

God's Building Blocks

Learning Center

A ministry of First Baptist Church • Dewey

P.O. Box 66 Oth & Ledwore Dewey, OK 74029 ~534-3000



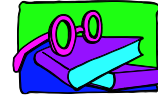
Parent Handbook



Introduction

God's Building Blocks Learning Center is a ministry of First Baptist Church, Dewey. FBC Dewey has been established in the community for over 100 years. We have a history of caring for our community and are extending this care by offering high quality child care, preschool, and out of school care to families. We are licensed by the Department of Human Services.

Philosophy



The purpose of our Program is to provide care and development of each enrolled child mentally, physically, emotionally, socially and spiritually. This is accomplished by providing learning and developmental experiences consistent with the Christian principles of the First Baptist Church, based on the authority of the Bible.

The schedule and curriculum for the program is flexible and is designed to provide physical, mental, social, spiritual, and experiential developmental opportunities for each child. We use a year round age appropriate curriculum called WEE Learn. The curriculum supports learning centers and group activities through 24 units of material.

We recognize each child as being an individual with his/her own unique pattern of growth. We strive to understand each student and help him/her function successfully in his/her environment. We provide an atmosphere of love and understanding, and we are dedicated to establishing a positive relationship with each child and parent.

Ministry to the Child- Teaching children is done in a manner to build moral and Spiritual foundations based of Biblical truths. Planning is centered around the interest and abilities of the child. Choice, selection and discovery are regular approaches to teaching. Behavior problems are dealt with as part of the curriculum in a fair and consistent manner. Children are allowed the opportunity to express feelings. They have an opportunity to work as individuals and with groups to develop both independence and dependence. Children acquire skills and information for solving problems of everyday living. Opportunities for satisfying experiences are provided so there is a feeling that life at school is good.

Ministries to the Home- Parents are expected to attend parent meetings to provide consistent training for children. Parent-teacher conferences, open houses, and special events will be held. Parents are encouraged to visit in classrooms. Parents are provided instruction and training to equip them to be better parents. Provisions are made for parents to become involved in helping tasks for the teacher. Encouragement is offered to parents to accept counseling opportunities for conflict, crises and problem solving. Teachers make regular contact with parents.



Program Descriptions

Infant/Toddler Program (6 Weeks-1 year old by Sept 1) - We feel that infants and toddlers require very special loving care. They develop at many different stages. Our primary goal is to help both parents and child feel secure. In the earliest stages, and infant's needs are met through rocking, singing, playful chatter and individual attention to physical needs. As your baby grows, we provide opportunities for safe exploration to foster a natural curiosity.

We plan our curriculum and organize an environment where toddlers can find what they need and do things on their own. We help each child develop language skills and encourage toddlers to express themselves.

2-3 year Preschool Program- Twos and threes naturally search for independence, love and acceptance. They love to please, therefore positive guidance is provided. Our curriculum uses short group times and learning centers to give children choices as they play and learn to express ideas. Familiar environment and routines allow them to feel secure.

3-5 year Preschool Program- Enthusiasm for adventure, autonomy, information, creativity, fun, laughter, and new things make this age a joy to teach. Our curriculum focuses on school readiness and includes the basic learning skills needed for future academic success. More group time is added with their longer attention spans. Special visitors and activities will be planned throughout the year.

School Age Program (Pre K-5th grade)- We feel that before and after school is not a time that should be highly structured for children These are times to relax, play, and develop relationships. We will provide full time care for non-school days, such as teacher in- service, spring break, summer break, etc. Special activities will be planned for non-school days. Summer programs will be planned to challenge, entertain, and allow for choices. Interesting and fun field trips and projects will be offered. Certain trips and projects may require fees above regular tuition.

Our facility is located close enough to Dewey Schools to walk the children to and from class. During inclement weather we will transport the students in our church van.

***A daily schedule will be posted in each class
and will be provided upon request***





Admission & Enrollment

The program director will review and approve or deny all applications for enrollment. Ages accepted are 6 weeks to 12 years old. No discrimination will be made because of race, creed, or color. Our resources limit our ability to meet all the needs of some students. Children with special needs will be considered on a case by case basis. The director along with the parents will consider the best interest of the child.

Enrollment procedures require that we have the following information on or before the first day of your child's attendance:

- Completed registration form accompanied with the yearly registration fee of \$30 per child (\$50 for 2 children, \$70 for 3 children).
- Enrollment form signed by parent with emergency information, transportation release, health record, and names of people authorized to pick up you child.
- Copy of current immunization records.
- Medical authorization form signed
- Parents Agreement contract signed, stating parent has read and agrees to abide by the Parents Handbook
- First month's tuition (or first half-month if paying twice a month). Rates will be prorated if child begins in the middle of a month.



HOURS OF OPERATION will be Monday-Friday 7:30am to 5:30pm.

Please do not take children to their rooms before 7:30am. Your child's teacher will be preparing classrooms and lessons for the day. Please pick up children no later than 5:30pm. Teachers have worked a full day and are ready to go home to their families.

A late fee of \$1.00 per minute will be enforced if your child is picked up after 5:30pm. You need to pay this directly to the person who stays late to be with your child.

**We will be open on snow days if it is possible for teachers to travel.
If we are closed due to severe weather, we will try to notify everyone by text or it will
be announced our Remind App**

HOLIDAYS OBSERVED- GBB is closed for the following Holidays:

NEW YEARS DAY, GOOD FRIDAY, MEMORIAL DAY, INDEPENDENCE DAY (2 DAYS), LABOR DAY, THANKSGIVING DAY AND THE DAY AFTER, CHRISTMAS BREAK (1 WEEK).

Closing calendar is available in the office and will be made available during the year with newsletters.

Compliance file, Licensing Regulations, and a copy of a Parent's Guide to Selecting Quality Child Care is located in director's office in a file holder on the front of desk.

MONTHLY FEES



Monthly fees are due by the first of each month, or two payments may be made by the 1st and the 15th of each month. Payments are due before services are rendered, not at the end of the month. If payment is not received by the 4th and the 18th day of the month a late fee of \$5 per day will be added to the amount due. If full payment plus late fee payments are not made by the 10th (for payments due on the 1st) or the 25th (for payments due on the 15th) the child will be dropped from enrollment. A full payment is due every month regardless of the number of days attended. If more than one child is enrolled in our program a 10% discount will be given for the older child/children enrolled.

Parents must give a two weeks minimum notice if it becomes necessary to withdraw a child. If notice is not given payment for the month is required.

2022 Fee Schedule

Yearly Registration/Materials Fee	\$30 (\$50 for 2 children, \$65 for 3 or more)
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Infants to 24 months	\$700 a month
12 to 24 months	\$650 a month
2 - 4 Year old	\$600 a month

Before/After School	
PreK After School	\$260 a month
Kindergarten through 2 nd grade	\$250 a month
3 rd through 6 th grade	\$235 a month

An additional \$12 per day will be charged for Kindergarten through 6th grade students who attend all day on non school days. (Snow days, teacher in service, etc.)

Summer School Age Program

PreK Summer	\$550 a month
Kindergarten through 2 nd grade	\$480 a month
3 rd through 6 th grade	\$475 a month

Rates May Increase With A One Month Notice



Your Child's Health

Screening: Children will be visually screened as they arrive. If a child exhibits signs of illness, it will be determined if the symptoms indicate the need to care for your child at home. In the event a child becomes ill and needs to be picked up, the child will be separated from the rest of the children, for the good health of all the children, until a parent arrives.

We ask that, for the health of your child and other children in our care, if your child has exhibited any of the following symptoms in the past 24 hours, please make arrangement to care for your child at home:

- Fever of 101 degrees F or higher
- Sore throat with fever and swollen glands
- Diarrhea (runny or watery stools with increased frequency)
- Vomiting on 2 or more occasions during the past 24 hours
- Undiagnosed body rash or pox, with fever, except diaper rash
- Appears to be severely ill from unexplained cause, such as extreme lethargy, irritability, persistent crying, difficulty breathing or any other unusual signs
- Lice, nits, or other infestations
- A draining rash or skin wound that can't be covered by bandage
- Eye discharge (thick mucus or pus draining or conjunctivitis (Pinkeye)
- Yellowish skin or eyes
- Severe or persistent coughing, where child gets red or blue in face, makes a high-pitched whooping sound or coughs to the point of vomiting (not just getting choked on mucus due to allergies)
- Aseptic or Bacterial meningitis
- E. coli (until two cultures are negative)
- Untreated Scabies
- All reportable contagious diseases until period of communicability has elapsed as determined by a licenses physician or health department official.



Communicable Diseases:

The local Health Department and parents will be notified upon the discovery of any case of hepatitis, meningitis, Shigellosis, Giardiasis, measles, rubella, whooping cough, tuberculosis, or any Haemophilus influenzae invasive disease in any person associated with the center. The infected child or personnel's confidentiality will be maintained. Parents will be informed that your child may have been exposed, but we do not disclose the name of the infected person.

MEDICAL EMERGENCIES:



In the event of a medical emergency, we will first call 911, and then the parents or guardian will be contacted as soon as possible. If the parent/guardian cannot be reached the directions on the enrollment form will be followed. Staff will follow emergency procedures. In the event IMMEDIATE medical attention should be required, we will use Jane Phillips Medical Center, Bartlesville. All accidents are recorded on a health and accident report. Parents will need to sign a notarized medical release form so that appropriate care can be given to the child in case of emergency. In the event that a child gets sick, injured, or exposed to poison when offsite on a field trip staff will follow emergency procedures the same as onsite. If a child needs to go home from a field trip, due to injury or illness, parents and director will be called and the decision will be made about who will pick up the child.

MEDICATIONS



Medications may be administered under the following conditions:

CONSENT: WRITTEN parental consent is required by law to administer ANY medication. If your child needs medicine while in our care, please sign a consent to administer medication and leave the medicine in the office daily. Do NOT leave medication in your child's cubby or bag. If your child is on a daily or ongoing medication you may sign a 12 month consent form for that medicine. After 12 months you will need to fill out another form.

MEDICATION: All medication **MUST** be in its original container and properly labeled with child's full name, date prescription was filled or Medication's expiration date, and legible instructions for administration. Medication can be given only as to the dose, duration, and method of administration specified on the label for the age or weight of the child needing medication unless accompanied by a doctor's note. Medication will be administered and immediately logged by the director or personnel designated to administer medication at the time (in the event that one of these people are not available the child's teacher will administer and log medication.) Unused medication will be returned to the parent or properly disposed of. All medical supplies will be kept in latched cabinet in office. Medical waste such as needles, lancets will be properly disposed of.



Health & Safety Practices

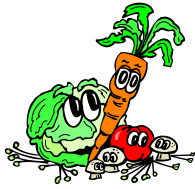
HAND WASHING: Hands will be washed before and after meals, after bathroom use, after wiping nose, after playing outdoors, and any other necessary times.

FIRE & TORNADO DRILLS: Practice drills will be conducted and recorded monthly. Evacuation procedures will be posted on each floor.

HEALTH CARE: Only children who have current immunizations shall be admitted, with the exception of those whose parents/guardian file a physician's letter of exemption. Medical records and immunization records will be kept up to date in children's files.

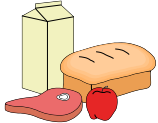
ACCIDENTS & INJURIES: First Aid will be administered to a child needing care. Each accident will be recorded on a report. Parents may be given a copy of this report. Serious accidents will be reported to the Department of Human Services.

SUNSCREEN AND BUG REPELLENT: During certain times of the year sunscreen and bug repellent are necessary and teachers will be responsible for applying to children before going outside. Parents will need to bring spf 30 or higher sunscreen and spray bug repellent when enrolling a child and when requested to restock. If parents do not want one or both of these applied they need to submit a letter stating so. If child requires a certain brand, parents need to let teacher know and supply that brand (in this case teachers need to add this to allergy alert notice in room), otherwise we will use what we have on hand and one bottle at a time, rather than switching from bottle to bottle.



Nutrition

We provide nutritious meals and snacks as a part of enrollment. We use a 4 week cycling menu. If your child requires a modified meal due to allergies or personal preference, you may be asked to provide meal alternatives for your child. All information will be kept confidential.



Lunch & Snacks

MEALTIMES: Well-balanced, nutritious lunches will be served daily. Please feed your child breakfast before coming to school. Some field trips, with prior notice, will require children to bring their lunch.

SNACKS: Morning (9:00am) and afternoon (3:00pm) snacks will be served daily.

SPECIAL DIETS: If a child has a particular dietary need, substantiated by a medical evaluation, we must be informed and given a doctor's note. Substitute meals or snacks may be brought from home in this circumstance. Preschool children may not bring lunch from home for any other reason except special events in which parents will be notified. School age children are allowed to bring their own lunch.

MENUS: Menus are posted in the kitchen and the office. You may have a copy upon request.

Parties

BIRTHDAYS: Parents are welcome to bring special birthday treats for your child's class. Items will need to be commercially prepared and packaged. Please let your child's teacher know if you plan to bring something.

HOLIDAYS: We will have parties to celebrate most Major Holidays. We do not celebrate Halloween, but the church does have Hallelujah Night to celebrate the Fall season. During December we celebrate Christmas, the birth of Jesus Christ. For Easter we celebrate Christ's resurrection and Spring.

Toilet Training



Please let us know when your child is ready to begin toilet training at home, so that we can assist you by reinforcing the procedure at school. Please remember to send extra clothes for accidents.

While working with your child we need to maintain sanitary conditions. It is preferred that your child remain in pull-ups or disposable diapers until he/she no longer has accidents on a daily basis. A good time for a child to begin wearing underwear to school is on a Monday morning following a dry weekend in underwear at home. If your child still has naptime accidents while training, please send a pull-up or diaper for naptime.

Because of sanitation, we are not allowed to rinse out soiled underwear or clothing. It is placed in a plastic bag and sent home to be laundered.



Clothing



Please send your child in comfortable, washable play clothes. Your child will be participating in a variety of fun and sometimes messy activities. Attempts to keep young children clean are not always successful. We want your child to be able to enjoy him/herself without worrying about getting clothes dirty. During toilet training remember that your child will be developing self-help skills. Parents can help children have success by dressing children in clothes that are easy for the child to do him/herself.

Clothing should be in good taste. T-shirts that display suggestive or obscene slogans or alcohol/tobacco products are not permitted. No see-through or half shirts are permitted. If girls wear dresses, please wear shorts or bloomers underneath.

Shoes are important. Please send your child in tennis shoes. This makes playtime fun. Hard cowboy-type boots and slip on sandals are not advised. Athletic-type sandals that buckle or fasten on to the foot, and will not fly off are okay.

Each child should have a complete change of weather appropriate clothing at school. This should include a top, bottom, underwear, and socks. Please check clothes periodically to see if they are appropriate and still fit your child. Please label your child's clothes.





Naptime



Following lunch, an age appropriate nap (approximately 2 hours) is provided for each preschool child. Children are encouraged to sleep. If a child does not sleep, he/she will be required to lay quietly on their cot and rest. Children who wake up early or do not fall asleep will be given a quiet activity, such as a book or puzzle to do for the remainder of nap time.

Children need to bring a small blanket and pillow to sleep with. These items need to be labeled with the child's name. Items will be sent home on Fridays to be laundered, please remember to bring them back on Monday.

Behavior Management & Discipline

When a child is having a difficult time following directions or treating others or equipment with respect, developmentally appropriate guidance techniques are used. These techniques are as follows:

Positive Reinforcement: The child will be encouraged when he/she is demonstrating acceptable behavior

Redirection: The child is redirected to another activity and given an opportunity to try again at another time.

Take A Break: The child is separated from the group for a child-regulated period of time (approximately 1 minute per year of age). This technique is used only when a child is exhibiting temper tantrum type behavior or hurting self, others, or equipment. When the child shows that he/she is ready to demonstrate acceptable behavior, the child is encouraged to join the rest of the group and try again.

If the child chooses not to correct inappropriate behavior after classroom discipline, the child may be escorted to the office so the teacher can do her job of caring for the other students. The director will decide if the parents need to be called to assist with discipline.

Repeated behavior and discipline problems will result in parent consultation and developing a plan to work together to correct the problem. Every reasonable effort will be made to work with parents to change unacceptable behaviors into acceptable behaviors, but serious and repeated problems may result in the dismissal of a child.



Children's Supplies

Children's personal belongings will be stored in the child's cubby or labeled in a cabinet out of reach of other children if necessary. Parents are requested to label and supply those items necessary for the proper care of your child:



Infants & Toddlers

- Diapers
- Infant formula and food (if different than we supply)
- Bottles (Pre-made or bottle filled with water for powder formula)
- Bottle Liners if used
- Naptime blanket, pillow (toddlers), and a buddy (if needed)
- Diaper ointment or other personal care items
- Plastic bag labeled with 2 extra sets of weather appropriate clothing
- Necessary medications (Must be signed in)
- Substitute food for children with allergies
- 3 large bibs (to be left here)



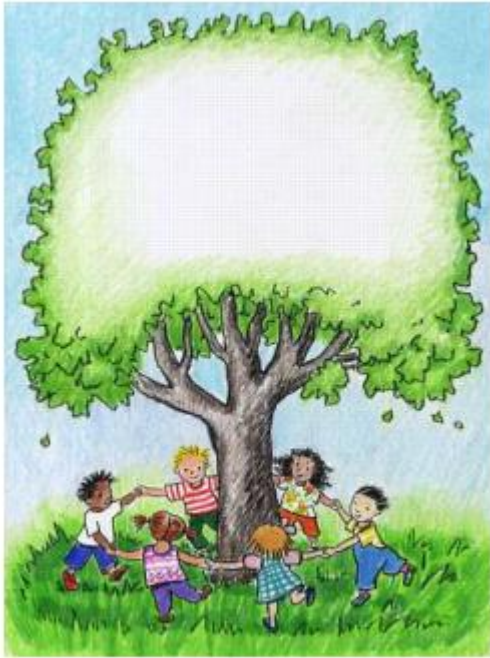
Preschool Children

- Diapers or Pull-ups (if not potty trained)
- Blanket, pillow, and nap buddy (if needed)
- Plastic bag with extra set of weather appropriate clothing (more if toilet training)
- Necessary medications (Must be signed in)
- Substitute food for children with allergies
- Paint Shirt (Mom or Dad's old button up shirt works great)



School Age Children

- Plastic bag with extra set of weather appropriate clothing
- Necessary medications (Must be signed in)
- Substitute food for children with allergies
- Paint Shirt (Mom or Dad's old button up shirt works great)



Your Child's Safety

RELEASE OF CHILDREN: Children will absolutely NOT be released to anyone except those authorized to pick up the child on the enrollment form. Teachers will have cards with children's information and those authorized to pick up the child in their room. Identification is required of those unfamiliar to staff (if we are not sure, we ASK FOR ID!). In the event a parent needs another adult that is not on the list to pick up a child, it would require written permission in advance or a phone call from a parent in the event of an emergency or last minute change of plans. If we do not recognize parent's voice on the phone you will identify yourself by stating your child's full name, birthday and teacher's name. Only after proper identification is confirmed will the child be allowed to leave. Teachers will call parents if there is a question or concern about the person who is trying to pick up the child.

SIGNING IN & OUT: Children are required to be signed in and out. You must bring your child to their room and let the teacher know of your arrival. DO NOT just put your child in the door. The teacher could be occupied and not see the child come in. Make sure the teacher sees and acknowledges your arrival before leaving. The times of arrival and departure will be recorded. Also it is very important, especially for school children who may not be right by the teacher at all times, to let your child's teacher know that your child is leaving. In other words, never get your child as they are going to the restroom or walking in the hallway, without telling their teacher that you are there.

TRANSPORTATION & FIELD TRIP ARRANGEMENTS: Parents will provide transportation to and from the facility. School age children in the Before/After School Program will be walked to and from class in nice weather. During inclement weather, we will provide transportation in our church van or other insured staff vehicle to and from school. Parents must notify GBB if child will not need to be picked up from school. If we believe a child is supposed to be there staff will check with the office for attendance that day. If the child attended school and is scheduled to be with us we will call parents to verify that the child is safe.

We will also provide transportation in the vans or other insured staff vehicle to and from field trips. Children must arrive on time for planned field trips. With prior notice to GBB or teachers, if necessary, parents may drop off children to the teacher at a field trip destination. If a child cannot attend a planned field trip, parents must provide alternate care for their child during that time because teachers will not be available for that child.

Parents must sign the transportation and field trip permission form. Only licensed drivers 18 and over will be allowed to drive children. Children and drivers are required to wear proper seat belts (8 years and older) or child safety restraints (7 years and younger). Drivers must be trained to drive 15 passenger vans.

VISITATION: We have an “open door” policy for parents. Parents will have access to all areas used by children at all times. We encourage parents to drop by at any time, but we do ask that they do not disturb naptime. If a child needs to be picked during nap time, the teacher will quietly bring child to the door in order to keep the noise level down. We will allow only the parent/guardian of the child in care unsupervised access to their child unless other arrangements are made in writing from the parents. If you or parents come during a time when outside doors are locked you may call the office (918-534-3000 or 3001 or Tonya’s cell 918-397-3000) or you may come to the south side glass door in the ally and ring bell or knock to gain entrance.

INFANT SAFE SLEEP INVIRONMENT: Infants sleep in cribs that meet current Consumer Product Safety Commission with sides fully raised and secured. Infants sleep on a tight fitting sheet covering a waterproof mattress. No blankets, pillows, toys, stuffed animals, mobiles are allowed in cribs. Bibs must be removed for sleeping. Infants, birth to 3 months, may be swaddled with a thin receiving blanket with parents’ documented permission. The room temperature is kept comfortable. Infants may be placed in a sleep sack or other appropriate clothing, if needed to keep warm. Infants are placed on their back to sleep (unless medical permission is documented). Infants who can turn over may sleep in a position they prefer after initially being placed on back. Pacifiers cannot be attached to infant when in crib.

**PARENTS ARE REQUIRED TO READ THIS HANDBOOK AND SIGN AN
AGGREEMENT STATING THAT THEY HAVE READ AND AGREE TO ABIDE BY THE
POLICIES OF THIS BOOK.**

Please refer to following Emergency Procedures for other safety issues.



Emergency Procedures

1. Introduction

This hand book is to serve as a quick reference and training guide for staff, volunteers, and students at First Baptist Church, God's Building Blocks Learning Center.

2. Emergency Telephone Numbers

Emergency —Call 911

- Police or Fire Department Non-emergency —Call 918-534-2223
- **Poison Exposure —1-800-222-2222**
Facility Address 300 E. 10th St (10th and Delaware) Dewey, OK
 - AT&T Telephone repair—1-800-499-7928
 - Oklahoma Natural Gas—Emergency 1-800-458-4251
Non Emergency 1-800-664-5463
 - PSO (Electric) –1-888-218-3919
 - City of Dewey (Water or Sewer) – 918-534-2272
 - Licensing Worker Staci Plunk 918-541-2400 ext. 2438 for emergencies requiring reporting.

3. Staff Responsibilities/Accounting and caring for Children

- Staff shall be familiar with all Emergency Procedures and know what to do in an emergency situation. This shall include the location of these procedures, location of posted information, location of first aid and emergency supplies, and location and use of fire extinguishers.
- During any situation teachers will always know how many children are in their group and where each child is. Teachers will carry clipboard to any emergency situation if possible and assure by counting and facial recognition that all children are accounted for before, during and after any emergency situation including evacuation. First aid kit, water, necessary items for children under 2 such as; formula, snacks, and diapers, as well as any lifesaving medications for chronic medical conditions, will be provided during an emergency situation if needed. Staff will gather these supplies if possible. Any children with disabilities or chronic medical conditions will be cared for according to their needs as much as possible. Teachers and staff will continue to care for child as long as necessary until parents are able to take children.
- If a child gets out of site of a teacher, teacher will immediately search for the child and alert other staff to help. If a child is missing and is believed to be lost or abducted staff will call 911 immediately and alert other staff of situation. Non-teaching staff will immediately search the area where child is believed to be.

4. Relocation

- If relocation is necessary our primary location will be at the Dewey Police Department, 409 E Don Tyler Ave, Dewey, OK 74029 (918) 534-2223 and our secondary location will be the Dewey Elementary School, #1 Bulldogger Rd, Dewey, OK 918-534-0111 ext. 6. If safe we will walk to one of those destinations. If necessary for the safety of children we will transport children in our vans. Parents will be notified by phone to pick up children as soon as safely possible in the event of a relocation. We will also post notification of relocation on entrances to building in the case a parent cannot be reached. Children will only be released to those authorized to pick up that child. Staff will stay with and care for children until all children are reunited with parents or authorized pickup person. Children will not return to the center until emergency personnel has deem the area safe for everyone.

5. Medical Illness, Injury or Poison Exposure

- On and offsite: For Emergency injury or illness quickly assess the situation, get help, and designate someone to call 911 if necessary. Proceed with first aid or infant/child CPR or choking aid as needed. CPR Skill card is located in the office on the door of the medicine cabinet. First aid kits are in office and vehicles. For anyone believed to have been exposed to poison, alert other staff, call poison control 1-800-222-2222 and follow all instruction. Any outbreaks of communicable diseases including pandemic influenza will be reported to parents and State Health Department. We will follow the recommendations of the Health Department for any needed temporary closures or restricted attendance that may need to be observed.

6. Fire

- If a fire, explosion, or smoke is discovered in the building immediately alert other staff, gather children, and evacuate the building.
- Use the nearest exit unless near smoke or fire.
- Gather children in the playground behind the building or at the bell in front of the building (according to which exit you used), take roll, and call 911. Move all children to the playground. If the playground is not far enough away from danger, children and staff will relocate to the Dewey Police Department or the Dewey Public School playground or into the school building for safety.
- Do not reenter the building until cleared by proper personnel.
- In case of a close oncoming wildfire we will follow the direction of the fire department and first responders and relocate away from the fire to a safe place by vehicle evacuation. Parents will be notified of our location.

7. Tornados/ Severe Thunderstorms

- **Severe Thunderstorm-** If a Severe Thunderstorm Warning is in effect keep children inside and away from windows and be prepared to move to the basement interior room if needed.
- **Tornado Watch-** Means severe weather is possible, but not imminent. Proceed with normal activity, but staff will monitor weather reports. Listen to local radio stations and for warning sirens.
- **Tornado Warning-** If tornado sirens sound or person in charge deems it necessary, move children and staff immediately to basement interior rooms and hallway. Keep away from doors, windows and exterior walls. Stay there until storms have cleared the area. If building is damaged or anyone is injured call 911.

8. Dangerous Intruder or Threat

- Call 911, quickly assess the situation, do what is necessary to keep children and staff safe. Use lock-down procedures. If necessary evacuate the building and proceed to our primary or secondary relocation place (Dewey Police Dept. or Dewey Elementary School), if needed use the vans to get to safety.

9. Severe Winter Weather (Blizzards and ice storm)

- Stay indoors and care for children until parents can safely pick up children and staff can safely go home. Listen to local weather reports.

10. Flooding/Flash Flooding

- This area is not flood prone, but area creeks and rivers can flood and cut Dewey off from Bartlesville. If this happens we will continue care of any children whose parents are unable to get here until they can safely reach Dewey.

11. Man Made Disasters (Chemical/Industrial Accidents)

- In the event of a chemical accident children will be kept indoors and follow instructions of area law enforcement or fire officials. If evacuation is necessary parents will be informed of our location.

12. Human Threats/Lockdown Situation

- During a situation that would require a lock-down all personnel will be notified immediately by the director or person in charge, and that person will also call 911 unless law enforcement is already aware of the situation (i.e. they put us on lock-down). All children on the main floor and staff will enter the two year old preschool class and lock and block the entrances and cover the door window. School Age children and staff on the 3rd floor will enter the quiet/TV room. Children will be encouraged to remain calm and quiet in the back of the room. Children and staff in the gym or on the playground will be moved to their designated area of lockdown if possible. If staff does

not deem the designated area safe they may go to one of the back building classrooms and follow the same procedures for their designated room. The director or person in charge will lock all outside entrances as well as the entrance into our area of the building (glass door leading to childcare area). Any group that is not at the facility (on a field trip) will be notified by phone to remain where they are and not return to the facility until the situation is safe. If the group is in route back to the facility they will proceed to the Dewey Police Department until the situation is safe.

These situation may include, but are not limited to threatening behaviors from any individual, an unknown, unexplained intruder, or any threats made against our facility or anyone in it. Lockdown of all outside entrances will also be done when law enforcement is looking for a suspect anywhere in the Dewey area. For this situation classes may continue as normal, but everyone will remain inside the building with doors locked until law enforcement gives the all clear. During any lockdown only authorized individuals will be allowed to enter the facility.

- If a bomb or other threat or terrorist attack happens in our area or facility 911 will be called immediately and we will follow the instructions of law enforcement including if needed temporarily closing the facility and/or evacuating the premises and relocating to Dewey Public Schools or the Dewey Police Department. Parents will be notified of any threats to our facility or the people in it.

WHAT IS CHILD ABUSE?

What is the Law? Oklahoma statutes define child abuse as harm or threatened harm to a child's health or welfare by a person responsible for the child. This includes nonaccidental physical or mental injury, sexual abuse or neglect (10A O.S. § 1-2-101). Physical abuse is non-accidental physical injury to a child. Mental injury is an injury to a child's psychological growth and development. It is caused by a chronic pattern of behaviors, such as belittling, humiliating and ridiculing a child. Sexual abuse, in general terms, includes any sexual activity between an adult and a child for the purpose of sexually stimulating the adult, the child or others. Sexual abuse may also be committed by a person under the age of 18 when that person is either significantly older than the victim or is in a position of power or control over the child. Neglect is the failure of the parent or caretaker to provide a child with basic needs such as food, clothing, shelter, medical care, protection and supervision. Threatened harm means a substantial risk of harm to the child. It may include acts or expressions of intent to inflict actual harm presently or in the future. Who must report? Every person, private citizen or professional, who has reason to believe that a child has been abused, is mandated by law to promptly report suspected abuse. Failure to do so is a misdemeanor. A person making a report in good faith is immune from civil or criminal liability. The name of the reporter is kept confidential. When to report? A report should be made when there is reasonable cause to believe that a child has been abused or neglected or is in danger of being abused. A report of suspected abuse is a request for an investigation. Investigation of child abuse reports is the responsibility of Child Welfare workers and, when a crime may have been committed, law enforcement officials. If other incidents of abuse occur after the initial report has been made, another report should be made. How is abuse reported? A report may be made to the 24-hour statewide Child Abuse and Neglect Hotline, 1-800-522-3511.

Law (21 OS §870) requires anyone who believes that anyone, including a child placing agency, is engaging in human trafficking to report it promptly to the Oklahoma Bureau of Narcotics and Dangerous Drugs (OBN). The OBN is then required to report it to the appropriate District Attorney within seven days after receiving the report. The law further states that no privilege or contract shall relieve a person from the reporting requirement.