

OUR HOUSE AT THE PINNACLE, INC.

4269 Saron Drive Lexington, Ky. 40515

Phone: (859) 245-0123

PARENT HANDBOOK

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Evacuation Plan

Introduction

Our House Child Care was established in 1984 as a small licensed in home center and has grown in to the rewarding facility that we have today. We are proudly family owned and operated.

The most precious gift life has to offer is the gift of a child. To be trusted with the life of a child is both a joyous and an awesome task. Our goal is to share a part of this most precious gift, to work hand-in-hand to make your stay with us a wonderful experience for everyone; to make Our House at the Pinnacle, Inc. a special place in your family's heart for years to come.

Educational Goals

Our curriculum aligns with the Kentucky Early Learning Standards and allows children the opportunity to explore, observe, socialize with other children, problem solve, and experiment in a structured yet choice based environment. The learning environment encourages children to ask questions, make conclusions, and develop independence. Large group activities, small group activities, and center activities will stimulate a child's cognitive, social, emotional, and physical growth.

We want children to:

*learn to work and play independently, and to have the opportunity to develop positive relationships with their peers and adults.

*develop a positive sense of self-esteem, a belief that they are able to accomplish whatever they set out to do, and that they are good and valuable people.

*be culturally aware. We want them to gain an understanding that although people of the world look different, use different languages, and have a wide variety of values and customs; these differences don't make them any more or less valuable.

*develop a love of learning, to be able to ask questions, do research, and use available resources effectively.

*learn that work is not always easy but is often hard; to persevere, to follow things through to the end, and feel determined to find the answers.

*feel comfortable with emotion. To be capable of managing feelings of anger, sorrow, fear, and joy in a healthy manner.

Developmental Screening

We will conduct developmental screening on all children within 90 days of enrollment. These results will be available to you, and will encourage you to refer your child for services within 30 days if that is something the screening shows as being necessary.

Also, if your child has an IEP, please share the results of that with us so that we may incorporate your child's developmental goals into our daily curriculum.

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Discipline Policy

In order to establish an effective and consistent atmosphere of safe and happy learning we would like to make you aware of our standards of discipline. We feel it is important for teachers, staff members, parents, and children to be aware of all policies and expectations concerning our center.

Our approach to discipline is not in terms of punishment or negative action. We feel that discipline is a positive and essential characteristic, which we would like to instill and develop in each child. We want him/her to achieve:

- 1) A sense of self control
- 2) The ability to compromise his or her wants in order to accommodate the needs of another.
- 3) A respect and concern for the rights and feelings of those around him/her.

The children with whom we work range in age from infants to eight years. We do not expect them to come to us with these traits already implanted and developed in their character.

We will never "punish" a child because he/she has not yet mastered these qualities. We do commit to taking time with a child to help realize the consequences of misbehavior and decide how he/she can improve. This is done by either redirecting him/her to another activity or if needed removing the child to a quiet area and discussing the behavior and providing him/her with the opportunity to correct the mistake. If a behavior escalates to the point Our House at the Pinnacle, Inc. is unable to correct the problem or the safety of others is in jeopardy we will contact you for assistance.

Tuition

Tuition is charged on a basis according to the schedule, which we jointly establish for your child. You pay for the position, not for the time in attendance. You will be charged FULL tuition every week. It is very important you adhere to your contracted position unless other arrangements have been made in advance.

Tuition Express, part of our ProCare Software management system, allows us to process tuition and fee payments safely, quickly and efficiently. Once enrolled in Tuition Express, your tuition and fee payments will be paid automatically by using the checking, savings, or Visa account designated. If using a Visa a 2% processing fee will be issued. Please see office for details on enrolling in this program. We also accept cash as a form of payment, we do not accept checks.

Tuition is due Monday of each week. All accounts not paid on Monday by 6:00pm will be charged a **\$5.00 Late Fee**. If not paid on Tuesday by 6:00pm, there will be an additional **\$10.00 Late Fee** added. Children cannot be left at the center if tuition is not paid on Wednesday by 6:00pm and will no longer be able to use our services until the account is paid in full; including late fees. If an account goes unpaid for a period of two weeks, said account shall be automatically withdrawn from the center; this does not relieve the responsible party of any unpaid account balances.

If you are not contracted for Monday you will need to pay the first day your child is scheduled to attend.

Any account that is insufficient to Our House at the Pinnacle, Inc. as nonpayment, will be assessed a \$25.00 fee.

Insufficient funds are presented more than twice and alternate form of payment will be required.

Any unpaid balance more than 4 weeks old will be turned over to a collection agency.

Each child shall be considered an individual account.

You will be given a current rate schedule upon enrollment. If it becomes necessary to change our rates you will be given at least 30 calendar days notice.

Program	Full-time Full Day	Full-time Half Day Half Day	Part-time M, W, F	Part-time Tu. & Th.
Infants & Crawlers	\$200/week	N/A	N/A	N/A
Toddlers	\$200/week	N/A	N/A	N/A
2 year olds	\$190/week	N/A	\$140/week	\$115/week
3 -5 year olds	\$175/week	\$120/week	\$125/week	\$100/week

School Age (Transportation Included)

Full-time Full Day	Before & After	School Day Out
\$175/week	\$85/week	\$25/extra day \$50 non-enrolled

Enrollment Fee: \$100 per child or \$125 per family
To be paid at the time of enrollment and every September 1st thereafter

Enrollment

Enrollment is open to all children between the ages of 6 weeks and 8 years whose needs can be met by Our House at the Pinnacle, Inc. We encourage parents to visit our center with their children to meet our staff, observe in the classrooms, and obtain enrollment forms. The center is opened Monday through Friday from 6:30am-6:00pm (except holidays).

Upon enrollment you will be required to sign and complete an enrollment agreement stating that you have read, understand, and agree to all of our policies.

We accept children without regard to race, color, or national origin.

Withdrawal of Children

Any child enrolled in our center wishing to withdraw is required to provide a written withdrawal notice. Withdrawal notices must be a minimum of 2 calendar weeks. Any account not giving a two week withdrawal notice shall be charged the two additional weeks. (Withdrawal notices are available in the office)

While we make every attempt to provide the type of care you expect and will attempt to resolve any problems that may arise, should there be an occasion when we feel that you, your child or Our House at the Pinnacle, Inc. would be more comfortable ending the enrollment, we reserve the right to cancel our agreement and discontinue service.

Holiday Closings

Our House at the Pinnacle, Inc. will be closed for the following holidays: New Years Day, Presidents Day, Memorial Day, Labor Day, Fourth of July, Thanksgiving Day and the Friday following Thanksgiving, Christmas Eve and Christmas Day. If the holiday falls on a Saturday, the center will be closed the Friday prior, if it falls on a Sunday we will be closed the following Monday. Full tuition will be charged these weeks.

Non-Compete Agreement

Our House at the Pinnacle, Inc. employees are required to sign a non-compete agreement with our company. We spend a considerable amount of time and money to educate and train our employees in order to provide the best service for our customers. It is our policy that parents not solicit any employees for work outside our center. This does not include hours that the employee would not be (ex. nights and/or weekends). Our agreement with our employees prohibits them from performing any services to our customers which are in direct competition with Our House at the Pinnacle, Inc. We strictly enforce this agreement.

Abuse Policy

As a licensed childcare facility we are required by law to report any suspected child/sexual abuse. This is **required to be reported** directly to the proper authorities

immediately. This includes suspected abuse of any type by any person. **No exclusions for: parents, workers, family members, or friends.**

Arrival and Departure

When arriving at the center each day take your child to the appropriate classroom, wash his/her hands, and leave them in the care of the supervising staff. Please do not leave the center unless your child/children are with a staff member. It is vital to your child's day to make sure he/she has all required items needed. If your child is enrolled in our crawlers classroom, you must enter through the toddlers classroom, not the infants classroom.

Each child should arrive clean, appropriately dressed and ready to begin the day.

Checking In/Out

Parents are required to check their children in and out every day; **children are not allowed to do this for themselves**. Children who are not checked in are not covered by our insurance.

Release of Children

Your child will be released only to his/her parents or persons for whom the center has written authorization. Your emergency contact person must be listed as an authorized pick up person. Both parents or the custodial parent in the case of divorce must sign this authorization. Our House may also require legal documentation of custody to be kept on file. Photo identification is required for all persons picking up a child from Our House at the Pinnacle, Inc.

Car Seats

There is no room in our center to house car seats. Car seats take up valuable space and are considered by the State Fire Marshal to be a fire hazard. They cannot be kept at the center.

Late Pick Up

Our House at the Pinnacle, Inc. closes promptly at 6:00p.m. Each individual account will be charged for late pick-up. The fees are \$1.00 a minute for the first ten minutes after 6:00p.m., \$2.00 a minute thereafter.

Cubby Supplies

Remember, it is the **parent's responsibility** to check their child's cubby each day. All cubby articles are essential in the proper care of your child. Therefore, no child will be accepted without a complete set of cubby articles. All items brought in to the center

must be labeled. Our House is not responsible for lost or stolen items of any type. The articles needed are:

*A complete change of clothing (including socks & shoes), multiple sets if your child is potty training.

*A small blanket and crib sheet for nap in a sealed zip lock bag, if bag or seal breaks please replace immediately.

*Weather appropriate outerwear

Pillows, sleeping bags, and stuffed animals are prohibited in the center.

Nursery Supplies

Please pay special attention to your baby's Diaper Bin/Drawer. The teachers will try to help remind you, but it is your responsibility to check daily. No child will be left in our care without a complete set of nursery supplies. These items are for your baby's comfort in your absence. Under no circumstances do we borrow from other children (i.e. diapers, clothing, etc). All items should be labeled with your child's first and last name. Below are the daily needed nursery supplies:

Laundry Bag (Not Plastic)

2 Appropriate size crib sheets

2 Blankets

Diapers (ample supply for the week)

Diaper Wipes

Bottles (Already prepared and labeled with first & last name, we **do not** prepare bottles)

**

Baby Food, Cereal, or any finger foods you desire given

2 Complete changes of clothing including: socks, shoes, etc.

(Remember to label the shoes also)

A thermometer

** If your child is breastfed, your bottles must be labeled with a neon "breast milk" sticker.

Parents will be informed prior to any field trips taken by vehicle. All children traveling in a vehicle will adhere to seatbelt and car seat laws. Parents are invited to participate in outings. Please remember, a parent's presence does in no way give a child special privileges, children are expected to remain with the group and conduct themselves properly. Parents are chaperones and are charged with the same responsibility as our staff in adhering to the State Regulations. These trips are designed as an extension of our program and therefore do not allow for siblings or other children. No child will be taken from school property on a field trip without an "Our House" T-shirt. You may purchase your shirt at the center. Children will not be able to participate without a signed permission slip. Children not attending a field trip will remain in the parent's care.

Toys

We do not allow toys to be brought to school. Only on the days of Show-N-Tell will toys be permitted. Please remember to take these items home at the end of the day. Children in the school age program may bring a toy from home on days when there is no school. However, Our House at the Pinnacle is not responsible for lost or broken items.

Birthdays

Parents are encouraged to allow their child to share his/her birthday with the class. The teacher will let you know how many children to prepare for. Only store bought items may be served. We are not allowed to serve homemade items as this makes it impossible to monitor for dietary restrictions. Parents are also welcome to visit during this time.

Parent Involvement

Parents are welcome to visit the center to observe the program in progress at anytime. As you come and go from the center please keep in mind the welfare of the children as a whole. No child is allowed special privileges just because a parent is present. All rules apply to all children at all times.

Parental courtesy would include not disturbing activities or the children's scheduled program. Our teachers cannot turn their attention away from their class to visit with anyone, as children left unattended might get hurt. If you have a matter you need to discuss with the teacher, please make an appointment with management and our staff will be glad to set up a time with you. Parent involvement is encouraged. If you would like to come and read to the children or perhaps teach a craft, please feel free to stop by the office to set up a time to do so.

Outside Activities

Unless you give instructions in writing to the contrary, every child will participate in all activities of the day, including recess and outside play.

During the warmer months when sunscreen is needed we require the following:

- 1) First application must be applied to your child prior to arrival. We will ONLY reapply in the afternoon.
- 2) Sign sunscreen waivers on file to apply the specific type of sunscreen you provide (we require face sticks and spray only)
- 3) Sunscreen to be kept in designated locked boxes (may not be stored in your child's cubby)

All of our playground areas require tennis shoes. Children not wearing tennis shoes will not be allowed on the playground. This is for safety and insurance purposes.

Meals and Snacks

A full service kitchen is operated on the premises and provides a breakfast snack lunch, and afternoon snacks. Meals are included in tuition prices. Monthly menus are posted on the bulletin board. All children are served the same meal unless they have dietary restrictions noted by a parent or physician.

Please note our meals and snacks are served on a specific schedule, which must be adhered to. It is very hard to maintain structure when someone arrives late with outside food when all the other children are maintaining the schedule provided. We must insist that if you do not arrive in time for your child's scheduled meal time **do not** allow your child to disrupt the others with outside food or ask us to feed him/her at times other than our scheduled meal time.

For children not eating table food, they must receive their first meal of the day at home. It is simply impossible for our teachers to feed several hungry babies at once while also trying to greet parents, receive children, and tend to the morning's busy routine.

Food Allergies/Restrictions

Many children suffer from food allergies. Food allergies can range from a simple sour stomach related to milk products to severe life threatening allergic reactions. If your child suffers from any food allergies please speak to the kitchen manager/dietitian.

Parents of children with food allergies or dietary restrictions are required to closely monitor the menu. Should you detect a food to be served which your child may not have, you must make a note and provide a nutritional equivalent for your child.

Should your child have an allergy which is considered to be severe, Our House at the Pinnacle, Inc. will require that an Epipen be left at the center at all times in case of emergencies. It is your responsibility to replace your child's Epipen when expired.

Our House at the Pinnacle is a **Peanut-Free Facility**.

Wellness Policy

Our House at the Pinnacle, Inc. is a well child center. Guidelines have been outlined for parents and staff to follow when a child becomes ill. A sick child cannot be admitted to the center for any reason. If a child is presenting symptoms of a communicable illness, said child must be picked up from the center immediately. Your child may return to care 24 hours after the symptoms disappear (Not 24 hours from the time the child left the center.) **This center reserves the right to determine whether a child is too ill to remain in childcare.**

Required Medical forms

Our House at the Pinnacle, Inc. must have on file at all times:

- 1) Current Immunization Certificate on an Official KY Form
- 2) Statement of Authorization for Emergency Medical Treatment

Distribution of Medication

Any and all medications must arrive at the center in the original container and clearly marked. Your child's **first and last name** must be on all medication, both prescription and non-prescription. We are not allowed to give medications contrary to label directions. For medications that read "consult a physician" you must have a physician's note for specific dosage instructions. All medicines must be placed in the locked medicine area (refrigerated medications will be kept in a different location see the director or teacher for details) and the instructions on how to administer are to be written on a medicine sign-in sheet and signed by the parent daily.

Please note that parents should administer the first dose of the day and we offer two other designated medication times. Medications cannot be given on an "as needed" basis. Check with management for these times.

Giving a child Tylenol or other medications to disguise symptoms is forbidden and if discovered may result in dismissal.

Guidelines for illness:

FEVER – Anytime a child runs an axillary temperature of 100 or higher the child must be picked up. No other symptoms need to be present.

DIARRHEA – Multiple episodes of diarrhea or diarrhea accompanied by another symptom (i.e. vomiting, temperature, behavior change, etc) will indicate a need for the child to be picked up. A child will be sent home if at any time the diarrhea is uncontained.

VOMITING – One occasion of vomiting will not necessarily indicate the need to leave the center. In the event of two or more incidences the parent will be notified to pick up the child.

CONJUNCTIVITIS - Any recognition of conjunctivitis will require a determination by your physician to retain your child in the center.

CHICKEN POX – A child may return to the center after all blisters have formed scabs. A physician's authorization may be required before returning to center.

RASHES – If at any time a child develops an unidentified rash, he/she will need to be removed from the center immediately and will require permission by a physician to return.

MEASLES – A child may return to the center four days after the appearance of the rash and the disappearance of the fever.

RINGWORM – Children must be removed from center and may return after treatment is started.

LICE – As you know, this vermin prefers children and is very contagious. They can be passed very easily; social contact will pass them on in schools, by simply playing together and in public ballparks. In addressing this problem we need your help in prevention. Check your child's head frequently; early detection will prevent you from missing lots of work. The longer the child is infected the longer it takes to get rid of

them. If you find that your child has been infected contact your physician for the most effective method of treatment. All children must be nit free before returning to school, and must have verification of it from a physician.

Unexpected Closing/Delay Procedure

In the event that the center should have a delay or close due to severe/inclement weather or any other unforeseen reason the announcement will be made on the local T.V. station WLEX, Facebook and our mass texting messaging program.

Text: @ourh to (469)208-5514 to get signed up with this program.

COMMONWEALTH OF KENTUCKY
Cabinet for Health and Family Services
Department for Community Based Services
Division of Child Care

**Evacuation Planning Form for
Child Care Emergency/Disaster
Preparedness**

For

Child Care Provider or Program Name: Our House at the Pinnacle
Date: December 31, 2017



Evacuation Planning Form for Child Care Emergency/Disaster Preparedness Table of Contents

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Helpful Information Child Care Sample Forms for Emergency Disaster Preparedness Planning

In addition to this basic planning form, the following information and supportive sample forms are available at <http://chfs.ky.gov/dcbs/dcc/> to assist Child Care providers in Emergency Disaster Preparedness Planning:

1. Division of Child Care Things to Know When Preparing for an Emergency and/or Disaster in Child Care
2. Sample Child Care Child Information Form
3. Sample Child Care Daily Attendance Record Form
4. Sample Child Care Emergency Disaster Preparedness Parent Information Form for Reunification
5. Sample Child Care Evacuation Response Checklist Form
6. Sample Child Care Emergency Disaster Roster Sign Out Form
7. Sample Child Care Fire Drill Form
8. Sample Child Care Earthquake and Tornado Drill Form
9. Sample Child Care Bomb Threat Information Form
10. Sample Child Care Emergency Disaster Preparedness Provider Statement

11. Child Care Emergency Disaster Preparedness Planning Checklist

Child Care Regulatory References for Emergency/Disaster Preparedness

199.895 Evacuation plan required for child-care centers and family child-care homes -- Annual updating of plan -- Provision of plan to local emergency management officials and parents. (Effective July 12, 2012) (1) A child-care center licensed under KRS 199.896 and a family child-care home certified under KRS 199.8982 shall have a written plan for evacuation in the event of fire, natural disaster, or other threatening situation that may pose a health or safety hazard to the children in the center or home. The plan shall include but not be limited to:

- A designated relocation site and evacuation route;
- Procedures for notifying parents of the relocation and ensuring family reunification;
- Procedures to address the needs of individual children including children with special needs;
- Instructions relating to the training of staff or the reassignment of staff duties, as appropriate;
- Coordination with local emergency management officials; and
- A program to ensure that appropriate staff is familiar with the plan's components.

(2) A child-care center and a family child-care home shall update the evacuation plan by December 31 each year.

(3) A child-care center and a family child-care home shall retain an updated copy of the plan for evacuation, provide an updated copy to appropriate local emergency management officials, and provide a copy to each parent, custodian, or guardian of the child at the time of the child's enrollment in the program and whenever the plan is updated.

922 KAR 2:120. Child-child care center health and safety standards.

- "Adequate supervision" means that qualified staff devotes full-time attention to a child in care and ensures the child is within scope of vision and range of voice.

922 KAR 2:110. Child-care center provider requirements.

- The following records shall be maintained at the child-care center for five (5) years:
 - A written record of quarterly, practiced earthquake and tornado drills detailing the date, time, and children who participated;

- A written record of practiced fire drills conducted monthly detailing the date, time, and children who participated;
- A written plan and diagram outlining the course of action in the event of natural or manmade disaster, posted in a prominent place.

Certification of Family Child –Care Homes/Registered Provider

922 KAR 2:100 Section 10: General Requirements, 922 KAR 2:180 Section 3: Additional Requirements

- Each floor level used for child care shall have at least one (1): unblocked exit to the outside; smoke detector, fire extinguisher; and carbon monoxide detector if the home uses fuel burning appliances; or has an attached garage.
- At least one (1) working land-line, unless the cabinet has been notified that the telephone is temporarily out of service) telephone on each level used for child care with a residential or commercial line and a list of emergency numbers posted by each telephone, including numbers for the police, fire station, emergency medical care and rescue squad and poison control.
- A fire and tornado drill shall be conducted during hours of operation at least monthly and documented.
- An earthquake drill shall be conducted during hours of operation; at least quarterly and documented.

Emergency/Disaster Preparedness Planning

A Child Care Provider/ Facility should prepare plans that allow for partial or full evacuation in a quick and efficient manner. Causes for evacuation may include fire, bomb threat, explosion, flood, severe thunderstorm, severe winter storm, hurricane, tornado, toxic spill, electrical failure or structural damage. In the event of an emergency/disaster, evacuation should be done as quickly and safely as possible. When planning it is important to keep in mind there are three types of evacuations to consider.

- Sheltering in place:** Children and staff remain at the facility/home but seek shelter for the emergency/disaster at hand. This would include tornado and chemical releases.
- On-site evacuation:** Children and staff move out of the facilities affected areas and relocate to another area on the property.
- Off-site evacuation:** Children and staff/provider are relocated to designated location not on the property

- A) A completed Emergency/Disaster Plan should be reviewed and updated annually. A copy of the plan should be shared with local authorities that may be responding to your emergencies.
- B) All child care providers should be trained in plan procedures and provided clear guidelines to their responsibilities during times of emergency/disaster. New child care provider orientation should include training and review of emergency/disaster procedures.
- C) All children should be involved in practicing emergency/disaster procedures as outlined by licensing regulations.
- D) Floor plans of the child care location should be posted in each classroom and in public spaces showing exits and directional evacuation routes. Copies of floor plans should be shared with local authorities that may be responding to your emergencies.
- E) Fire drills are to be held monthly and documentation should include date, time, and names of children who participated in the drill. Individual classroom attendance forms with first and last names of staff/children present during the drill should be attached to the drill form.
- F) Tornado and earthquake drills are to be held quarterly. Other types of drills should be held at least twice a year and attendance forms with first and last names of staff/children present during the drill should be attached to the drill form.
- G) Power generators (if available) and other emergency/disaster equipment should be tested on a regular schedule.

H) Grab-n-go-kits are a gallon size zip and seal bag to create individual activity bags for each child in the program. Each bag could include items like a recent photo of the child, laminated emergency card, 4-6 crayons, a small notebook for doodling or a board book.

I) A best practice recommended Emergency/Disaster Supply kit should include the following:

✓ Class roster with emergency contact information	✓ Formula
✓ Battery or solar operated radio	✓ Phone card\ Cell phone
✓ Blankets/bucket	✓ Plastic trash bags
✓ Crescent wrench to shut off gas line if needed (professional will need to restore)	✓ Sanitation supplies (diapers, wipes, toilet paper, soap, and toweling)
✓ Extra batteries (replaced twice a year)	✓ Water (1-3 gallons per person per day, 3 day minimum) & disposable cups
✓ First aid kit (see state child care regulations for required items)	✓ Wet wipes/tissues
✓ Flashlight(s)	✓ Whistles
✓ Permanent marker(s)	✓ Work gloves
✓ Hand sanitizer	✓ Map of area for evacuation or for locating shelters
✓ Non-perishable food items and manual can opener (minimum supply for 3 days)	✓ Other items as your program requires (Children's Records)

Emergency/Disaster Procedures and Evacuation Planning Form

General Information and Instructions

A. The first priority of a child care provider is the safety of the children and staff. Emergency/disaster plans are to provide the providers with procedures to be followed to help ensure everyone's wellbeing.

B. When an emergency/disaster occurs, it is necessary to maintain adequate supervision of the children. In the state of Kentucky, adequate supervision is defined as qualified staff devoting full-time attention to a child in care and ensures the child is within scope of vision and range of voice.

C. Please complete the following form and respond to each question. If the question is "not applicable" to your child care setting please state so and a reason. All information with a " * " is required by a child care regulation.

Evacuation Planning Form for Child Care Emergency/Disaster Preparedness

Insert Provider/Program Name and Information

Name of Child Care Provider/ Program	Our House at the Pinnacle
Street Address	4269 Saron Drive
City, State, Zip Code	Lexington, Kentucky 40515
Telephone Number	859-245-0123
Number of children enrolled	200
Number of staff (if applicable)	38
Sheltering in Safe Place	
The designated safe place in this location is :	Teachers break room and Front Office
On-Site Safe Evacuate Location	
The designated on-site safe location for evacuation is :	Back playground and front parking lot
Off -Site Safe Evacuation Location #1	
Name of Location	Veterans Park Elementary
Street Address	4351 Clearwater Way
City, State and Zip Code	Lexington, Kentucky 40515

Telephone Number	859-381-3161			
Directions/Evacuation route to this safe location *Attach a map if needed	Right out of the parking lot onto Saron Drive, at stop sign turn right and school is on the left.			
Is there a written agreement with this location (Recommended as a best practice)	Yes	X	No	<input type="checkbox"/>
<i>Email attached</i>				
Off Site Safe Evacuation Location #2				
Name of Location				
Street Address				
City, State and Zip Code				
Telephone Number				
Directions/Evacuation route to this safe location *Attach a map if needed				
Is there a written agreement with this location (Recommended as a best practice)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Insert Provider/Program Primary Emergency/Disaster Contact Information				
Name	Tammy Altschul			
Telephone Number	859-245-0123			
Cell Number	859-333-9137			
Email Address	Tamstar1@aol.com			
Contact Phone Number Outside of the Area (Recommended as a best practice)	859-333-9137 859-			
Insert Provider/Program Emergency/Disaster Contacts (phone and /or fax, e-mail)				
EMERGENCY	911 or local authorities			
Accounting Service				
Bank				
Building Inspector				
Child Care Resource & Referral Agency	859-254-9176 http://www.kentuckypartnership.org			
Community Based Services				
Electric Company				
FEMA				
Food Service Vendor				
Gas Company				
Health Department	859-288-2425 or 859-252-2371			
Hospitals	859-323-5000 UK or 859-260-6100 Central Baptist			
Local Emergency Management	Pat Dugger 859-258-3784, 859-252-8689 fax http://kyem.ky.gov/teams/Pages/countydirectors.aspx			
Inspections, License, Permits				
Insurance Agent				
Licensing (local/state)	859-246-2301			
Newspaper	859-231-3100 Lexington Herald Leader			
Non-emergency Fire	859-254-1120			
Non-emergency Police	859-258-3600-258-3600			
Payroll Service				
Poison Control	1-800-722-5725			
Radio Stations				

State Emergency Management http://kyem.ky.gov/teams/Pages/default.aspx	1-800-255-2587
Television Stations	WKYT 859-299-0411, WLEX 859-259-1818, WTVQ 859-294-6028
Waste Management	
Water Company	
Insert Provider/Program Planning Team Members	
Director	Tammy Altschul
Staff Member (s)	Valerie Penny or Holly Howard
Parent (s)	
Other	
Coordinating/Collaborative Agencies in the Area (phone and /or fax, e-mail)	
Neighbor	
Business	Veterans Park Elementary 859-381-3161
Church	
Other	
Contact Information for Coordinating Program Re-Opening (phone and /or fax, e-mail)	
Facility/home Inspection/Repair	Division of Licensing 859-246-2301
Contacting Families/Employers	Holly Howard hollylee21@hotmail.com
Obtaining Equipment/Supplies	Valerie Penny valtschul1@gmail.com
Room Set up	Valerie Penny valtschul1@gmail.com
Accessing Records	Valerie Penny valtschul1@gmail.com
Food Service Coordination	
Obtaining building inspections/licensing approval	Tammy Altschul 859-333-9137
Post Disaster Clean up Services (phone and /or fax, e-mail)	
Restoration Services	Pro4Mance, Jon Rich 866-272-4003 or 859-621-0394
Evacuation Plan	
Evacuation Manager/Alternate	Tammy Altschul
Person responsible for "all clear"	Valerie Penny
Assembly site manager/alternate	Holly Howard
Staff-person with First Aid/CPR	Tammy Altschul, Valerie Penny and Holly Howard
Contact number out-of-area (Recommended as a best practice)	
E-mail address out of area (Recommended as a best practice)	
Person responsible for copy and posting of building site maps	Holly Howard
Person responsible for marking evacuation exits	Holly Howard
Location of evacuation exits	Everyone to exit out front door
On-site evacuation location	Back playground and front parking lot
Off-site evacuation site	Veterans Park Elementary
Shelter-in-Place Plan	
Shelter- in -Place Coordinator	Valerie Penny
Shelter- in- Place Coordinator Alternate	Holly Howard
Coordinator responsibilities	Facilitate evacuation, family notification
Staff with First Aid/CPR	Tammy Altschul, Valerie Penny and Holly Howard
Storm Shelter Locations	Teachers break room and Front Office
"Seal the Room" Shelter Location(s)	Teachers break room and Front Office

Staff Responsible for Maintaining/Refreshing Emergency/Disaster Supplies	Valerie Penny
Staff Process for Maintaining Personal Supplies for Shelter-in-Place	Holly Howard
Communication System	
How we will train our staff on emergency/disaster plans	Quarterly Employee meetings and Employee handbook
How we will communicate our emergency/disaster plans to the children and parents to ensure family reunification.	Parent Handbook
In the event of a emergency/disaster, how we will communicate with the staff/parents	Local news stations, Facebook page and phone calls
Cyber Security	
How we will protect our computer hardware	
How we will protect our computer software	
If our computers are destroyed, we will use back up computers located where	

Back Up Records							
Person responsible for backing up critical records including children's/ staff records, payroll, accounts, etc.							
On-site location of back up records including insurance policies, facility\home plans, bank accounts records, and computer back ups							
Offsite location of additional copy of back-up records							
How will the program provide for continuity if the accounting and payroll records are destroyed							
Emergency/Disaster Shut Off Locations							
Electricity							
Water							
Gas							
Emergency/Disaster Equipment Locations							
Alarm Box							
Fire Extinguisher(s)	Front door, Back door and right inside front office door						
First Aid Kit (s)	Teachers break room in cabinet						
CPR Face Shields	Teachers break room in cabinet in first aid kit						
Emergency/Disaster Kit							
Emergency/Disaster Preparedness Plan required Communication Please check "yes" or "no" and give the applicable date							
Provided an updated copy of this plan to	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">X</td> <td style="text-align: center;">No</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> <table border="1" style="display: inline-table; vertical-align: middle; margin-left: 20px;"> <tr> <td style="text-align: center;">Date</td> <td style="text-align: center;">12/31/2014</td> </tr> </table>	Yes	X	No	<input type="checkbox"/>	Date	12/31/2014
Yes	X	No	<input type="checkbox"/>				
Date	12/31/2014						

appropriate local emergency management officials and whenever the plan is updated.						via email
Provided an updated copy of "The Parent Emergency/Disaster Evacuation Information Form for Reunification" to each parent, custodian, or guardian of the child at the time of the child's enrollment in the program and whenever the plan is updated.	Yes	X	No	<input type="checkbox"/>	Waiting for approval	
Emergency /Disaster Contact Information Annual Review						
Date the emergency/disaster plan will be reviewed and updated	December 31 st of every year					

Child Care Roles and Responsibilities
Please list each person responsible for each responsibility

Who	Primary	Alternate	Location of this responsibility
Declares an emergency/disaster and actions to be taken			
Calls 911			
Turns off HVAC systems			
Turns off Security System			
Assures each child/staff has their grab-n-go-bag			
Completes room search			
Contacts families			
Sends family communications (e-mail)			
Post sign on door			
Changes voice mail			
Retrieves supplies			
Food/water			
Attendance list			
Family & staff contact information			
Copies of emergency/disaster records including emergency/disaster medical care consent			
Copies of care plan for children with special needs			
Written directions to designated evacuation site(s)			
Emergency/Disaster money (Recommended as a best practice)			
Medical supplies			
Extra supplies of critical medications			
Disaster supply kit (Recommended as a best practice)			
On-Going Basis	Assigned Staff	Date	Notes/Comments

Attendance records			
Emergency/disaster contact lists			
Emergency/disaster card and signed emergency medical care release			
Children's grab & go bags			
Rotate water and food			
Rotate infant formula			
Every Six Months	Assigned Staff	Date	Notes/Comments
Water: monitor expiration dates			
Food: monitor expiration dates			
Infant formula/food: monitor expiration dates			
First aid kit: Critical medications			

Child Care Roles and Responsibilities-continued

Every Year	Assigned Staff	Date	Notes/Comments
Emergency/Disaster Information for each Child			
Signed emergency/disaster medical care releases			
Care plans for children with special needs			
Map of area			
Directions to evacuation sites			
Money(This is a best practice recommendation)			
Pen and paper			
Whistles			
Vehicle keys			
Tools (hammer, crescent wrench, screwdriver, pliers with wire cutters)			
Matches in waterproof container			
Plastic shielding			
Every Year	Assigned Staff	Date	Notes/Comments
Duct tape			
Manual can opener			
Disposable bowls and utensils			
Plastic bag (sealable and unsealed)			
Household bleach (small bottle)			
Wet towelettes			
Hand sanitizer			
Toilet paper			
Diapers			
Diaper wipes			
Blankets			
Check for Presence and Operation Every Six Months	Assigned Staff	Date	Notes/Comments

Radio-battery powered			
Flashlight	Valerie Penny		
Extra batteries (check expiration dates)	Valerie Penny		
Extra flash light bulbs			
Charged cell phone			
Cell phone			

Disclaimer

This material is presented as general plan that may be used in planning for emergencies/disasters. Successful planning for any emergency/disaster should be done by individuals, organizations and the community with the assistance of local authorities: to include planning, training and exercising (practicing) to the emergency plan. Effective emergency response calls for good judgment by all involved. The presenters of this material disclaim any and all liability, loss, damages, claims, or risks of any kind or nature sustained or incurred as a consequence or result of, whether direct or indirect, the use and/or application either directly or indirectly, or any advice, information, or methods presented herein.

Signature of the Responsible Child Care Provider

I have reviewed the procedures outlined in this Emergency/Disaster Preparedness Plan and ensure that appropriate staff is familiar with the plan's components. These procedures will be followed in case there is an emergency/disaster affecting this child care.

* Tammy Altschul
Signature of the Child Care Provider

* 12/31/2017
Date