



LOCKDOWN & SHELTER-IN-PLACE

Lockdowns will be ordered in the following circumstances or when warranted by school principal or director:

- ☞ To contain the school and limit possible hazards
- ☞ To control and manage students and staff
- ☞ To limit access
- ☞ To reduce potential victimization

PROCEDURES:

If a lockdown is needed, someone will come by and tell the teachers “tango”. This is the code word to alert teachers of the emergency state. The teacher will calmly instruct the students in their classroom to gather together for a circle. Once gathered together, the teacher will take a headcount and report to the proper person (Principal or Director) so that they can be sure that all students are accounted for. During the lockdown procedure that teachers and students are to REMAIN IN THEIR CLASSROOM. Once the lockdown is issued, no one is to enter or leave the building. All doors and windows need to be locked. Parents will be notified as to when they may pick up their child(ren) and if needed the local authorities will be called.

Each classroom has an emergency binder with the student’s parent’s phone numbers, in the case that we need to call parents and alert them of the situation. We can send a mass email to the parents as well using a cell phone.

EARTHQUAKE

In the event of an earthquake, a teacher will give 2 long whistle blows followed with “We are having an earthquake”. At that point the teacher will instruct the students to drop where they are, away from windows or shelves that could fall over, and cover their heads with their arms. Once the earth quake is over and the area is determined to be safe, the teacher will let the students know that they may come out. After that the appropriate steps will be taken (lock down, evacuation, etc.)



FLOODS

Owner and Directors will determine if the center should be closed due to flooding in the area or weather reports. If closing is require, we will notify parents by sending out a mass email stating that we will be closed and also updating our voicemail to reflect the same message.

If school is in session and there is a flood warning, we will contact parents by email and call any parents that do not respond to the email. If water looks like it may seep into the school, we will place towels by each door to help keep water outside of the building.

SEVERVE STORMS/SNOW STORMS

Owner, directors, and staff will be aware of any storm watch/snow warnings in the area. Little Stars Montessori follows the Beaverton School District about closures due to inclement weather. If the Beaverton School District is not in session, the above will determine based on the safety of our staff and families whether we will be open or closed.

We inform parents that we follow the Beaverton School District for closures due to the weather. We also send out an email to all of our student's families and teacher. The school's voicemail is updated to say that Little Stars will be closed. If inclement weather warnings come up, we notify families to please monitor the news and check for an email to see if we are closed.

In the event that a storm happens while school is in session, we will notify parents by email and phone calls to please pick up their children as the center will close early. Some parents may not be able to reach the school by the designated pick-up time. If needed, a teacher will stay with the student(s) until their parents arrive. Little Stars will keep their snack cabinet stocked, so incase of an emergency, provisions will be available to offer to students. Infants will be required to bring a backup tin of formula, in case parents are not able to pick up before the child's next feeding and they are not able to drink cow's milk.



ACUTE ILLNESS OF A CHILD OR STAFF

If any child develops an acute illness, staff will take precautions to limit the spread of the illness. This includes, notifying a director that a child is sick, so that parents can be contacted for pick up. We will isolate the child to prevent spreading the illness. The child may wait in the office with a teacher or director until parents arrive. If we are unable to contact parents, we will contact the child's emergency contact. If we are unable to contact the emergency contact, if the child is very severe, we will call 9-1-1.

Teachers will use gloves when caring for child and washing hands thoroughly after contact with the child. We will enforce exclusion policies for children who are sent home. Children may not attend for a minimum of 24 hours after their last episode of vomiting, diarrhea, or having a fever of 100 degrees +.

These exclusions also apply to any staff member working at Little Stars Montessori. Staff members are required to contact the school and inform management that they are unable to attend due to illness. If any staff develop these symptoms while working they must inform the center and go home to recover.

MAN CAUSED EVENTS SUCH AS VIOLENCE AT A CHILD CARE CENTER

If any staff member observes any suspicious activity near or around the school, they will call either the non-emergency phone number or 9-1-1 if it is very serious. All teachers can carry a cell phone with them and they may use any of the school phones. Teachers need to be vigilant and assess the situation to determine what course of action is needed.

If the person is able to gain access inside of our center, staff will try to isolate the person away from the students. Try to communicate calmly with the person and divert them away from the children.

If the students are outside and there is a situation with a dangerous person, teachers will quickly gather the children and escort them back to the school and initiate the lockdown procedure, making sure that all children are accounted for while they are outside and again once they enter the building.



EVACUATION OF THE FACILITY

An evacuation will be called if there is an immediate need to leave the building such as fire, gas leak or any type of air contamination, and flooding. The need to evacuate will be decided on by the principal or director.

The on-site evacuation point is the retaining wall on the North side of Postal Works. This will serve as a meeting point for an evacuation. If the emergency is occurring in more than one building, the teachers will take the children to the park. Lead teachers are responsible for taking out their class attendance sheet and emergency binder with the student's contact information.

PROCEDURES:

The procedure for evacuation is the same as the fire drill. Students will exit out the nearest door with a teacher leading the group to the wall on the North side of Postal Works. The principal or director will join the group with the Master Attendance list and take roll according to the list to determine if every child has exited the building. Once either the principal/director or local authorities state that the building is safe to re-enter, the students will be walked back to the appropriate classes determine it.

All teachers are responsible for taking their attendance sheets and emergency binders outside with them. Teachers should carry with them, their cell phone to contact parents in case of a real emergency. All staff will do a sweep of the classroom and bathrooms to ensure no person is left behind. For toddlers and infants who require diapering needs, teachers will pack them inside an evacuation crib on the way out.

If food or water is needed, we would be able to purchase from the 7-11 next to our building, or one of the many restaurants near us.