

**Arrow Academy
First Melissa Preschool
Parent Handbook**

2025-2026

*Behold, children are a heritage from the Lord, the fruit of the womb a reward.
Like arrows in the hand of a warrior are the children of one's youth.
Blessed is the man who fills his quiver with them!*
Psalms 127:3-5

Table of Contents

Mission Statement.....	4
Registration.....	4
Admissions Policy.....	4
Campus Information.....	5
Office Hours.....	5
Facilities.....	5
Classroom Guidelines.....	5
Curriculum.....	6
Potty Training.....	8
Health.....	8-10
Illness.....	8
Immunizations.....	9
Vision and Hearing.....	9
Medication Policy.....	9
Nutrition.....	10
Nutritional Lunches.....	10
Snacks.....	10
Additional Information	10-11
Inclement Weather days, Notifications, Visiting Pets.....	10
Field Trips.....	10
State of Texas Licensing	11
General Emergency Preparedness	11
Breastfeeding.....	11
Preventing and Responding to Abuse Neglect.....	11
Procedures for Handling Medical Emergencies.....	11
Emergency Preparedness Plan.....	11-12

MISSION STATEMENT

At Arrow Academy, our mission is to provide an environment where your child will grow in both academic and spiritual knowledge. We believe children thrive when their instruction is tailored to their individual style of learning. Our students will leave our program knowing they were fearfully and wonderfully made by a Father in heaven who loves them.

ADMISSIONS AND TUITION

Enrollment

Our program is open to any child between the ages of 2 and 5 years old on September 1. Enrollment will be granted regardless of race, ethnicity, or religious affiliation. As long as we feel that we are able to meet that child's individual needs, they are welcome to be part of our program. Our policy is that 3-year-olds must be 100% independently potty-trained in order to be placed in this classroom.

Registration

Parent(s) or guardian(s) must be present to register their child(ren) for enrollment in our program. The registration fee (non-refundable and non-transferable) will be collected at the time of enrollment. In accordance with the Minimum Standards, all enrollment forms must be completed and on file before your child can attend school. If the classes are full, your child will be put on a waiting list. No child will be able to begin class without a current immunization form or appropriate documentation and required papers.

Admissions Documentation

- Enrollment Information Form including emergency contact information
- School Calendar – we follow the Melissa ISD school calendar for all on-campus closings, holidays, and early releases for on-campus instruction
- Non-Food Allergies
- Alert for Children with Food Allergies
- Emergency Care Plan for all DOCTOR DIAGNOSED FOOD ALLERGIES

Parents must submit the following records before their child can attend school

- Current Immunization records signed by your child's physician. The form must have the physician's name, address, and telephone number.
- If your child turned four years of age by September 1 of the current school year, we will need a current vision/hearing screening on file. Vision/Hearing tests completed when the child was three are not valid according to State regulations.
- If a child has a doctor-diagnosed, life-threatening food allergy, we must have a *Food Allergy Anaphylaxis Emergency Care Plan* filled out, signed, and dated by the physician and parents.
- Health statement from your child's physician

Waiting List

In order to accommodate children desiring enrollment when no space is available, a waiting list for each age group will be maintained. No deposit is required and there is no obligation to enroll once a space becomes available. The program can give no assurance to anyone on the waiting list that there will be an opening.

Tuition

Tuition is calculated based on the number of days your child will be attending. There is no refund given or reduced tuition calculated when a child is absent for any reason (sick or personal) or holidays, professional development, or bad weather days per the Melissa ISD calendar. Any and all credit card or ACH processing fees charged by Brightwheel will be the responsibility of the person making the payment.

Tuition is due by the fifth of every month. If tuition is not paid by the fifth, there will be a \$25 late fee charged to the account, and the child will not be allowed back on campus until their monthly balance has been paid in full. If by the end of the month their balance has not been paid, the child will be removed from the program. A child is only allowed 3 "late" payments of their tuition. If a child has already been allowed the allotted 3 late payments, they will be dismissed from the program on the fourth time. The fee for a returned check is \$30.00 or the current amount charged by the bank.

If a child drops from the program, for any reason, the parents must give two weeks' written notice to the school office. Families are responsible for payment of the month's tuition if their child attends any portion of that month unless at least two weeks' notice is given.

Parents will be able to view the Parent Handbook on the website firstmelissa.com/arrowacademy. If there are questions concerning the policies, please feel free to call, email or make an appointment with the director to discuss any questions concerning policies or procedures. The director's e-mail is machimon@fmarrowacademy.com The school office number is 972-805-4676

CAMPUS INFORMATION

Office Hours

Arrow Academy office hours are 8:00 am – 3:00 pm, Monday through Thursday. When Melissa ISD is closed for holidays, the school office will also be closed.

Classroom Hours

Class hours are 8:30 am to 2:30 pm, Monday through Thursday. Please do not arrive later than 8:45 so that your child will not miss any regularly scheduled activities. Also, please make sure your child is picked up each day promptly by 2:30 pm. We do not offer any extended hours, so anything after 2:30 pm is considered late. After your child has been picked up late for the third time in a given semester, you will receive written notification from the Preschool Director. If it happens a fourth time, your child will be removed from the program and will not be allowed to re-enroll.

Arrival and Departure

Parents will be responsible for signing their child in/out of their classroom daily. If anyone other than the parents will be picking up your child, that person should be listed on your emergency contact list. This person will be required to present a picture identification upon arrival. Should the need arise for someone not listed on the emergency contact list to pick up your child, an e-mail from the parent's listed e-mail must be sent to the office administrator or the teacher that day. The individual must present a picture identification upon arrival. If the person picking up cannot validate authorization, the child will not be released. Our staff will not release your child to anyone without proper identification and authorization from the parent or legal guardian.

Facilities

All classrooms, restrooms, playrooms, and meeting areas in the school meet the requirements of the Texas Department of Protective Services and Texas Health Department. Annual City of McKinney fire and gas inspections are also held in compliance. Our building doors are locked during the school day. Entry into the building during the hours of 8:45-2:15 will only be possible through the main doors of the school. There is a doorbell located on the right-hand wall of the Preschool main entrance. Please push the doorbell so that a staff member can open the door.

CLASSROOM GUIDELINES

Student Arrival

Classes follow a regular schedule every day. Please strive to be on time so that your child will not miss Opening Circle Time, Center Time, or special class projects. Important learning is taking place. When a child arrives late, it tends to disrupt everyone's schedule. All classes have individual activities or free Center Time the first 15 minutes until 8:45 am. After that, the class follows its structured activities.

Behavior Policy

Arrow Academy will offer a positive learning environment for each of the children enrolled in our program. Each child will be required to follow the rules of his/her classroom. Please understand that it is not uncommon for some children to be upset and cry the first several days of school with or without the parent escorting them into class. Parents can rest assured that all of the staff will help ease each child into our daily routine, especially in these challenging times. When dropping off your child each morning, please help the staff by quickly and happily telling your child goodbye and allowing the staff the opportunity to redirect the child's attention. If the parent assumes a mood of confidence, cheerfulness, and reassurance, the child will adjust much more quickly.

Disciplinary steps followed by Arrow Academy:

1. The child will be given three verbal warnings for the school day. The teacher will discuss the child's behavior with him/her. The child will be redirected to other activities by the teacher.
2. The child will be placed in supervised reflection time, allowing time to think through appropriate behavior. A discussion with his/her teacher will be used to clarify and help redirect behavior.
3. If the child's behavior is not maintained with verbal warnings and reflection time, he/she will be counseled by the Director after a visit in the classroom to observe the child's behavior.
4. If the child's disruptive behavior continues after the director's guidance, then the child's parent will be contacted and the child may be sent home.

Suspension Policy

Arrow Academy reserves the right to temporarily or permanently remove a student from school in cases of persistent, disruptive behavior, special emotional, physical, or intellectual needs that exceed the classroom teacher's expertise, or if the student poses physical or safety threats to others or to the school.

Parent Teacher Conference

Parents may request a conference with their child's teacher and/or director at any time during the school year. These requests can be made by emailing the teacher or director, and an appropriate time will be agreed upon.

Curriculum

Arrow Academy provides an enriched learning environment for the children through themes, Bible stories, numbers, shapes, letters, songs, art, and science. Each teacher plans the specific activities for the class according to the developmental level of the children and according to the *Specific Knowledge and Skills Criteria*, *TEKS*, set forth by the Texas Education Agency. Classroom curriculum also includes:

- Bible stories and theme stories
- Music and Movement in the classroom
- Art, Math, Science
- Centers
- Circle Time
- Quiet Time (2 and 3 year olds)
- Quiet Reading Time (4 and 5 year olds)
- Fine Motor Skills (puzzles, playdough, cutting, etc.)
- Large Motor Skills (creative play, recess)

Quiet Time and Quiet Reading Time

The 2 and 3 year olds will need to bring a waterproof mat to sleep on. All personal items must be labeled. Blankets/pillows will be sent home at the end of the week (Wednesday/Thursday) for cleaning and sanitizing. Due to Health Department regulations, large sleeping bags are not allowed. Small roll up pillow and mats or a blanket and small travel pillow are acceptable.

The 4 and 5 year olds will have quiet reading time in their classrooms. They will need to bring a napmat or blanket and pillow to rest on that will be sent home at the end of every week (Wednesday/Thursday) for cleaning and sanitizing. Rest time is a state-mandated regulation according to the Texas Minimum Standards required of every program that lasts five hours or more.

Recess/Physical Education

All students will participate in either indoor or outdoor recess every day. This allows them an opportunity to use their gross motor skills as well as group games, competition, classroom building activities, etc. Please make sure your child is wearing adequate footwear and weather appropriate clothing so that they are not restricted in their play. Children will not be taken outside if the temperature is below 45 degrees.

Special Celebrations

Throughout the year, we will have special celebrations in our classrooms. Some examples of these might be Thanksgiving, Jesus' Birthday Party, Easter Celebration, etc.

Birthdays are special and parents are welcome to help us celebrate their child's special day. The teacher will take pictures of your child and allow a virtual glimpse of your child's celebration. You must communicate with your child's teacher or the director 3 days before your child's birthday celebration to make arrangements to bring and drop off birthday special treats for the whole class. The treats should be dropped off at the school entrance on the morning of the celebration. At this time, food items must be prepackaged, such as Hostess cupcakes, Little Debbie snack cakes, etc.

Due to State nutrition policies, parents are required to sign a waiver which is in your registration packet allowing children to eat the treat brought for special events and parties or alerting us that the child will not be able to eat some special treats. If your child has an allergy to cupcakes or other foods commonly served for birthday or other celebrations, please let your child's teacher know and also, if your child has an allergy, please drop off some alternative treats for your child to enjoy during celebrations like these. Your child's teacher will keep them in the freezer labeled with your child's name so that your child will feel included in the celebration. A list of children who have special allergies is also posted in each child's classroom.

Personal Toys

Children are not allowed to bring their own toys to school. Our program offers a variety of toys with which your child will be allowed to play. On occasion, children will bring special items from home, but only when requested by the teacher. Please do not send anything of sentimental value to school with your child as we will not accept responsibility should something get damaged.

Required Sippy Cups and Water Bottles

State Licensing requires that every child have a container of water for drinking during the day. Because of the threat of cross-contamination, the State requires that every sippy cup and every water bottle be permanently labeled with the child's first and last name at all times.

Clothing

Children will need to wear comfortable play clothes and shoes (CLOSED TOE) that allow for active movement. Every child must have a full extra change of clothes in his/her bag every day. This includes an extra pair of shoes. All items must be marked with your child's first and last name. Paint spills, bathroom accidents, or sudden illness often require an unexpected change of clothing. Because of the choking hazard, children under the age of three should not wear necklaces to school. Children will be painting, doing messy art projects and rolling and playing on the playground, so casual play clothes are the most appropriate way to dress for school.

Naptime

If a child younger than 3 year's old is still in diapers or pull-ups, diapers must be brought every month to be used daily and must be labeled with your child's first and last name on each pull-up or diaper. If your child requires a pull-up at nap time, please let the child's teacher know. Because floors are hard, a plastic kinder mat may be brought to make the child more comfortable during naptime. However, a nap mat or blanket and pillow should be brought for added comfort.

Potty Training

Once your child begins potty training at home, please let your child's teacher know so she is aware of your plans and can assist your child with the process. It is best to send your child in clothing that can be easily and quickly removed. Please send 3 extra outfits to school in case of emergencies. Your child's teacher will keep you informed daily of your child's progress. Do not get discouraged if you find that your child is not ready; we can always stop and start again at another time. We are happy to assist your child in this important part of his/her development. If your child has special circumstances, please speak to the director to ensure we are able to meet the needs of your child and the school. Your child must be potty trained before they can enter the 3-year-old class. This policy benefits the quality of the program for all children. Much more time can be spent on quality education in the classroom rather than on custodial tasks. If a child is not fully potty trained by the time that school begins, you may be asked to keep him/her home for a week or so until he can go without frequent accidents. Accidents pose a hygienic issue as well as affect the quality of the other children's personal instructional time, and our older classrooms are not equipped for diapering.

Illness

Due to State Licensing Guidelines, all children in our program must be kept at home if there are any of the following signs of illness for **24 hours** to adequately evaluate an illness.

- Oral temperature of 100.5 or underarm of 99.5. The child must be fever-free without medication before returning to school with a doctor's note.
- Vomiting or diarrhea—can return to school (24 hrs.)
- Symptoms of possible severe illness: Lethargy, abnormal breathing, diarrhea or vomiting or rash with fever, mouth sores with drooling or behavior changes must be fully evaluated with health professional note.
- Any symptom of childhood diseases such as Scarlet Fever, Measles, Mumps, Chicken Pox, etc.) (Health professional's note required in order to return to school)
- Common cold, sore throat—infection or extreme runny nose or green mucous, bad cough.
- Croup (health professional's note required)
- Mononucleosis or Strep (health professional's note required)
- Skin infection such as boils, ringworm, impetigo, mouth or extremity infection or open wounds or any unexplained skin rash (health professional's note required)
- Pink Eye—red, swollen eye with drainage, unexplained bloodshot eyes or swollen eyelids (health professional's note required)
- Head or body lice (health professional's note required and additional nurse screenings for re-entry into the school environment required)

If your child becomes ill at school, you will be called to pick him/her up in a timely manner. It is important that the child not pose a risk to his/her own health or to others. The child will be isolated from the classroom until you arrive. In case of all conditions listed above, a note from the doctor is required for your child to be able to return to school.

Doctor Diagnosed Allergies

Doctor diagnosed allergies require a "Food Allergy Emergency Care Plan" which requires a *Food Allergy Anaphylaxis Emergency Plan* to be filled out, signed and dated by the child's doctor. Medications for severe symptoms require (EpiPen or AuviQ injections.) Mild symptoms require (Benadryl). These medications must be supplied to the school and will remain at school in case of an emergency. The injections should be in the original container and have the prescription RX on the medication. Benadryl must be labeled with the child's name. The director will administer these medications only as needed or required.

Immunizations

The Texas Department of Health (TDH) and the Texas Department of Protective and Regulatory Services require all immunizations to be current and on file prior to admission. Children must have the following immunizations to attend:

- Hepatitis B (3) by 18 months
- DTP (4) by 18 months Dose 5- by 4-6 years old
- HIB (3) by 16 months
- Polio (3) IPV by 19 months Dose (4) by 4 to 6 years
- MMR (1) first dose- 12-15 months, second dose-4-6 years
- Varicella (2) 1 dose 12-15 months, second dose 4-6 years or submit a signed affidavit when your child had the Chicken Pox virus
- Hepatitis A - 2 doses between the ages of 12 to 23 months first dose on or after first birthday
- Pneumococcal Conjugate Series -3 doses by 7months, fourth dose by 16 months
- Rotavirus (3) Doses at 2, 4 and 6 months (recommended)

Children turning 4 years during the school year will be required to have 4-year boosters within 30 days of their birthday. The required boosters are: DTP (1), Polio (1), MMR (1) Varicella (1)

Please make your doctor's appointment far enough in advance so that your child will receive these boosters within the 30-day time frame. Also, note that your doctor will not administer these boosters before your child's fourth birthday. A copy of the immunization record showing the completion of the boosters must be turned in to the school office no later than 30 days after your child's fourth birthday.

Vision and Hearing Testing

Audio-visual screenings for all children turning age 4 by September first of the present school year are required by the Special Senses and Disorders Act of 1983. Parents must have this screening done by their pediatrician. The screening results must contain the following data: child's name, type of screening given, signature of screener, and the date done.

Medication Policy

Parents must sign an authorization form for both prescription and over-the-counter medication. All medication must be in the original container, labeled with the child's first and last name. Medication forms may be requested and obtained from the director in person or via email. No medication, ointment, cream, etc. may be administered without a signed and dated medication authorization form. The exceptions to this rule are diaper creams, sunscreen, or non-medicated lip balms. must bring medications to the main entrance of the school to be delivered immediately to the director. Medications must be in the original container, packaged in a plastic zip-lock bag, and labeled with the child's first and last name along with the Medication Authorization form signed and dated by the parent.

Nutrition

Parents must provide a nutritious lunch packed in a lunch box labeled with their child's first and last name. Please remember that teachers will not be able to refrigerate lunches or microwave lunches, as this causes a cross-contamination risk. An ice pack in your child's lunch will keep food cold. Hot thermal containers will keep your child's lunch until lunchtime. Finger foods are the easiest for most children to handle with minimal help. Some suggestions are bananas, applesauce, apple slices, dried fruits, crackers, dry cereal, raisins, peanut butter sandwiches, (if there is no peanut allergy in the room that prevents your bringing peanut butter products) cheese, etc. Each child is required to bring a water bottle labeled with their first and last name. Children will not be allowed to consume any form of liquid (milk, juice, etc.) other than water while on our campus.

- Since 2010, licensed childcare centers cannot serve food for lunch with added sugar and all regular snacks must be nutritious. An exception can be made for parties and birthday celebrations. Because of this regulation, Arrow and most other preschools are asking each parent to sign a nutrition waiver for the purpose of absolving the school of responsibility ensuring the nutritional value of the parent-provided lunch and snack. This diminishes allergy risks and assures that each parent takes responsibility for the snacks and lunches his/her child eats. Therefore, to avoid state monitoring and regulation of all foods and massive waste, the parents provide the food consumed by the child and take responsibility for the nutritional values for their child by signing the nutritional waiver included in your registration packet.
- The parent needs to bring 1 snack, lunch, and a water bottle – with the child's first and last name clearly marked on it – each day.
- Lunch boxes must have the child's first and last name on the outside. All items in the child's lunch box must be labeled.
- Since there are so many children to serve, and risks of cross-contamination of warming food in a community microwave, it is best if the child has a thermal container to keep his food warm so his food will be ready to eat.

Snacks

Due to state regulations, children are not allowed to share food. For the health of your child, please provide a nutritious snack for your child each day. Some suggestions include finger foods such as fruit wedges, veggie sticks or prepackaged crackers, cheese or halved grapes.

Nutrition Waiver

As mentioned above, since snacks and lunches are parent-provided, Arrow Academy requires each parent to sign a nutrition waiver for the purpose of absolving the school of responsibility of ensuring the nutritional value of the parent provided lunch and snack, diminishing allergy risks, and assuring that the parent takes responsibility for the lunch and snack he/ she has provided.

Inclement Weather Days

Procedures used by the Melissa Independent School District governing school closures for on-campus instruction due to bad weather will be followed by Arrow. If there is bad weather and Melissa ISD closes in-person, on-campus school instruction, we will also be closed. In the event MISD announces a late opening of its on-campus instruction because of bad weather, Arrow will be closed for the day.

Animals in the Facility

Arrow Academy does not allow animals on site because of the added risk to the child's safety and liability.

Field Trips

Arrow Academy does not participate in field trips because of the added risk to the child's safety and liability.

State of Texas Licensing

Arrow Academy posts reports from the most recent Licensing inspection on the school bulletin board. Parents are welcome to review copies of the Minimum Standards set by the State of Texas by contacting the school office at 972-805-4676, or stop by the school office. Parents may contact the local State Licensing office at 972-633-6754 or visit their website at www.dfps.state.tx.us. The Child Abuse Hot Line may be reached at 1-800-252-5400 if there is a need for information or to report abuse.

Gang-Free Zone

Please note that under the Texas Penal Code, any area within 1000 feet of a child-care center is a "gang-free" zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. More information concerning the Gang-Free Zone is posted on the inner bulletin board just inside the School office. For more information, google, "Gang Free Zones"

All State-Licensed operations are public accommodations and must honor the American with Disabilities Act (ADA, Title III). If you believe that any such operation may be practicing discrimination in violation of Title III, you may call the ADA information line at 800-414-0301 or 800-514-0383.

Emergency Preparedness

Arrow Academy has fire drills monthly and frequent severe weather, tornado drills and lock-down drills. We have emergency plans in place to protect your child in case of any eventuality. Your child's continual safety is our first priority. We have a detailed emergency management plan in place and included in our State Licensing Documentation Book which parents may request to see at any time. Evacuation plans are posted and practiced regularly. In case of tornado or other emergencies, we have specific procedures in place to help ensure safety which are included in our State Licensing Documentation Book. Please feel free to call, e-mail or arrange a conference time if you have any safety concerns you would like to discuss. Your child's safety is our first priority!

Breast Feeding

In order to support the mother/child relationship that breastfeeding allows, Arrow would love to offer any mother a comfortable place to nurse their child while at our school. We have a designated nursing room with rocking chairs to allow for a positive experience.

Preventing and Responding to Abuse or Neglect

Our center provides training to prevent Abuse and Neglect to each staff member as a part of her required in-service training. Through these training courses, each staff member is aware of the issues regarding child abuse and neglect and the warning signs that a child may be a victim of abuse and neglect. Parents may increase their awareness of these serious issues by googling, "Texas Abuse and Neglect Training," or "Texas Abuse and Neglect Reporting".

The Child Abuse Hot line may be reached by calling 1800-252-5400. *Friends of the Family* for victims of abuse can be reached at 940-382-7273 or 1-800-572-4031 Symptoms and warning signs of abuse may be found on the State Licensing website:

[Recognize the Signs of Child Abuse - DFPS](http://www.dfps.state.tx.us/Child.../Child.../recognize_abuse.asp) www.dfps.state.tx.us
https://www.dfps.state.tx.us/Child.../Child.../recognize_abuse.asp

Procedures for Handling Medical Emergencies

If your child has an accident or becomes so ill that emergency help is needed, the school will first call 911, then immediately notify the parents. If the child must be transported to a hospital, the hospital which the parent listed on the enrollment form, will be used.

Emergency Preparedness Plans

Emergency Situations

In the event of any emergency, the first responsibility of our staff members is to ensure the safety of all the children. Any staff member not directly responsible for children at the time of the emergency/drill will assist the 2-year-old classes to their designated safe location. Children with limited mobility will be helped by the staff members in their classrooms.

In all emergency situations/drills, the teachers will take their emergency classroom binder and daily roll information. The classroom binder includes student emergency information and emergency contact information. When instructed the teachers and assistants will call their children's emergency contact person using their cell phones, relaying the emergency information and the steps parents should take to pick up their children.

Power Failures

A flashlight is located in each classroom in a labeled designated area along with an extra set of batteries. The director or person in charge will determine if any action should be taken.

Missing Person

In case of a missing child, staff will search the building and grounds. Exit doors will be monitored until the child is found. If the child is not found, the police and parents will be notified while the search continues.

Fire

Evacuation maps are located in each classroom, playroom, workroom, and preschool office. Fire drills are practiced monthly. In the case of a fire, the fire alarm will be activated and the building will be evacuated according to the evacuation map. Children will be counted and remain in their designated safe spot until an all-clear is given.

Severe Weather

If a severe weather/tornado watch is in effect, the staff will be informed verbally of the watch. The director will monitor the weather and keep staff informed of any changes. If a tornado warning is in effect all staff will be alerted by the severe weather alarm to move to their storm shelter room. Designated classes will stay in the shelter rooms until an all-clear is given by the director or the person in charge. Severe weather drills are conducted 4 times a year.

Natural Disasters

In the case of a natural disaster the staff, each classroom will be notified via walkie-talkies and will move students to their designated shelter rooms. Evacuation maps are located in each classroom. Children will remain in these designated safe places until given an all-clear by the director.

Emergency Evacuation

Should we have to evacuate the building and relocate, our emergency relocation site is Building A of First Melissa, 2101 E Melissa Rd. Melissa, TX 75454, phone number 972-838-2277, or the Fire Department across the street. All staff will follow the evacuation plans and evacuation map posted in each classroom. If for any reason, we must evacuate off-site, after all children are accounted for and staff have been relocated, the Director and designated persons will contact parents and Licensing to notify them of the situation. Students will be counted and accounted for according to the class roll sheets located on each teacher's clipboard, and each teacher will carry along an emergency notebook containing all parent and emergency contact information for each child. Parents or emergency contacts will be notified by phone about the nature of the evacuation and what steps they will follow to pick up their children.

Lockdown

Our Lockdown procedure is posted in every classroom. When the teachers receive the lock down notification, staff will secure all children according to the Lockdown procedure. Lockdown drills are held four or more times a year. In the event the school needs to go into a Lockdown, the director or person in charge will determine if it is a lockdown because of danger in the immediate area or intruder in the building and deliver the proper signals.

General Lockdown- Possible threat of danger

Everyone has been instructed to stay in their classrooms and lock the classroom doors, turn off the lights, move to a place where they cannot be seen. Anyone outside on the playground will be notified via walkie-talkie to move inside the building immediately and go to their classroom, providing that this is the safest action at the given moment. Children and classroom staff will remain in the classroom until an all-clear is given by the director or person in charge. No one will be allowed in or out of the building until the all-clear is given.

Intruder Lockdown

Everyone in the building will secure the children in the classrooms that they are in. Doors and windows will be locked, and the classroom lights will be turned off. The children will be moved as far away from the door as possible (out of sight). The lockdown procedure posted in all classrooms will be followed until an all-clear is given by the director or police department. Any class on the playground will go to building A and then call the Police Department to inform them where they are located and the nature of the emergency. No one will be allowed in or out of the building during the lockdown until an all-clear is given. After the all-clear is given, teachers, assistants, and office staff will notify the parent or emergency contact person about the nature of the emergency and what steps they will follow to pick up their children.

If there are any questions concerning any of the above policies, feel free to call or e-mail to discuss and review any of these policies with the director of the program. Contact information is as follows:

Maghan Achimon, Director, 972-805-4676 or machimon@fmarrowacademy.com