be viewed online at [www.wonderyearsofallon.com](http://www.wonderyearsofallon.com)

### **Medication**

We are happy to give your child medication when needed during his / her time at school. To give medication a Medication State Form must be completed by the parent or guardian, which allows the staff to administer the medication. All medication must be in its original container. The name of the medication, the dosage, the dates, and the times, with a proper signature is the only way a medication can be given to your child.

If there is any dispute on the amount and frequency of any medication Wonder Years does reserve the right to not administer medication until worked out with the parent or guardian.

Wonder Years requires that all medication must be in its ***original bottle, labeled, and given to staff for proper storage***. It is not acceptable to leave any medication in a child's reach, so please check all bags for the safety of all children.

### **Nutrition**

We provide a morning and afternoon snack each day as well as a lunch. All snacks and meals meet State Requirements. Please make yourself aware of your child's scheduled snack and lunch times so he/she does not miss out. If you would like a copy of the weekly menu please ask and your child's teacher will provide you with a copy.

### **Food Allergies**

All food allergies need to be listed on the State Medical form signed by your child's doctor. This is very important to ensure that your child is not given food that can cause a reaction. If there is nothing listed by the doctor, the center will continue to offer all foods to your child.

### **Outside Food/ Party Treats**

Due to the nature of children having high allergies in the building we must be aware of all food brought into the school. The children are not allowed to bring food into the building to eat. We provide all meals unless a special physicians request has been made to the director and the plan is discussed on what is best for the individual and what the school can allow.

All special treats need to be *store bought* and in the *original package* to ensure all children in our care are safe. Please talk to your classroom teachers or the director if you are uncertain about any type of foods.

### **Dress Code, Personal Belongings, and School Supplies**

All children are required to arrive at school ready to learn. This means coming fully dressed in comfortable play clothes that can get messy in any explorations throughout the day. All children must wear *closed toed tennis shoes* as well. The shoe policy is to make sure your child can enjoy all parts of the playground with safe foot wear. This also is required to help protect their feet from injury.

All personal belongings should remain at home unless it is your child's scheduled show and tell day. In which case, your child may bring one item that completely fits into his/her cubby. Wonder Years cannot be responsible for lost or broken items.

### **Here is a list of supplies needed on a daily basis from home:**

**Rest Time**—each child is required to rest on their cot for at least 30 minutes. For resting, a crib sheet and a small blanket are required. A small pillow or stuffed animal is optional. Just remember, all items must fit neatly inside your child's cubby. These items will be sent home weekly for laundering. If items are soiled, new ones must be brought on your child's next day of school. We keep a small supply for individuals that may

occasionally forget their supplies at home. If we have families borrowing items frequently we will ask for them to launder and return our items. We want your children to spend time in the class with all of their teachers and being prepared daily will help them do just that.

**Clothing**—each child is required to keep two changes of seasonally appropriate play clothes in their cubby or classroom storage area in case of any accidents or spills during exploration.

**Toileting**—if your child is not yet potty trained, he/she is required to have appropriate diapering items at school (diapers, wipes, etc.). If your child is being potty trained, please supply plenty of clean clothes as they acquire this new skill.

**Toilet Trained**--We understand children of all ages will have an occasional accident. With the state regulations that we have to follow our school is not set up for non toilet trained children to enter into our 3-5 year old programs.

***Definition of: Toilet Trained***

Children who can successfully and consistently make the choice to use the toilet without prompting; being vocal and alerting staff when and if they need to use the restroom. The children need to be able to pull up and down their clothing and use little or no assistance from teachers. This must be visible for several weeks for a child to be considered toilet trained. This is a requirement to be able to move into a program without the changing facilities.

**Infants/Toddlers**—each child sleeping in a crib will need a port-a-crib sheet. Children sleeping on cots will need a standard crib sheet and blanket. In addition to this, each family must provide pre-made labeled bottles to be stored in the classroom refrigerator. Children eating baby food and/or cereal will need to have this provided as well.

We will provide table foods during snacks and lunch when your child is ready for them. Children using sippy cups will need to bring enough sippy cups in for each day. These (along with any bottles) will be sent home daily to be cleaned.

\*\*We will require parents to take extra time from their day to bring the above stated items if we do not have them for your child. Please make sure your child comes well prepared each day.

### **Incident Weather**

Our center is typically open from 6:30 A.M. to 6 P.M. If there is inclement weather and teachers are unable to report to work, we may have limited space available due to State Ratio Regulations. If you must go to work in dangerous conditions, please call first to make sure there are teachers available to supervise your child. Please make sure that you remain fully aware of the weather and road conditions to allow yourself plenty of time to safely pick up your child (ren) on time. Make sure you give yourself extra time so the staff can get home safely too.

In the event we would have to close, we will post the most up-to-date information on our facebook page. We will also do everything possible to post closings on local news stations.

### **Fire and Tornado Drills**

Our classrooms have monthly fire drills and quarterly tornado drills in accordance with State Guidelines.

### **Special Events**

We hold special events throughout the year to encourage parent involvement in our school. We feel that your involvement can make your child's discoveries and successes so much more important. Please make sure to get as involved as you can in their experiences and events here.

### **Injuries, Incidents, and Accidents**

If your child is injured in our care, you will be notified at pick up in writing. If the injury is severe, you will be notified immediately by phone. Any written forms of communication are to be signed by a parent and left at school. If you would like a copy please let us know we will be more than happy to make one for you.

### **Behavior Management**

When helping children work through problems, we speak to the child at his/her level to gain information on how to effectively solve the problem. Whenever possible, we redirect children to a new activity. If a solution or agreement cannot be reached, children may require a quiet break from activity. Our teachers focus on redirection and discussion techniques that are age appropriate when the child is ready to talk about their feelings.

In the event that children use force to solve a problem, the child will be encouraged to help attend to the child they have hurt. If aggression continues after we have researched many avenues and our safe environment for all children is compromised, a child may be forced to withdraw from our center.

### **School Pictures**

In the fall and spring, we have professional photographers come in to take each child's photograph. This is a voluntary program. Please let us know if you do not want your child's photo taken.

### **Parent Teacher Communication**

Our teachers send home Daily Reports to let you know what your child has been doing during their busy day. In addition to these reports, each classroom has a Parent Information Board that contains a weekly lesson plan and newsletter, a daily schedule, a monthly calendar and other important information about our center.

### **Progress Reports**

Our ultimate goal is to help each child reach his or her full potential upon entering Kindergarten. Our teachers are constantly observing each child to learn their areas of strength and weakness. Each semester our teachers will fill out a Developmental Assessment card for your child. We will schedule conference times to discuss your child's progress at this time. If you have concerns at other times, please feel free to set up a conference with your child's teacher at your convenience.

### **Attendance Policy**

All families are required to pay their child's (ren's) tuition each week on Monday. This includes days your child is absent or on vacation (unless you qualify for a free/reduced vacation week).

### **Payments**

#### **Registration Fees**

Upon enrollment at our center there is an initial registration fee of \$50 per child or \$75 per family due. Following that, there is an annual registration renewal fee (equal to the initial registration fee) due each August.

We also have a summer registration fee due each year in April. This fee includes all special visitors and activities planned for summer camp.

### **Tuition and Late Fees**

As stated previously, tuition is due the on Monday by 6 P.M. unless you have arrangements to pay biweekly or monthly. Failure to pay tuition by 6 P.M. Mondays will result in an additional late charge of \$15. If your account is more than 2 days outstanding, your child will not be permitted to attend school until your account has been settled. Families that are not enrolled on Monday's may pay on their first scheduled day each week.

### **Returned Checks**

Any checks that are returned for non-payment must be paid in cash, or with a money order or cashier's check along with a \$25 charge that will be added to the account. After a second check returns for non-payment, families will be required to pay with cash.

### **Late Pick Up Fees**

Our center closes at 6 P.M. If your child is here after this time, a late fee will be charged of \$5 for every 10 minutes after 6 P.M. Please make sure you contact us if you know you are going to be late. Any children still in our care 1 hour after closing without any contact with parents will be turned over to the Division of Family Services and proper authorities will be notified.

### **Delinquent Accounts**

If an account is delinquent more than two weeks, your child's enrollment will be terminated. In order to re-enroll your child, all fees must be paid and a new enrollment fee will be charged.

### **Holidays**

Our center will be closed on certain holidays and for teacher training days. Please refer to your current school contract for those dates.

### **Vacation Policy**

Each family is entitled to one free vacation week each year after being enrolled for six months. Your vacation can be taken as one free week or two ½ price weeks. Vacation time is allotted in a one week period with your child not in attendance. Vacation time does not roll over at the end of your yearly anniversary date. Any requests for a vacation week must be made in writing to the Director at least one week in advance to qualify for the tuition break.

### **Contracting out Employees**

Soliciting an employee from Wonder Years whether for hire or a favor for outside childcare is prohibited. We view our staff as educators and we want to keep a professional relationship with all our families. If an agreement for outside child care is made with one of Wonder Years employees, Wonder Years, its owners, directors, and other employees can not be held legally responsible for any actions by the parents, child, or the contracted employee. Wonder Years does hold the right to dismiss any family found using employees for these services.

### **Social Media**

Wonder Years strives to provide a professional, educational learning environment for the families enrolled. We request that all communication between families and teachers take place in a private manner at school, over the phone, or through private emails.

### **Withdrawal Policy**

Prior to withdrawing your child from our center, we require a two-week written notice. This allows us to prepare your child and his/her friends for their departure. If proper notice is not given you may be required to pay two weeks tuition to reimburse Wonder Years for the time lost in enrolling new students.



# Wonder Years

**Emergency Preparedness Plan  
7104 Twin Chimneys Blvd.**



**(636) 978-3240**

**[wonderyears@centurylink.net](mailto:wonderyears@centurylink.net)**

**[www.facebook.com/wonderyears](http://www.facebook.com/wonderyears)**

## **Local and Emergency Numbers**

### **Our Facility:**

Wonder Years  
7104 Twin Chimneys Blvd.  
O'Fallon, MO 63368  
phone: (636) 978-3240  
fax: (636) 978-3243

### **Our Director/Owner:**

Tracey Brown  
home phone: (636) 978-1728  
cell phone: (314) 650-6551

### **Co-Owner:**

Travis Brown  
cell phone: (314) 803-8271

## **Emergency Numbers**

**Fire (emergency)** 911

**Fire (non-emergency)** (636) 978-3900

**Ambulance (emergency)** 911

**Ambulance (non-emergency)** (636) 978-3900

**Police (emergency)** 911

**Police (non-emergency)** (636) 240-3200

**St. Charles County Sheriff Department (non-emergency)** (636) 949-0809

**Poison Control** 1-800-678-5437

**Electric Company**—Ameren U.E. (emergency) (314) 561-1000

**Water Company**—P.W.S.D. No. 2 (636) 561-3737

**St. Charles County Division of Emergency Management** (636) 949-3203

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# Emergency Preparedness Plan

## I. Purpose

This emergency plan has been developed to assist the employees of Wonder Years in protecting the health and safety of the children in its care should disaster or emergency, be it natural or deliberate, affect the facility, operation or its community. The safety of the children and staff is the primary goal of Wonder Years. Wonder Years staff participate in training drills quarterly to be prepared.

## II. Type of Emergency Response

Emergency responses can be placed in two broad categories: *shelter in place/ lock down* and *evacuation*. These responses need to be practiced (even during inconvenient times – nap, lunch, ect.) and evaluated on a regular basis.

### **Shelter in Place / Lock Down**

*Stay or go inside a designated area, or safe room, within your facility to secure children, staff, and visitors in a protected area. Wonder Years has designated our safe rooms as our bathrooms, kitchen area and the staff lounge located in the basement of our building.*

### **Evacuation**

*Evacuate your location to go to another location either nearby or far away to remain safe. The safe area that is designated outside of our building is located in the lobby of Sunrise Church, located south of our building. The alternate safe location nearby is Delmar Gardens, located west of our building.*

*As an emergency reminder the maps for shelter in place / lock down and evacuation are posted at all classroom exit doorways and exits doors to the*

*building. This map outlines where your staff and children in your care should go in the event of an emergency. (Diagrams included pgs. 10 & 11)*

### **III. Wonder Years Emergency Response Locations**

**Shelter in Place / Lock Down Area:** *Our immediate emergency locations include classroom bathrooms, kitchen, and our staff lounge area in the basement. When time allows all students will relocate to the basement of Wonder Years in the staff lounge which houses the emergency supplies, such as water, extra canned food, can opener, dry clothing, blankets, and diapering supplies. A bathroom with running water is adjacent to the room and accessible from the shelter room.*

**Evacuation Location – Nearby:** *The location Wonder Years staff and children would evacuate to in case of an **Emergency Evacuation** would be **Sunrise Church**. While evacuating, staff have specific responsibilities during the evacuation process. Each group leader is responsible for their emergency classroom bags, daily attendance sheets, and classroom medication boxes. The person in charge of the facility will take the facilities allergy list and Emergency Medical Release Forms Binder, which includes an emergency contact form for each child in the care of Wonder Years, as well as, an emergency contact form for each teacher on staff at Wonder Years.*

***Location:*** **Sunrise Church**

7116 Twin Chimneys Blvd.  
O’Fallon, MO 63368.  
(636) 978-2727

**Second Location: Delmar Gardens**

7068 South Outer Rd 364  
O’Fallon, MO 63368  
(636) 240-6100

**Evacuation Location – Out of the Area:** *The location Wonder Years staff and children would evacuate to in case of an Emergency Evacuation in a not nearby location would be to **Progress West HealthCare Center – BJC HealthCare**. While evacuating, staff have specific responsibilities during the evacuation process. Each*

*group leader is responsible for their emergency classroom bags, daily attendance sheets, and classroom medication boxes. The person in charge of the facility will take the facilities Emergency Medical Release Forms Binder for all students enrolled currently at Wonder Years and staff information and allergy list.*

**Location:** Progress West HealthCare Center – BJC HealthCare

2 Progress Point Parkway

O'Fallon, MO 63368

(636) 344-1000

#### **IV. Evacuation Tools**

The required information and materials needed during an emergency includes the classroom daily attendance sheets located on a clipboard with the Group leader in each classroom. The classroom will also be responsible for their emergency classroom bag and medicine kits. The Director will be responsible for their cell phone and facility phone, and the Burgundy Emergency Release Forms Binder located in the office on the shelf next to the first aid box. This binder includes current child and staff emergency forms, staff phone list and allergy list.

#### **V. Fire Evacuation Procedure**

When the decision is made to evacuate Wonder Years, the director will make the announcement in the most expeditious way possible that all persons are to evacuate to their assigned assembly area on the playground and await further instruction. The building is to be evacuated completely. The Director will notify appropriate personnel and communicate what type of emergency is present.

***In the event of an actual fire, the Director will be responsible to notify 9-1-1 of the emergency from a cell phone outside the building once the evacuation is complete. The Director will also be responsible for having the Emergency Medical Forms Binder, located in the office next to the first aid kit and all daily classroom daily attendance records will be brought with the staff assigned to each child's classroom. During fire evacuation make sure the fire is contained by closing all doors to classrooms and the exterior doors to the building.***

## **Center staff will evacuate their children as follows:**

### **Infant/Toddlers**

*The Infant and Toddler room shall put the children in one of the two evacuation cribs and move to the designated evacuation assembly area. Upon arriving at the designated evacuation assembly area, all infants and toddlers must be physically accounted for against the daily attendance sheets and results reported to the Director when head counts are taken.*

### **Preschool and School Age**

*Preschool Group Leaders and School Age Group Leaders shall be responsible to gather their respective classes in a group and supervise an orderly evacuation to the designated assembly area. The Group Leader is also responsible to bring all daily attendance sheets that are located on their clipboard. Upon arriving at the designated evacuation assembly area, all children must be physically accounted for against the daily attendance and the results reported to the Director when head counts are taken.*

In the case of a real fire the assembly place is at SunRise Church, 7116 Twin Chimneys Blvd. O'Fallon, MO 63368.

## **VI. Flood Evacuation Procedure**

In the event an evacuation due to flooding is necessary, the director in charge shall notify the classroom teachers of the evacuation. The director shall have a cell phone and the Emergency Medical Release Form Binder from the office. Classroom teachers shall assemble their children quickly and calmly to evacuate. Infants and Toddlers shall be placed in a rolling crib to be transported more efficiently. All classroom teachers shall take daily attendance clip board from the classroom, outdoor first aid kits, and classroom medication boxes upon evacuating their classroom. Children will be led to a safe place away from flooding as quickly and efficiently as possible. Classroom teachers shall notify the director immediately if a child is unaccounted for. If flooding is occurring inside of Wonder Years, children will be led to the playground, through the gate, and across the parking lot to Sunrise Church. If Sunrise Church is compromised children shall be led around the building to Delmar Gardens. If flooding is occurring outside of Wonder Years, children will be led to safe higher ground to be determined by the director at that time. When children are in a safe place, the director shall call 9-1-1 using a cell phone to alert emergency responders of their location to get assistance.

## **VII. Chemical Exposure Threat Procedures**

In the event there is a chemical exposure threat, the director will notify classroom teachers in a quick and efficient manner. If the threat is inside Wonder Years, the director will instruct classroom teachers to evacuate their classrooms to the playground. The director shall have a cell phone and the Emergency Medical Release

Forms Binder in their possession during an evacuation. Teachers shall have daily attendance records, outdoor first aid kit, and classroom medication boxes in their possession if an evacuation is necessary. Infants and Toddlers shall be placed in a rolling crib to be transported more efficiently. Children will be led to the playground, through the gate and to Sunrise Church if necessary. If for some reason Sunrise Church is compromised, children will be led to Delmar Gardens. Once children are in a safe place, the director will use a cell phone to call 9-1-1 for assistance.

If the chemical exposure threat is outdoors, the director shall notify the classroom teachers in a quick and efficient manner. The director shall notify all classroom teachers to have all classroom windows closed and latched. The director shall place damp towels at the bottom of each exterior door to help prevent chemicals from entering the building. Once children are safe, the director shall call 9-1-1 to notify emergency responders of the situation.

### **VIII. Bomb Threat Procedures**

In the event there is a bomb threat near Wonder Years, the director shall quickly and efficiently notify all classroom teachers to evacuate their classrooms. All classroom teachers shall have their daily attendance sheets, outdoor first aid kits, and classroom medication boxes in their possession throughout the threat. Children will be taken to the basement and kept as far away from windows as possible. The director shall bring a cell phone and the Emergency Medical Release Forms Binder to the basement (our lock-down shelter). Once all children are safe the director shall call 9-1-1 to notify emergency responders of the situation.

### **IX. Earthquake Procedures**

In the event of an earthquake the director shall notify all classroom teachers quickly and efficiently. All classroom teachers shall have their daily attendance sheets, outdoor first aid kits, and classroom medication boxes in their possession throughout the threat. Classroom teachers shall move their children to their designated safe place and await further instruction from the director. The director shall have a cell phone and the Emergency Medical Release Forms Binder at all times during an earthquake. If safe and necessary, children shall be moved from their individual safe places to the Wonder Years lock-down shelter area in the basement. Once children are safe, the director shall call 9-1-1 to notify emergency responders of the situation.

### **X. Tornado / Severe Storm Procedure**

In the event a tornado or severe weather is in the area, the director will quickly and efficiently notify classroom teachers of the threat. The director will have a cell phone and the Emergency Medical Release Forms Binder with them throughout the



threat. Classroom teachers will grab their classroom attendance sheet, outdoor first aid kit, and classroom medication boxes. Then lead their children to the appropriate Safe Zone inside the building. Children and teachers will remain in their Safe Zone together until the director says it is safe to leave. In the event further shelter is needed, the director will have the teachers and children move into the Storm Shelter area in the lower level of Wonder Years until it is safe to come out.

## **XI. Utility Failure**

In the event of a utility failure (electrical, water, etc.), the director will notify all classroom teachers of the outage. The director will use a cell phone to contact the utility company to learn the severity of the outage. If the outage compromises the ability of the teachers to provide a safe, clean environment for the children (as deemed by the Department of Sanitation and the Department of Health and Senior Services), the director will notify each child's parents and/or emergency contacts to arrange for children to be picked up.

## **XII. Missing Child**

In the event a child goes missing while under the supervision of Wonder Years staff, the director will conduct a thorough search of the building. If the child is unable to be found, the director shall call 9-1-1 to notify emergency responders. If someone witnesses a child being taken from the facility, 9-1-1 responders will be notified immediately. All information shall be conveyed to the authorities to aid in the safe return of the missing child (physical description, vehicle description, direction of abduction vehicle, etc.).

## **XIII. Lock-Down Procedure**

In the event the building needs to go on lock-down due to an intruder, a shooting, or a trespasser, the director shall alert the classroom teachers as quickly as possible. The classroom teachers shall keep the children in their classroom and away from windows until the director says the building is safe. The director and/or other classroom teachers shall notify the authorities by calling 9-1-1 as soon as possible. (Children in the "Middle Room" shall enter the "Purple Room" if the danger is in the lobby.)

In the event the director is unable to report back to the classroom teachers regarding the safety of the building, teachers shall remain in their classroom until emergency responders arrive and deem the building safe.

## **XIV. Evacuation from Wonder Years Vehicles**

In the event children need to evacuate a Wonder Years Bus due to an accident, flooded road, etc. children will evacuate through the safest exit possible. Children may exit through the front door, back door, or through the side windows.

The bus driver shall direct the children to the safest exit depending on the situation. Once the children have exited the bus they will be led away from danger to wait for emergency responders to assist them. The driver shall keep the Bus Emergency