



Paradise Hills Community Preschool

2019-2020 HANDBOOK

Tina Good and Natalie Chacon, Co-Directors/Teachers
5976 Avenida La Barranca NW
Albuquerque, NM 87114
(505) 898-3122
phcp.org



TEACHING YOUNG CHILDREN SINCE 1966

Welcome

Welcome to Paradise Hills Community Preschool. Our School is a community owned and operated by the parents of current students. It is our hope that this handbook will help explain policies, procedures, and responsibilities assumed by parents when they enroll their children.

History

Welcome to Paradise Hills Community Preschool. Our school is a community owned and operated by the parents of current students. This preschool has been in this community since 1966. It was originally a kindergarten before APS incorporated kindergartens into their system. At that time, it was made into a community preschool. The original teacher moved after a few years, and the preschool was left in the capable hands of Marlene Lacy who continued as the director. She retired after her nineteenth year. In 1997, Mrs. Barbara Lindsey oversaw the operation of the preschool until 2019. Our current co-teachers and directors are Mrs. Tina Good and Ms. Natalie Chacon, who have been with the preschool since 2014. If you have had any previous experience with the preschool, you may notice changes. Some of these are reflected in tuition changes, others in the equipment and environment. We believe that both changes and long standing traditions are for the good of the children and the community. We are proud of the fine reputation that has been established throughout the years the school has been in operation. With the support of concerned and involved parents, the high quality of education will continue.

Philosophy Statement from the Co-Teachers/Directors

We believe that children are distinct and evolving individuals with budding potential and promising capacities. As learners, explores, and creators, children define themselves step by step. We believe that children can be provided exploratory environments, multiple social settings, and developmental areas that establish a sure foundation for future education growth and achievement.

We believe through different methods of teaching, we can help children reach their potential. Using Howard Gardner's *Theory of Multiple Intelligences*, we discover children's various learning styles to enhance their capacities. Lev Vygotsky's theories have shown us how to create social settings enhancing children's cognitive development. Using examples from Reggio Emilia, we support children's play and enhance their learning through experiences. Technical methods and graduated practices of Maria Montessori help us provide steps of physical and cognitive development that guide children's strengths. Finally, with the examples of Perry/High Scope preschools, schedules are formed to enhance the greatest amount of learning for each child.

Families create the first learning environment. Without family involvement, children's learning is stifled. Families must be given the chance to use their talents for the good of their children. Through parent boards, family dinners, community collaboration, and programs, families have the opportunity to grow with their children and have vested interest in their experience.

Cultures, as well as backgrounds, are as important to children as their talents. Cultures and traditions weave strengths and identity throughout life. Children who have the opportunity to exemplify, discuss, integrate, and discover cultures are given a richer view of life and all it has to offer.

With support and integration of community, family, culture, experience, and education, each child will be able to find their strengths and build on them, and become masters of their own learning. We believe that each student should have the opportunity to reach his full potential. Children are the future, they are the hope, and they are the reason for good in the world.

Mission and Curriculum Statements from the Teaching Team

Mission Statement

- To involve family and community in children's education
- Service children between three and five years old
- Guide children to successful learning
- Help children to achieve independence and develop problem solving skills
- Provide a setting for social learning and acceptable behavior
- Encourage scientific exploration and a continued quest for knowledge

Curriculum Statement

- To immerse children in thematic unit learning involving hands-on exploration, choices, and play
- Integrate foundational knowledge of reading, math, science, music, and literature
- Encourage responsibility through the care of plants and pets, and maintaining preschool order and personal care
- Reinforce thematic learning with field trips and guest speakers using community resources and parents
- Integrate learned skills and encourage them at home with reading programs and handouts
- Promote social regulation and communication skills with hands-on, child directed play

PHCP Information

- General Information :
 - 5976 Avenida La Barranca, NW Albuquerque, New Mexico, 87114
 - 505-898-3122
 - Website: phcp.org
 - Facebook: <https://www.facebook.com/PHCPreschool/>
- Emails:
 - Director/Teachers/Office Staff: teachers@phcp.org
 - Financial Questions: bookkeeper@phcp.org
- Operation Hours:
 - 8:00 a.m. – 4:00 p.m. Monday – Friday
- Class schedules:
 - MWF classes (4 and 5 year old students)
 - (GREEN) Morning class: 8:30 – 11:30
 - (YELLOW) Afternoon class: 12:30 – 3:30
 - T- Th Classes (3, 4, and some 5 year olds)
 - (BLUE) Morning Class: 9:00 – 11:30.
 - (RED) Afternoon Class: 1:00 – 3:30
- Licensure/Accreditation status:
 - NM Child, Youth and Families 5 Star Licensure
 - NAEYC: Accredited
- Class Ratio:
 - Each class is licensed for up to 23 students. Our preschool's goal is to have two teachers, one assistant, and one parent per class. Ratio is 23/4.
- Services Offered:
 - Preschool classes for 3-5 year olds

Leadership of the School

The Board of Directors consists of parents of community members, most of which have children who attend the preschool, who are elected to the 16 positions described in Article II Section 2 of the by-laws. Duties of the respective board positions are described in Article III Sections 4 through 16. The teachers are responsible for governing the ongoing, day-to-day activities and curriculum of the school. In conjunction with the director(s)/teacher(s), the board has the responsibility of finances, maintenance, publicity, future planning, advertising, enrollment and fundraising. The board has the power to make all final decisions on business matters, except where assigned to all parents by the by-laws or the Articles of Incorporation. However, input from all parents is highly valued. Regular board meetings are held monthly, with the date and time established by each new board. Parents are invited and encouraged to attend all board meetings and can request a place on the agenda. Agendas will be posted at the preschool a minimum of 7 days prior to board meetings.

Co-Directors/Co-Teachers:

Mrs. Tina Good

Mrs. Good is one of our co-teachers and directors. She was born and raised in the Midwest. She worked for almost 20 years in the human service field advocating on various levels for adults with disabilities. She then came to New Mexico and worked in healthcare regulation and compliance. Her love for the preschool began in 2009 when her children started attending. She was so impressed with the preschool's teaching philosophies, family-like environment, and sense of community, that she changed careers and began teaching here. Along with teaching, her role is to assist in keeping the preschool in compliance with NM Children, Youth & Families State Licensure requirements, as well as our accreditation through the NAEYC. She looks forward to maintaining the legacy of the preschool for years to come!

Ms. Natalie Chacon

Ms. Natalie is also a co-teacher and director. This will be Ms. Natalie's fifth cumulative year teaching at the preschool. Her origins as a teacher are rooted here at the preschool, as she was a practicum student and student teacher here while attending UNM, eventually earning a B.S. in Early Childhood Multicultural Education. Ms. Natalie taught at the school in 2006-2007, then left the state for nine years. During her time in Eugene, OR, Ms. Natalie worked at a University based child care center working with children from six weeks to school age. Ms. Natalie then traveled with her family to Baltimore, MD where she worked to develop and implement early childhood programs through the Baltimore County Public Library System. Upon her return in 2016, she was given another opportunity to return to the preschool. Ms. Natalie has two sons, 9 and 14, and a loving husband that's also an educator. Ms. Natalie loves working with fellow co-teacher and director, Mrs. Good, the teaching assistants, wonderful office staff, and the parent board members to create an enriching curriculum and environment for our students to grow and learn. Ms. Natalie strives to connect with every student and their family to build a strong network of support for a rich and fulfilling school year.

Support Staff:

Mrs. Erin Allman

Erin Allman began at PHCP as a teacher assistant in 2018. She has been with her partner, Eric, for 16 years and together they have two kids, Lilly and Logan. Their family discovered the preschool when Lilly attended and they instantly fell in love with it! Ms. Allman is a former Paramedic with a Bachelor's Degree in EMS but has been lucky enough to be a stay at home mom since her daughter was born. While she loved her title as "stay at home mom", she is loving this new adventure and working with the amazing staff and children at PHCP!

Mrs. Chris Tinney

Mrs. Tinney began at PHCP in 2018 as a teacher assistant. She's been married to her husband Matt for five years and they have two daughters, Orchid and Coral. She discovered PHCP when looking for a preschool for her daughter and instantly fell in love with the learning environment and teachers. She watched her daughter thrive everyday under the direction of some of the most amazing teachers she'd ever met. She knew immediately that she wanted to be a part of the amazing teaching team and is so excited about the upcoming school year.

Mrs. Honey Breen

Mrs. Breen is our office manager. This is her third year working at the preschool. She has a Bachelor's of Science degree from Western New Mexico University. Her family has been part of PHCP for the past five years. Three of her four children have attended and graduated from PHCP and she's excited to continue her time at the preschool as our office manager. She loves helping the parents and teachers and being a part of the magic that happens at PHCP!

Piper Curry

Piper Curry is the bookkeeper for PHCP. She and her husband, Ben, have two children, Charlotte (7) and Everett (5) and she has been a parent at the preschool the past four years, while her children attended. During that time, she sat on the board all four years and served as Board President for three of those years. Piper has a Bachelors and a Masters degree in Elementary Education from UNM and currently holds a level 3 NM teaching license with an endorsement in TESOL. She taught kindergarten at SY Jackson Elementary School for 10 years before becoming a full-time mom. Piper believes that Paradise Hills Community Preschool prepares students for kindergarten better than any other preschool in Albuquerque. She is looking forward to taking on her new role as the bookkeeper and helping PHCP continue to provide the best early childhood education in town!

Curriculum

Our curriculum is a combination of many tried and tested theories. The main methods we integrate are Reggio Emilia, Perry High Scope Preschool, and Montessori. From these three methods, we combine a long period of self-directed play, planning and reviewing, small group activities, and teacher observations.

Themes: Surrounding children with an interesting theme promotes discovery and entices them to learn. Thematic units teach children in these important developmental areas: Social/emotional, physical, cognitive, creative, language/communication, literacy and health/safety. Each center in the preschool parallels the current area of study, such as: bugs, dinosaurs, family, space, New Mexico, etc. There are a variety of centers for your child to explore. Some of the favorite centers are dramatic play, blocks, art, science, writing, woodworking, and manipulatives. Parents will be informed of upcoming themes and invited to contribute through literature, hands-on objects, guest speakers, etc.

Daily Schedule: (The following is a list for the M-W-F morning class with the afternoon classes proportionally similar. (T-Th morning class runs from 9:00 until 11:30 which changes the times slightly. This is a schedule for regular days and adjustments are made as needed.)

- **8:30-9:00 Greeting and Outdoor Time**
 - Students enter preschool with parents.
 - Parents sign in student, share pertinent information, students join teacher for work or outdoor play.
 - Goals: family and student bonding, welcoming
 - Students are encouraged to go outdoors unless weather conditions prohibit. Students are given the freedom to do whatever outdoor activity they might like.
 - Teacher enhances play to meet the needs of all students.
 - Goals: Gross motor, fine motor, social, linguistics, and problem solving.
- **9:00-9:45 Circle Time**
 - Daily lessons, stories, movement, and jobs.
 - Goals: socialization, listening skills developed; name, number and letter recognition, counting, literacy, music, problem solving, develop self-regulation skills.
- **9:45-10:00 Planning**
 - Teacher direction with small groups. Each student will be given the opportunity to plan where they want to work and what they want to do in that area. Students' input will be recorded.
 - Goals: mind organization, play with a purpose, decision making, problem solving, socialization, literacy
- **10:00-10:30 Self Directed Play**
 - Students choose their work areas and freely move around the preschool. Teachers observe play and watch for opportunities to enhance play or possible problem intervention. Notes are made on all observations.
 - Goals: choices, socialization, peer interactions, problem solving, physical development, language development, learning styles observed, conflict management, play enhancement.
- **10:35-10:45 Clean-up, Group review**
 - Students are responsible to clean their areas of play. Students meet in a large group for movement, music and review. Teacher directed small group activity.
 - Goals: cognitive organization and large motor.
- **10:45-11:05 Circle Time and Snack Preparation**
 - Student celebrations, student of the week, stories, etc.
 - Goals: self-regulation skills, language, literacy, and socialization
- **11:05-11:20 Snack**
 - Students in charge of snack and parent helper prepare snack.
 - Students eat snack in family style fashion. Each student serves and pours independently. Teachers join group and participate in discussions. Each student is able to clean up after snack.
 - Goals: self-help skills, student responsibility, socialization, conversation skills, group interaction, teacher-small group time, reinforcement of learning, and problem solving.
- **11:20-11:30 Small Group Activities/ Music and Movement**
 - Teachers direct students and activities according to needs. Activities are recognition, patterning and sequencing, motor, and writing. Large group gathering with music.
 - Goals: meeting developmental needs on an individual basis, social, linguistic, fine motor, and cognitive development or literature, patterning, sequencing or matching.
 - Teachers use music and movement to help physical development, rhythm, and fun.
 - Goals: large motor, rhythm, patterns, and counting.
- **11:30 Parent Pickup**
 - Parents pick up children promptly. Teachers need to prepare for the next class.

Extras: Some of the extra things that make our preschool special are: 3 students honored daily, weekly Star Student, the at-home reading program, Community Outreach, parent-teacher conferences, programs, and the art show.

- **3 Students Honored Daily:** Every day, three students will be chosen during class....
- **Star Student:** Every week, a student will be chosen once during the school year to be the Star Student. He/she will take home a special bag with instructions for parents to help him/her gather things about him/ herself. During the week he/she will have a chance to talk about him/herself and his/her family. The student will be given the opportunity to be a line leader as well as other special assignments.
- **At-home Reading Program:** This program is designed to encourage reading at home. Each student will be given a list to record titles of books that are read each night. At the end of the week, the record sheet is returned and posted on a bulletin board in the preschool library. At the end of each unit of study, students have a celebration of their excellent reading and receive a small token of encouragement. Themes for the reading program will follow the unit theme.
- **Community Outreach:** Professionals are invited to visit the preschool to address specific subjects that are parent driven. Some of the workshops that have been done previously are: "Science Night" at the Science/Nature center, Preparation for Kindergarten, Nutrition, Reading Readiness, and discussing parenting strategies.
- **Parent Conferences:** After observing and assessing each student in the fall, teachers offer parent conferences for students in the green and yellow classes. The fall conference focuses on developmental areas that a child begins with as they start the school year at the preschool, and where the parents and teachers would like the child to be at the end of the school year. In the early spring, parents in all classes are offered a conference to give an overview of the year, as well as a current assessment and goals for the upcoming school year. Students moving on to Kindergarten will be given a detailed information sheet that explains their best learning environment, learning styles, strengths, and needs. Other conferences will be offered as needed or requested.
- **Programs:** Twice a year, students participate in a performance designed to enhance curriculum.
- **Art Show:** Annually, we culminate our students' achievement by displaying various forms of art for friends and family to enjoy.

Daily Items

Sign-In/Sign-Out: Parents are required to sign-in when dropping off and sign-out when picking up their child using a four digit PIN number. If a parent is not present, the person picking up the child must be authorized in the system with a four digit PIN. An authorized adult must sign a student out before he/she can be dismissed; this is a safety measure for the school and a NM state law. After the child is released, they are the release person's responsibility and the teachers have no more responsibility for the child. In the event that a child is not picked up, teachers have emergency numbers on hand for each student with a reserve of numbers of approved pick-up people. Students that are not picked-up promptly will stay under the teachers care in the preschool until someone has come. Our clock in/out system documents the time a child is dropped off or picked up. **For every 15 minutes a child is picked up late, a \$10 late fee will be automatically billed to your account.**

Meals and Snacks: Each day a student from each class will be assigned to provide a snack for their class, given the food guidelines defined by the State. Requirements are nutritional and healthy snack, along with 100% fruit juice, milk, or water. Children who have food allergies will have food brought from home that will enable them to enjoy snacks. Food will be handled according to the State guidelines that are specified in the State requirements. Alternative snacks can be offered to children who have allergies if there are none provided specifically from home.

Appropriate Dress: Students are able to wear their own selection of clothing, but are encouraged to wear warm clothing during cold weather for outdoor play. Students who are not warm enough are given warm clothing that is on reserve at the preschool. Please remember that students will almost always go outside.

Policies and Procedures

General Information: The preschool is currently licensed by the state of New Mexico under the Child Youth and Families Department, with a 5 star rating. The Health and Fire Department must also give its approval for the preschool to keep its license. Above and beyond that, the preschool holds NAEYC accreditation. Current Bi-laws, policy and procedures, State regulations, fire inspections, health inspections, and other mandated materials are available to parents upon request.

Insurance: The preschool has insurance and your child will be covered while at the preschool. The policy is available for parents to view upon request.

Child Abuse/Incident Reporting Policy: The teachers are required by law to report any signs of child abuse or neglect to the authorities. Teachers are trained in accordance with local and national abuse and neglect regulations. They will also notify CYFD of any reportable accidents or incidents and required by law.

Allergies/Medication: Students needing medication will be provided forms for administration. Medication and administration forms will be kept on hand in a locked cabinet for the administration by teachers upon instructions. Parents are responsible to keep medication up-to-date at preschool. Parents should notify teachers on enrollment paperwork AND verbally of any allergies their child has. A form should also be filled out by your child's pediatrician. Extra precautions will be taken with allergies of all kinds. **A doctor-signed Allergy Action Plan and all Medication MUST be turned in before your child may begin school at PHCP.**

Prayer and Pledges: The students recite a non-denominational prayer of thanks at snack. Arrangements will be made for those students whose family beliefs differ from this activity.

Toilet Training: Students who enroll in the preschool must be toilet trained. No “pull-ups” or diapers of any kind are allowed. We do not have facilities for diapers/pull-up changing. The teachers are not permitted to assist students with toilet hygiene; your child must be able to care for him/herself in the bathroom. The preschool has extra clothing on hand for toilet accidents. If a student is dropped off in a pull-ups or diapers, parents will be contacted to bring underwear to their child.

Open Door Policy: Our preschool has an open door policy that allows parents to join our classes when they are available. Teachers ask that they notify the preschool if they are going to attend so that the teachers are aware at entry and exit times, and prepare. Parents are also encouraged to talk openly with teachers and the directors as they feel there is a need. Background check clearance is required to drop in or volunteer in the classroom.

Guidance: When a student misbehaves, the following steps may be taken:

1. Redirection, with limits explained.
2. Emphasize use of language to solve problems.
3. Take a break/sit out of the group
4. If the above are ineffective, a conference with the parent(s) will be requested by the directors. Each parent is asked to sign the Discipline Policy Form attached to the enrollment form.

Confidentiality: The directors, board members, teachers, and staff are responsible to keep events, personal information and interactions with parents with the utmost confidentiality. Board members and directors are asked to keep information, not noted on minutes, and discussed during board meetings as confidential. Discussion of confidential information will result in a penalty of reprimand or dismissal.

Mandatory Parent Meetings: Each parent is asked to attend two mandatory parent meetings during the school year. The first parent meeting is held during late April/early May. Each parent is responsible to send a representative with birth certificate verification. All registration forms, immunization forms and payments will be input/processed online before this meeting. This meeting is also for the election of new officers to the Board of Directors, teacher introduction and instructions, and to answer questions about the preschool. The second parent meeting is held as a pot-luck dinner during the month of August for each class, with the introduction of new board members, introduction of families, and exploration of the preschool.

Registration: A **non-refundable** registration fee is payable after the mandatory parent meeting in late April/early May or within 5 days of enrollment if enrolling after the mandatory parent meeting. The non-refundable fee is \$165.00 for all classes. If your child is placed in a class, you will be notified of a Mandatory Parent Meeting in which complete enrollment takes place. During the parent meeting, new board members are elected, enrollment forms are confirmed, birth certificates and immunizations are documented, and questions parents may have are answered. The registration fee will be charged immediately after confirmation of enrollment during this meeting. Students enrolled after January 1st of the current school session will pay \$85. Registration fees are used for administrative costs and school set-up for the following year and to reserve a position in the class.

Tuition Policy

- Tuition for T/TH classes is \$165 per month.
- Tuition for M/W/F classes is \$200 per month.

We ask that all families set up automatic debit for tuition through our online (secure) Parent Portal. Tuition is due on the first of each month, however a four day grace period is allotted and tuition will be considered past due if received after the 4th day of each month (see “Overdue Invoice Policy” for details). Families with siblings will be offered a 20% discount on the lesser tuition amount for siblings concurrently enrolled.

Tuition is an annual fee that is broken up into nine (9) equal monthly installments. The first tuition payment will be due August 1. This payment will cover May tuition, the last month of school. The other eight tuition payments will be due at the beginning of each month (September-April) and due on the first of the month. A tuition invoice will be emailed 5-7 days prior to the processing of tuition payments. We prefer direct debit using a Checking Account or Credit Card (a 3% processing fee will be added for credit card payments.). Cash and money orders may be used as payments if arrangements have been made through our Treasurer/Bookkeeper. If you register after August 1, you will have the option to pay May tuition in May.

If you choose to pay in full, it MUST be done on or before August 31 and your fundraising fee will be waived.

- T/TH classes total will be \$1485
- M/W/F classes total will be \$1800

If you withdraw your child from PHCP before the end of April, you will be refunded your May payment **as long as the school is able to fill your child's spot**. If you withdraw your child after April or mid-month, there will be no prorated refunds. We require a 30 day notice to withdraw your child.

Birth Certificate: Since a student must be at least 3 years old by September 1st of the school year to be enrolled, the student's age must be verified with a birth certificate at the time of enrollment.

Immunizations: In accordance with New Mexico law, children must be up to date on their immunizations. This includes: 4 DTaP (1 additional DTaP after the age of 4), 3 polio (1 additional polio after the age of 4), 3 HIB, 2 hepatitis A, 3 hepatitis B, 1 MMR (1 additional MMR between ages 4-6), 4 Pneumococcal Conjugate, and 1 Varicella (1 additional after the age of 4). If your child has already had Chickenpox, a signed waiver must be attached to his/her immunizations. The waiver is available upon request from the teachers.

A copy of the child's immunization record must be on file with the preschool upon enrollment. Failure to provide an updated copy of your child's immunization record will result in your child being disenrolled. It is the guardians' responsibility to provide a copy of students immunization records upon enrollment and upon any changes to records, including required immunizations received at 4th year well child exam. Upon the date of students 4th birthday the enrollment chair will send a letter home requesting a copy of updated shot record, if not already received. Updated shot records are due within 2 weeks of birth date.

School Year: Paradise Hills Community Preschool follows a schedule similar to the Albuquerque Public School System unless otherwise stated. However, our school year begins the week after Labor Day and ends in May. It is important to contact the preschool if your child will be absent on the first day of school. A "no-show" may put your child's position on the waiting list. The preschool may not follow APS in-service days regulated by local school clusters.

Enrollment/Disenrollment: Each student who is enrolled is required to complete an online registration packet along with a registration fee and a copy of an immunization record. Students with special needs or food allergies are noted. If enrollment of a student occurs mid-month, tuition is prorated. If a parent wants to disenroll, they must notify the directors of their decision so that the position may be filled by another student as soon as possible.

Sickness Policy: Students should stay home from school if they are sick. Refer to the New Mexico Notifiable Diseases or Conditions List in the handbook. Please call the school if your child is going to be absent.

Absences: If your child is going to be absent, please call the preschool. If your child shows any signs of illness as described on the attached New Mexico Notifiable Diseases or Conditions List, please call to let the teachers know he/she will not be attending. If the illness is due to a communicable disease, please inform the teachers, who will then inform the preschool parent body.

Snow Days: There are a few instances during the school year that snow/ice may occur. APS will usually announce in the early morning a cancellation or delay through the local media. There can be school cancellation or there may be a 2 hour delay. If there is a school cancellation for APS, preschool will also be cancelled. If there is a 2 hour delay, there will be no preschool A.M. classes. Our preschool has a phone tree in place, so expect a call from a parent or teacher, along with an email notification.

Grievance Policy: A policy has been created so that specific issues can be addressed in a confidential manner. If you have not resolved the issue after discussing it with the individual(s) involved, refer to this policy. Submit, in writing, the specifics of your grievance to the parent board. If the grievance cannot be addressed immediately, a sub-committee will be formed and a response will be given within ten working days. The information provided to the sub-committee will be kept strictly confidential and only shared with the necessary individuals to help resolve the issue. The sub-committee will consist of the Parent Board President, Vice President and Secretary. If one of the subcommittee members is a party in the grievance he/she will be replaced by another member of the parent board.

Safety Policy: The preschool has a safety director that looks over the safety needs of the preschool. This can include fire drills, CO2 and fire alarm checks, water temperature checks, outdoor safety checks, safety procedure checks, etc. Teachers have training in all safety measures regarding children in the preschool. A safety manual is in place at each entrance of the preschool for teachers to use in case of an emergency. Also on hand is a "calling tree" of information for the purpose of using parent board members to disseminate pertinent information in the case of an emergency. PHCP is a gun-free zone.

Lockdown Policy: In the event of a police, fire, rescue or weather emergency, the preschool may be put on "lockdown." A Parent Board representative will notify parents if this lockdown occurs. During a lockdown, no one is permitted to enter or leave the preschool. If your child is at the preschool during lockdown, do not come to the preschool until you are notified that it is safe to do so. Non-compliance with this policy could result in the interference of the local authorities' ability to resolve the situation or during weather emergency may create unnecessary risks to yourself and/or child.

Teachers are trained with lockdown procedures, first aid, and CPR. In the event of a lockdown, teachers will use procedures that are available for viewing at the preschool. They are also in contact with local authorities and will contact the calling tree to disseminate pertinent information.

- Evacuation:
 - During emergency evacuation the children will be moved to:
 - Groups travel to Paradise Hills Community Center and meet in the parking lot
 - Groups travel to Paradise Hills Soccer Fields and meet in the North West corner
 - Groups meet at second cul-de-sac on the north side of the street just east of the preschool.
 - Place calls to Phone numbers/addresses for: Paradise Hills Community Center - (505) 314-0245 5901 Paradise Boulevard Northwest (Special needs students will be handled with care to meet their specific needs and will be taken to places designated above.)

Late Policy: Our clock in/out system documents the time a child is dropped off or picked up. For every 15 minutes a child is picked up late, a \$10 late fee will be billed to your account (15 minutes late=\$10, 30 minutes late=\$20, etc.). If this is an ongoing occurrence (happening more than 3 times), a meeting will be arranged to devise a plan for appropriate action.

Overdue Invoice Policy: Please contact bookkeeper to make arrangements regarding financial business with the preschool. If arrangements are not made, the invoice will be considered overdue. Any invoice that is overdue will be subject to late charges. These may include, but are not limited to: tuition, late fees, field trip payments, supply fees, etc. The following late fees are also applicable to insufficient funds, that we must process again. By the 5th late charge, it will be considered NO PAYMENT and the family of the student will forfeit his/her placement at the preschool.

TUITION: Late fee of \$25 will be applied on the 5th day that payment is late. Every 5 days after will assume a \$10 late fee (i.e. tuition not paid by the 5th will have a \$25 late fee, followed by a late fee of \$10 on the 10th, 15th, 20th, etc).

ALL OTHER INVOICES: Late fee of \$10 will be applied on the 5th day that payment is late. Every 5 days after will assume a \$10 late fee.

Preschool Car Seat Policy for Field Trips: As per New Mexico State Law, Paradise Hills Community Preschool requires all children attending field trips be restrained in a child safety seat. Any student who does not have a car seat on the day of a field trip, will not be permitted to attend.

- New Mexico Child Restraint Laws: Relating to Motor Vehicles; Requiring Child Booster Seat Use
 - Section 1. B. (2) Children one year of age through four years of age, regardless of weight, or children who weigh less than forty pounds, regardless of age, shall be properly secured in a child passenger restraint device that meets federal standards; (3) Children five years of age through six years of age, regardless of weight, or children who weigh less than sixty pounds, regardless of age, shall be properly secured in either a child booster seat or an appropriate child passenger restraint device that meets federal standards.

Parking Policy: The preschool has enacted a parking policy because we reside in a residential community. We have taken special steps to respect our neighbors' home life just as we would like to be treated in our own neighborhoods. When parking at the preschool, keep in mind that you are in someone's neighborhood. Parking is permitted on the North side of the street. South side parking is permitted directly in front of the Preschool only. Parking is prohibited in front of mailboxes, driveways, and trash bins in all areas of the street. Please reserve the South side of the street, directly in front of the preschool, parking for expectant moms and parents with newborns.

Parent Responsibilities

Volunteering: One of the main reasons this preschool is such a wonderful place for our students is because of the time and effort parents give to volunteer. The preschool has occasional needs for volunteers to do things such as, repairs around the school, help in the classroom, etc. Parents may volunteer in the classroom as often as they wish. Parents are encouraged to act as a "Parent Helper" during their child's class on a regular monthly basis. Volunteering as a "Parent Helper" in the classroom does count towards one of the required participation events. Volunteers may also be needed for cutting, laminating, and other take-home projects that will be counted as a participation event. All parents/guardians who wish to volunteer in the classroom must have a completed background check. This is \$19 and you can find the link on our website (phcp.org). The background check is good 2 school years.

Fundraisers: The preschool schedules various fundraisers throughout the school year. Fundraisers help keep the preschool updated with new equipment. Each fundraiser will have a designated purpose and all the funds go directly back to the school. The minimum fundraising amount due for one child is \$75.00 and \$50.00 for each additional sibling(s) that attends PHCP (unless tuition was paid in full). This may be raised by participating in one or more of the fundraisers offered by the parent board. If a family does not want to participate in fundraisers, they may "opt out" of participating and pay the \$75.00 / \$50.00 fees, payable within the first month's tuition. Another way to opt out of fundraisers is to pay your tuition in full by August 1.

Participation Events: Each family is required to participate in 3 events during the school year. Some examples would be to help with the set-up or take-down of units, parties, art show, or programs. If any family has not fulfilled their commitment there is a \$45.00 per event fee for any non-completed event at the end of the school year. All incurred fees will be billed and payable by May 31. Exceptions to this requirement are board positions or special helpers/Jobs for the teachers (listed on page 14). Volunteering as a "Parent Helper" will count as the participation in the set-up of 1 event. Board members are exempt from participation events.

Mandatory Fall/Winter/Spring Cleaning: Each family (or a representative) is required to attend the Fall, Winter or Spring clean-up at the preschool; families are given a choice of which one they attend. The clean-ups will be held on a designated Saturday morning. During the clean-ups, families will help to thoroughly clean the preschool inside and out and do any maintenance that is needed. Parents not attending one of the three mandatory clean-ups will be assessed a one-time \$75.00 fee. All incurred fees will be billed and payable by May 31. Board members are exempt from cleanings.

Refreshments: Parents receive a monthly calendar with snack assignments. Each student will be on a rotation and assigned a day to bring snack. We love birthdays and encourage celebrating them; please contact the teachers to make arrangements. Our state licensure requires that snack consists of healthy foods.

Parties/Special Events: The preschool usually schedules special events for Halloween and Valentine's Day. The school also hosts a winter program, an art show and a graduation celebration. The refreshment chairperson will ask parents to bring a specific food or drink item to at least two of these events. If your family has any issues with holiday celebrations, please speak to the director(s); modifications can be made.

Field Trips: Field trips usually accompany units of study throughout the school year. Since the school does not have a bus, it is necessary to use parent drivers. Parents should plan to drive their children, and possibly other children, for at least one field trip during the year. Field trip drivers must sign-in on the parent information board one week in advance so the teachers can arrange the driving groups. Each field trip requires five drivers with 3-5 seats without airbags. The preschool will arrange pay for the entry fees (if one is required) for each of the five needed drivers. Extra drivers can transport their own child, but will have to pay their own entry fee (if one is required). No changes will be made to the driving agenda or groups on the day of the field trip unless there is an emergency. Your car must be insured and state law mandates that all preschoolers must be restrained in a car seat. Parents who are not driving will be asked to leave their child's car seat. Parents that drive for a field trip will be asked to sign a policy sheet entitled "Use of Private Automobiles to Transport Student on Field Trips." Per New Mexico state law, parents will be required to have a fire extinguisher and first aid kit (which the Preschool will provide) in your car at all times during the field trip. Driving directions will be provided for each parent driver. Drivers transporting children other than their own, must have a background check.

Often, siblings will be invited to attend a field trip with the school. When siblings are invited, parents must inform the preschool on the permission slip how many siblings will be attending. Siblings are the responsibility of their parents at all times. Medical insurance is not provided for siblings, and if a sibling is injured on a field trip and medical attention is required, private medical insurance must cover all costs.

All students attending field trips should wear a Paradise Hills Community Preschool T-shirt. T-shirts are for the safety of the children. Shirts can be purchased at the preschool for \$10.00 each.

Supply Fees: Each family is required to pay a \$30.00 supply fee twice per year. The first supply fee will be collected with your first tuition payment. The second, during the month of January.

Preschool Accomplishments

- NAEYC accredited
- 5 star rating – NM CYFD
- NMAEYC Conferences presenters and attendees since 2004
- NAC Certified Directors and Consultant
- PHCP Day, September 26th by Mayor Chavez
- Voted Top 5 Preschools in *Albuquerque The Magazine* in 2017 and 2018
- 2017-2018 school year- 50th Year Operating as a Preschool in Albuquerque
- March 18, 2018- Recognized with an *Outstanding Citizen Award* by Paradise Hills Community Center

Brief Summary of Board Positions:

- **President:** This person presides at all meetings and represents the school in all matters. This person guides the board in setting and maintaining goals. The president must be a second-year parent and shall have held a board position previously.
- **Vice-President:** This person assists the president as needed and sets goals for the advancement of the preschool. In the absence of the President, this person will take over the responsibilities and duties of the president.
- **Secretary:** This person has responsibility of all books, documents, and papers for the corporation, including alumni. This person must take minutes at meetings and publish them promptly.
- **Treasurer:** This person must be a second year parent and shall have held a board position previously. He/She will create and manage the schools budget, bills, payroll, expenses, and all monetary transactions. This person will review financial statements with our board. He/She will keep track of tuition and all money coming into and out of the preschool
- **Treasurer Assistant:** This person will reconcile all receipts and money spent with the bank account. He/she will update families on any financial issues that may arise. He/She will assist the Treasurer as needed.
- **Program:** This person is responsible for arranging special events and field trips for the preschool and for sending thank you notes after the event.
- **Refreshments:** This person is responsible for assigning snacks for every school day for each class. This person will also contact parents to provide refreshments at preschool parties and special events. This person is responsible for publishing the monthly calendar which informs parents of: snack assignments, field trips, parent volunteers, etc..
- **Cleaning/Safety:** This person is responsible for notifying parents of the mandatory spring, winter and fall clean-up dates, arranging for tile and carpets to be professionally cleaned, recording cleaning participation hours, and keeping cleaning supplies stocked. This person handles all correspondence with contracted cleaning business/persons. This person is also responsible for inspection of fire extinguishers and CO detectors. This person is responsible for keeping the emergency procedures updated and seeing that monthly fire drills are completed.
- **Maintenance:** This person is responsible for keeping the building and grounds in good repair and making arrangements for snow and leaf removal.
- **Assistant Maintenance:** This person assists the Maintenance Chairperson.
- **Ways and Means:** This person oversees any fund-raising events of the preschool.
- **Assistant Ways and Means:** This person assists the Ways and Means Chairperson.
- **Participation:** This person accounts for all participation hours, notifies families of their participation hours, and maintains the time/talent resource binder.
- **Art Show/Silent Auction Chair:** This person organizes the silent auction and art show held at the end of the school year. Coordinates food/events/silent auction items.
- **Art Show/Silent Auction Assistant:** This person assists the Art Show/Silent Auction Chair and helps coordinate art show construction.

Special Jobs

Description

Our preschool offers a lot of extras to make the experience of preschool great. Some of these extras are hard to do without parent support and help. The teachers would like to offer some jobs to the parents that will extend throughout the preschool year. Parents who have one of these jobs will be exempt from participation hours at the preschool. Here are the descriptions of the Special Jobs.

Filers for the “All About Me Books”: Each class has a file box that has a folder for each child containing a collection of photos, work, and story pages that will summarize the school year. The file box is a portable bin with hanging files that can be stored at your home. The pages for the students will be sent home to be filed periodically. At the end of the year, the contents of each file will be bound into books for each student. Each class will need a parent volunteer who can oversee the process. (4 Volunteers)

At-Home Reading Program: This job is best accomplished by two people who can work together. They can be from any class. Each unit of study has an accompanying at-home reading program that encourages families to read at home. The parents volunteering to do this job will create a bulletin board in the library to collect reading logs pertaining to the current unit of study. The volunteers will also need to make reading logs to send home to families. All the materials will be provided. The preschool teachers will assist with ideas. Each unit lasts about 6 weeks and there is a reading celebration at the end of each unit of study. (2 Volunteers)

Art Show Storage and Filer: In May, the preschool has an Art Show featuring accomplishments of students throughout the year. The parent volunteer in charge will be given a large file container. The students’ art work will be sent home to be filed periodically. (2 Volunteers)

Animal Keeper: The preschool has many animals that need attention and occasional maintenance. The parent volunteer is asked to help maintain animals monthly and on school breaks. All supplies will be provided by the preschool. (2 Volunteers)

Scholastic Book Club: The preschool benefits from points accumulated from books sold through this program. The person accepting this job will monthly or by-monthly send order forms, collect, and order them online. As the books come to the preschool, the books will be distributed. (1 Volunteer)

Library Specialists: Teachers have a busy schedule and are always ready for more information for curriculum themes. The person accepting this job will be asked to find books in the library as requested by the teachers. Also, this person will be asked to collect the books and return them upon their due date. (2 Volunteers)

PHCP Preliminary Calendar Breaks

Planned calendar breaks as determined by APS (other breaks and changes will occur during the year)

2019-2020 Traditional Calendar

- August 26-29: Potluck Dinners at the School
- September 2: Labor Day
- September 3/4: First Days of School
- October 10-11: Fall Break
- November 11: Veteran's Day
- November 27-29: Thanksgiving Holidays
- December 23-January 6: Winter Break
- January 20: MLK Jr. Day Holiday
- February 17: President's Day Holiday
- April 17: Art Show Set Up (No School)
- April 18: Art Show
- March 30-April 3: Spring Break
- April 10: Vernal Holiday
- May 21/22: Last Days of School

Just a reminder that during our unit take-down and set-ups we will usually take extended day field trips that take our students out of the classroom and into the community to either introduce a new unit or to complete the study of a unit. As the children are out of the classroom, the staff and parents take the time to create a new environment for the next thematic unit. Some of the extended day field trips may follow a holiday or a break. An extended day field trip gives each class a time to visit a designated place to enhance the curriculum, have a special lunch, and travel time. Additional information will be given for each extended day field trip. Here are preliminary dates for the upcoming school year extended day field trips:

- November 12-15
- February 18-21

Each extended day field trip is from 9:00am-1:00pm and on occasion, two classes will share the field trip (times and days may be changed, these are just preliminary dates). These dates do not include regular field trips taken during regular class times.

NOTIFIABLE DISEASES OR CONDITIONS IN NEW MEXICO

7.4.3.13 NEW MEXICO ADMINISTRATIVE CODE

ALL REPORTS INCLUDING ELECTRONIC LABORATORY REPORTS OF NOTIFIABLE CONDITIONS MUST INCLUDE:

1. The disease or condition being reported;
 2. Patient's name, date of birth/age, gender, race/ethnicity, address, patient's telephone numbers, and occupation;
 3. Physician or licensed healthcare professional name and telephone number; and
 4. Healthcare facility or laboratory name and telephone number, if applicable.
- Laboratory or clinical samples for conditions marked with [*] are required to be sent to the Scientific Laboratory Division.

EMERGENCY REPORTING OF DISEASES OR CONDITIONS

The following diseases, confirmed or suspected, require **immediate reporting** by telephone to Epidemiology and Response Division at 505-827-0006.

Infectious Diseases

Anthrax*	<i>Haemophilus influenzae</i> invasive infections*	Rubella (including congenital)
Avian or novel influenza*	Measles	Severe Acute Respiratory Syndrome (SARS)*
Bordetella species (including pertussis)*	Meningococcal Infections, invasive*	Smallpox*
Botulism (any type)*	Middle East Respiratory Syndrome	Tularemia*
Cholera*	Plague*	Typhoid fever*
Diphtheria*	Poliomyelitis, paralytic and non-paralytic	Viral hemorrhagic fever
	Rabies	Yellow fever

Other Conditions

Acute illnesses or conditions of any type involving large numbers of persons in the same geographic area	Severe smallpox vaccine reaction	Other illnesses or conditions of public health significance
Illnesses or conditions suspected to be caused by the intentional or accidental release of biologic or chemical agents*	Suspected foodborne illness in two or more unrelated persons*	
	Suspected waterborne illness or conditions in two or more unrelated persons*	

Infectious Diseases in Animals

Anthrax	Rabies
Plague	Tularemia

ROUTINE REPORTING OF DISEASES OR CONDITIONS

Infectious Diseases (Report case within 24 hours to Epidemiology and Response Division by fax at 505-827-0013 or by phone at 505-827-0006; or contact the local health office)

Arboviral disease	Hansen's Disease/Leprosy	Q fever
Brucellosis	Hantavirus pulmonary syndrome	Relapsing fever
<i>Campylobacter</i> infections*	Hemolytic uremic syndrome	Rocky Mountain spotted fever
Chikungunya virus disease	Hepatitis A, acute	Salmonellosis*
<i>Clostridium difficile</i> *	Hepatitis B, acute or chronic	Shigellosis*
Coccidioidomycosis	Hepatitis C, acute or chronic	St. Louis encephalitis infections
Colorado tick fever	Hepatitis E, acute	<i>Streptococcus pneumoniae</i> invasive infections*
Cryptosporidiosis	Influenza-associated pediatric death	Tetanus
Cysticercosis	Influenza, laboratory confirmed hospitalization only	Trichinellosis
Cyclosporiasis	Legionnaires' disease	Toxic shock syndrome
Dengue	Leptospirosis	Varicella
<i>E. coli</i> 0157:H7 infections*	Listeriosis*	<i>Vibrio</i> infections*
<i>E. coli</i> , shiga-toxin producing (STEC) infections*	Lyme disease	West Nile Virus infections
Encephalitis, other	Malaria	Western equine encephalitis infections
Giardiasis	Mumps	<i>Yersinia</i> infections*
Group A streptococcal invasive infections*	Necrotizing fasciitis*	
Group B streptococcal invasive infections*	Psittacosis	

Infectious Diseases in Animals (Report case within 24 hours to Epidemiology and Response Division at 505-827-0006; or contact the local health office).

Arboviral, other	Psittacosis
Brucellosis	West Nile Virus infections

Tuberculosis*

Report suspect or confirmed cases to NM department of health tuberculosis program by fax at 505-827-0163 or by phone at 505-827-2471 or 505-827-2473: active disease within 24 hours; infection within 72 hours.

Sexually Transmitted Diseases

Report to Infectious Disease Bureau - STD Program, NM Department of Health, P.O. Box 26110, Santa Fe, NM 87502-6110, Fax 505-476-3638; or call 505-476-3636.

Chancroid	Gonorrhea	Syphilis
<i>Chlamydia trachomatis</i> infections		

HIV (Human Immunodeficiency Virus) and AIDS (Acquired Immunodeficiency Syndrome)

Report to HIV and Hepatitis Epidemiology Program, 1190 St. Francis Dr., N1350, Santa Fe, NM 87502, fax 505-476-3544 or call 505-476-3515.

All CD4 lymphocyte tests (count and percent)	All positive HIV cultures	Opportunistic infections, cancers, and any other test or condition indicative of HIV or AIDS
All confirmed positive HIV antibody tests (screening test plus confirmatory test)	All tests for HIV RNA or HIV cDNA (viral load tests)	
All HIV genotype tests	All tests to detect HIV proteins	

Occupational Illness and Injury

Report to Epidemiology and Response Division, NM Department of Health, P.O. Box 26110, Santa Fe, NM 87502-6110; or call 505-827-0006.

Asbestosis	Occupational asthma	Silicosis
Coal worker's pneumoconiosis	Occupational burn hospitalization	
Hypersensitivity pneumonitis	Occupational injury death	Other illnesses or injuries related to occupational exposure
Mesothelioma	Occupational pesticide poisoning	
Noise induced hearing loss	Occupational traumatic amputation	

Health Conditions Related to Environmental Exposures and Certain Injuries

Report to Epidemiology and Response Division, NM Department of Health, P.O. Box 26110, Santa Fe, NM 87502-6110; or call 505-827-0006.

Environmental Exposures

All pesticide poisoning	Mercury in urine greater than 3 micrograms/liter or	Uranium in urine greater than 0.2 micrograms/liter or 0.2 micrograms/gram creatinine
Arsenic in urine greater than 50 micrograms/liter	Mercury in blood greater than 5 micrograms/liter	
Carbon monoxide poisoning		Other suspected environmentally-induced health conditions
Infant methemoglobinemia		
Lead (all blood levels)		

Injuries

Drug overdose	Firearm injuries	Fracture due to fall among older adults
Traumatic brain injuries		

Adverse Vaccine Reactions

Report to Vaccine Adverse Events Reporting System, <http://www.vaers.hhs.org>. Send copy of report to Immunization Program Vaccine Manager, NM Department of Health, P.O. Box 26110, Santa Fe, NM 87502-6110; fax 505-827-1741.

Healthcare-associated infections

Acute care hospitals only report through NHSN and confer rights to NM department of health.

Central line-associated bloodstream infections (CLABSI) events *Clostridium difficile* infections

Report all infections, including non-healthcare-associated, within 24 hours to epidemiology and response division by fax at 505-827-0013 or by phone at 505-827-0006.

carbapenem-resistant enterobacteriaceae*; carbapenem-resistant pseudomonas aeruginosa*.

Cancer

Report to NM DOH designee: New Mexico Tumor Registry, University of New Mexico School of Medicine, Albuquerque, NM 87131. Report all malignant and in situ neoplasms and all intracranial neoplasms, regardless of the tissue of origin.

Human Papillomavirus (HPV)

Report to NM DOH designee: Laboratories report the following tests to the New Mexico HPV Pap Registry, 1816 Sigma Chi Rd NE, Albuquerque, NM 87106, phone 505-272-5785 or 505-277-0266.

Papanicolaou test results (all results)	Cervical, vulvar and vaginal pathology results (all results)	HPV test results (all results)
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Birth Defects

Report to Epidemiology and Response Division, NM Department of Health, P.O. Box 26110, Santa Fe, NM 87502-6110; or call 505-827-0006.

All birth defects diagnosed by age 4 years, including:

Defects diagnosed during pregnancy	Defects found in chromosome testing on amniotic fluid, chorionic villus
Defects diagnosed on fetal deaths	sampling and products of conception for Trisomy 13, Trisomy 18 and Trisomy 21

Genetic and Congenital Hearing Screening

Report to Children's Medical Services, 2040 S. Pacheco, Santa Fe, NM 87505; or call 505-476-8868.

Neonatal screening for congenital hearing loss (all results)	Suspected or confirmed congenital hearing loss in one or both ears	All conditions identified through statewide newborn genetic screening
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newborn critical congenital heart defects screenings (all results)

For details online of 7.4.3 NMAC see: <http://www.nmcpr.state.nm.us/nmac/parts/title07/07.004.0003.htm>

List of Notifiable Diseases/Conditions in New Mexico revised June 15, 2016



Paradise Hills Community Preschool

Emergency Evacuation and Disaster Preparedness Plan

Name: Paradise Hills Community Preschool

Phone Number: (505) 898-3122

Address: 5976 Avenida La Barranta NW, Albuquerque, NM 87114

Location: West of Unser, between Paradise and Irving, off of La Paz

Important Phone Numbers:

- Natalie Chacon, Director: (505) 514-6774
- Tina Good, Director: (505) 710-7609
- Maggie Esquibel, President: (505) 261-9671
- Catherine Smouse, Vice-President: (505) 934-7087
- Andrea Otero-Looney, Treasurer: (505) 980-8441
- Kaycie Segó, Safety Chairperson: (505) 215-0094

Fire/ Paramedics:

- Emergency 911
- Non-Emergency: (505) 897-8833

Police/Sheriff:

- Emergency 911
- Non-Emergency: (505) 768-4850
- Matt Tinney (PHCP Police Parent): (505) 553-2229
- Jeff Bludworth (PHCP Police Parent): (505) 688-8489

Ambulance:

- Emergency 911
- Rust Presbyterian Hospital: (505) 253-7878
- Lovelace Westside Hospital: (505) 727-2000

Location of First Aid Kit and Emergency Kit/Tote:

- First Aid Kit and Emergency Kit are both kept in the kitchen- to the right of the sink, easily visible.

Emergency Evacuation Plan:

1. Assess the situation
2. Teachers: take emergency binder which includes: Class lists and parent contact information. Also, take emergency kit which includes any medications students have and first aid kit.
3. **FRONT** door exit- exit children through the front door and meet in front of the house to the east of the school.
4. **BACK** door exit- exit children through back door and meet at the east gate

Lock-down Procedure (Indicates a threat is on campus):

1. Assess the situation
2. Move all children into Library area, Call 911 and follow Police/First Responder directions.
3. Lock all doors and windows. Close Blinds.
4. Have emergency binder with you and take attendance.
5. Everyone is quiet. Cell phones on vibrate. Room to appear empty.
6. Students seated on floor and away from any doors and windows.
7. Student's use the restroom by quickly passing from library area to restroom.
8. Wait for "all clear" or release by police.

Shelter-In-Place Procedure (Indicates a nearby threat off campus):

1. Assess the situation
2. Move all children indoors. Call 911 if needed and follow Police/First Responder directions.
3. Lock all doors and windows. Close Blinds.
4. Have emergency binder with you and take attendance.
5. Continue with instruction/indoor activities while locked inside.
6. Follow any directions given by first responders.
7. If needed, move students to office/supply closet and seal off windows and doors (toxic airborne substances). Take emergency kit and medications with you into the room.