

## **SAFETY AND EMERGENCY PROCEDURES**

***(Operating AXIOS After school program at the school; AXIOS will adhere to school Safety and Emergencies plans).***

Ensuring the safety of all children while they attend the AXIOS Program is a top priority. Program staff work in partnership with parents to maintain a safe, nurturing environment while teaching children skills to enhance their safety and well-being.

A parent or guardian is the best person to begin teaching a young child about the importance of personal safety.

Program staff will also be communicating safety messages and it is important that other adults share similar messages.

Professional boundaries with children and families should be always maintained by staff. Early childhood is a time when children are to be nurtured as they navigate their growth and development. Examples of improper boundaries between staff and families include but are not limited to: staff becoming personally involved with families; staff giving exclusive attention to one child; staff giving gifts exclusively to a single child.

If at any time a parent experiences a suspected breach of a professional boundary, an administrator should be contacted immediately.

## **PREVENTION**

Staff complete a Communicable Disease management course and use this information to observe each child daily upon arrival for signs of illness.

Staff receive instruction and implement proper hand washing and sanitation techniques. Children are also assisted in proper hand washing throughout the day. Staff or children who are observed to have signs or symptoms of illness may not attend the AXIOS Program.

Staff and children who are experiencing only minor cold symptoms and have no additional signs of communicable disease may attend.

Families that chose not to immunize their child must complete a While keeping an ill child home can be difficult, it is important that we work together to prevent the continued spread of illness that will result in increased absences for all families.

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Nothing is as important to us as ensuring the safety and security of the children entrusted to our care. Emergency response plans are posted in each classroom and in the administrative offices. In addition, each classroom has an Emergency

Binder with procedural and other important information which is taken with the group when they move to any other area inside the building as well as outside on the playgrounds. Fire, inclement weather, lockdown and evacuation drills are conducted at least monthly, and the program has a comprehensive emergency management plan developed in cooperation with Ohio State's department of Public Safety.

All visitors are required to sign in and out of the building at the front desk. Visitors must also wear a badge identifying that they are not to be left alone with children.

### **DAILY SAFETY AND SECURITY**

- All children are actively always supervised by staff responsible for their care.
- Children are marked in attendance upon arrival and an attendance sheet accompanies classroom groups as they move about the building or outside.
- Staff completes face-to-name attendance checks before leaving any area to move to another.
- The person who brings a child to the AXIOS Program must bring the child to the staff responsible for the child's care and ensure that staff is fully aware of the child's presence before departing.
- Family members are responsible for the supervision of their children when children are not in the care of staff, such as during arrival and departure times.
- Children may not be unaccompanied in the building and should never be sent inside the building or down the hallways alone. Children may not be unaccompanied outside the building, on the sidewalk or in parked cars.
- To ensure that access to the program is limited to families and authorized persons, most facilities require a key card for entry; all other visitors must be permitted entry by staff.
- When a child custody issue exists, it is the responsibility of the residential parent to provide official court documentation if there are restrictions or limitations placed on the nonresidential parent. The program may not deny a parent access to their child without proper documentation.
- The only persons who may pick up a child from the program are those listed on the Authorized Release form.
- Staff will not release a child to anyone not listed on the form without additional written instructions from the parent.
- Staff will ask to see photo identification of persons that they do not recognize.
- If the person responsible for picking up the child has not arrived by 15 minutes after the end of the contracted AXIOS schedule, the administrator on duty will contact persons listed as Emergency Contacts on the child's Enrollment and Health form. After one hour, if the person

responsible for the child or an Emergency Contact has not arrived or been contacted, Cuyahoga County Children's Services will be contacted, and will determine if the child should be brought to their agency.

- School Police will be contacted if it is necessary to provide transportation for the child.
- Children who arrive to the AXIOS Program from another educational program by contracted transportation have a written plan, including appropriate contact information, for determining their whereabouts should they fail to arrive as scheduled.
- At the facility, classroom back doors are kept always locked when children are in their classrooms.
- No smoking is permitted indoors, immediately outside of each facility or anywhere on the campus.
- No firearms or other hazardous materials are permitted on AXIOS Program property.
- Most classroom have a business phone; each classroom has an intercom.
- All employees of the AXIOS Program are required to report suspected child abuse or neglect to the public children's services agency.
- Staff completes a Recognition of Child Abuse and Neglect training course to assist in this process.

### **LOCKDOWN AND EVACUATION EMERGENCIES**

Staff are trained in shelter-in-place, lockdown and evacuation procedures. Shelter-in-place and lockdown would be implemented if there is a potentially harmful situation in or near a facility and it is safer to stay inside rather than evacuate; evacuation would be implemented if there is a potentially harmful situation inside a facility and it is safer to leave the premises.

If the program is made aware of a potentially harmful situation, administrative staff will notify classrooms as to the appropriate course of action. Classroom staff will follow all attendance procedures to ensure all children and staff are present and either gather in the safest place within their classroom or evacuate to the pre-determined evacuation assembly point, (***operating AXIOS at the school, AXIOS will adhere to school Safety and Emergencies plans***).

### **ACCIDENTS AND INJURIES**

Through appropriate supervision and low staff/child ratios, staff can prevent many accidents and injuries from occurring. Because some accidents and injuries will inevitably occur, all fulltime staff are provided with First Aid and CPR training.

If an accident does occur trained staff will respond and notify administrative staff if necessary. An Incident Report is completed for any injury that requires first aid.

Parents are asked to sign the report upon receipt and a copy is kept in the child's file. Should a serious injury occur, office staff calls 911 and the University Police for assistance; the family is contacted at the same time or after the emergency call is placed.

Emergency personnel or parents will determine further treatment. If transportation to a hospital is needed, emergency personnel or parents will provide transportation as indicated on the child's Enrollment and Health form.

Staff will travel with the child if a family member is not present. The cost of all medical care is the responsibility of the family. Serious incidents must also be reported to the Ohio Department of Job and Family Services by an administrator.

It is the AXIOS's policy that in order to enroll, all families must sign permission for the program to secure emergency transportation for their child in the event of an illness or injury that requires emergency treatment.