

# Employee Handbook

## Updated April 4th, 2024



**5754 W. Stewarts Mill Rd  
Douglasville, GA 30135**

**Ages Birth to 3 years old**



**6458 E Spring St Bldg B  
Douglasville, GA 30134**

**Ages 3 to 12 years old**



## Table of Contents

### I. Welcome

Topic	Page #
Philosophy & Mission	4
Nondiscrimination	4
Ethics	4
Children with Special Needs	4
Service Hours, Operations & Closing Dates	5
Employee Schedule & Hours	5
Time Cards and Payroll	5
Job Descriptions	6
Staff Requirements & Student Ratios	7
Classroom Schedules	8 & 9



## II. Policies & Procedures

Topic	Page #
Child Abuse	11
Attendance	11
Brightwheel Setup and How-To Guide	12
Classroom Management	13
Cleaning and Sanitation	13
Conflict Resolution	14
Diaper Disposal	14
Drugs and Alcohol	14
Evaluation	14
Food Handling	15
Handwashing	15
Horseplay	15
Illness	15
Incident Reporting	16
Infant Care	16
Lesson Plans and Progression	16
Mandated Reporter	17
Child Medication	17
Napping	17
Non-Liability	17
Recordkeeping	17
Personal Belongings	18
Professionalism	18
Screen Time	18
Student Interaction	19
Student Supervision	19



Training	19
Transportation	20
Dress Code	20
Weapons Use/Play	21
Disciplinary Steps	21
Emergency Steps	21
Illness Chart	22
Cleaning and Sanitation Chart	23
Infant Feeding Chart	25
Hand Washing Chart	26

### III. Employee Non-Responsibility

Topic	Page #
Child Personal Items	28
Communication	28
Potty Training	28

### IV. Health and Safety

Topic	Page #
School Accidents, Emergencies and Cancellations	30
Emergency Plans	30

### V. Employee Handbook Acknowledgement Form

41



## I. Welcome to Hall Academy

***Please note: Policies and procedure updates will and can be added to this handbook at any given time.***

**Welcome! Thank you for choosing Hall Academy as a place of employment. Our goal is to provide a stress-free safe place for you to come and gain employment and/or work experience.**

**Our Philosophy** is to assist families who are in need of quality child care for their infants, toddlers and preschoolers in a safe and loving environment.

**Our Mission** and goal is to introduce a safe, diverse, fun, educational and social experience to infants and toddlers, and to successfully prepare them for transitioning into Kindergarten.

From birth to age five are some of the most important years of your child's growth and development. They have their first experiences interacting with the world around them. We hope to build a solid social, emotional and educational foundation for your child's future.

### **Non Discrimination Statement**

Hall Academy does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

### **Ethics Statement**

The staff and associated members of Hall Academy hold a standard of integrity and honesty. We will openly take responsibility for our actions and will not intentionally engage in or participate in any form of malicious harm to another person.

### **Children with Special Needs**

Hall Academy works closely with parents to provide the best education for all students, and in keeping with the special education laws of the State of Georgia and federal government, we will ensure that children with special needs have the opportunity to interact with their peers of the same age on a regular basis. This process frequently involves giving children who participate in a special education preschool program the opportunity to go into a general education preschool classroom for both social and academic learning experiences.

The benefit of this type of programming is significant for all students. Children with special needs learn best from their peers through role modeling of appropriate social and behavioral skills. Typically developing children have a unique opportunity to act as a mentor to their peers and learn compassion, tolerance and patience by working with children with developmental delays.



<u>Service and Hours and Operations</u>	<u>Employee Schedule &amp; Hours</u>
<p>We service children between the ages of</p> <ul style="list-style-type: none"> <li>● 6 weeks to 3 years old for daycare</li> <li>● 3 to 5 years old for preschool</li> <li>● 5 to 12 years old for our after school arts program and smart summer camp</li> </ul> <p>We are open year round from 6am to 6pm Monday through Friday.</p> <p><b>Hall Academy will be closed on the following dates:</b> <i>(exact dates will be communicated on school calendar each school year)</i></p> <ul style="list-style-type: none"> <li>● New Years Day</li> <li>● Martin Luther King Jr. Day</li> <li>● President’s Day</li> <li>● Memorial Day</li> <li>● One Week Spring Break (either March or April)</li> <li>● Juneteenth</li> <li>● One week summer break in July (Independence Day week)</li> <li>● Labor Day</li> <li>● Columbus Day</li> <li>● Veterans Day</li> <li>● Three day fall break in November (Thanksgiving week)</li> <li>● One week winter break in December (Christmas Day week)</li> </ul>	<p>Monday through Friday: FT hours: 6a-3p, 7a-4p, 9a-6p with hour break PT hours: 6a-12p, 12p-6p</p> <p><b>Perks</b> Currently employees are offered Cigna medical insurance and 5 paid personal/sick days are offered for the year after the first year of employment. This time can not be rolled over to the next year.</p> <p><b>Time Cards and Payroll</b> Brightwheel will be used to log employees time and will be used as a time card for payroll payments. It is YOUR responsibility to scan in and out and communicate to the Director if you forgot to scan. We are paid via Direct Deposit on a weekly basis.</p> <p><b>All employees must scan in/out:</b></p> <ul style="list-style-type: none"> <li>● When you arrive</li> <li>● When you go to break</li> <li>● When you return from break</li> <li>● When you leave for the day</li> </ul> <p>Any absences or time needed must be requested by filling out a Time Off Request Sheet that's in the Staff Resources folder at least 2 days prior to the day you are requesting.</p>



## **Job Descriptions**

### **Head Director**

Duties: HR, policy maker, budget and finances

### **Administrative Assistant**

Main Duties: CACFP food program, supplies inventory, field trip coordinator, monthly newsletter, fundraising, school uniforms

### **Educational Director**

Main Duties: Teacher relations - placement, training, coaching, geds lesson planning, discipline, hiring/firing, GAPDS, Quality Rated preparation, teacher meetings, teacher evaluations

### **Student Director and Event Coordinator**

Main Duties: Parent/Student Relations - student recruitment and enrollment, student brightwheel input, student class placement, unenrollment, student record keeping, student discipline, parent conference, Brightwheel parent communication, school event planning and flyers

### **Food Service Coordinator**

Main Duties: Overseeing meal service, and coordinating with kitchen and program staff. Developing menus, determining food quantities and varieties, and establishing a food preparation schedule.

### **Transportation Coordinator and Maintenance**

Main Duties: Coordinate student transportation activities with school officials, department heads and others. Assure safe arrival with transporting of after school students.

### **Teacher**

Main Duties: Ensures children's basic needs, like nutritional and developmental education, are met. Feeding, supervising and changing them/ensuring potty breaks throughout the day. Plan creative activities for educating and entertaining children, aiding their intellectual development. Teach and interact with your student body. Encourage positive interactions among other kids at the school, providing a safe place to grow.

### **Aide:**

Main Duties: Same as teacher duties and to effectively assist teachers in care and total well being of children.



**Staff Requirements**

A) All staff must complete a criminal history background check, check for history of child abuse and neglect and is fingerprinted with results checked through the FBI national database. All information is then sent to and kept on record with Georgia Bright from the Start.

B) All staff must be ages 16 years or older.

B) All staff working directly with children complete a CPR course annually.

C) All staff working directly with children complete a basic First Aid course every 2 years.

D) All staff working directly with children take part in at least 24 hours of professional development training through Bright From the Start on a yearly basis.

**Staff to Student Ratios**

The chart below is the Georgia child care learning centers select rules for infant-toddler and Pre-K classrooms.

Staff	Ratio	Max Group Size
Infants less than one (1) year old or children under eighteen (18) months who are not walking	Ratio 1:6	12
One (1) year olds who are walking	Ratio 1:8	16
Two (2) year olds	Ratio 1:10	20
Three (3) year olds	Ratio 1:15	30
Four (4) year olds	Ratio 1:18	36
Five (5) year olds	Ratio 1:20	40
Six (6) years and older	Ratio 1:25	50





## Classroom Schedules

TBD



**Student schedule 3-5 yo**

**TBD**



Employee Handbook



## II. POLICIES & PROCEDURES

Hall Academy of Child Growth and Development LLC 5754 W Stewart Mill Rd, Douglasville, GA 30135  
HALL OF F.A.M.E. Arts Academy LLC 6458 E Spring St Bldg B, Douglasville, A 30134  
phone 678-704-3429 email: hallacademypreschool@gmail.com  
web: hallacademypreschool.com



**Child Abuse**

Any forms of physical and emotional ill-treatment, sexual abuse, neglect, and exploitation that results in actual or potential harm to the child’s health, development or dignity is considered child abuse. Policies for Hall Academy are as follows:

- Staff members shall not physically or sexually abuse a child or engage or permit others to engage in sexually overt conduct in the presence of any child enrolled in the center.
- Inflict corporal/physical punishment upon a child; shake, jerk, pinch or handle a child roughly;
- Verbally abuse or humiliate a child which includes, but is not limited to, the use of threats, profanity or belittling remarks about a child or his family.
- Isolate a child in a dark room, closet or unsupervised area.
- Use mechanical or physical restraints or devices to discipline children.
- Use medication to discipline or control children's behavior without written medical authorization issued by a licensed professional and given with the parent's written consent.
- Restrict unreasonably a child from going to the bathroom.
- Punish toileting accidents.
- Force-feed a child or withhold feeding a child regularly scheduled meals and/or snacks.
- Force or withhold naps.
- Allow children to discipline or humiliate other children.
- Confine a child for disciplinary purposes to a swing, highchair, infant carrier, walker or jumpseat.

\_\_\_\_\_ *I acknowledge the Child Abuse policy*

**Attendance**


Your attendance is imperative to the success of the Hall Academy student body.

- No excessive absences from work on a regular basis.
- No more than 3 call outs in a 30 day period.
- No more than 3 late/tardy days in a 30 day period.
- Arrive on time and stay the entire shift.
- Scan in/out on Brightwheel as stated on page 5 and fill out a time off request sheet to request days and/or hours off.
- Any absences or time needed to be taken must be notified to the Educational Director at least 2 days prior. If you plan to take a half day, then let it be a half day and not a whole day.
- It’s time for work AS SOON AS YOU arrive, and during your time on the clock. You must pull your assigned students the moment you arrive to work. Please do not linger or socialize or do prep work. You are responsible for your assigned children at your given time.
- A no call no show will result in immediate termination.

\_\_\_\_\_ *I acknowledge the Attendance policy*



## **Brightwheel**

 Brightwheel is a software program that can be downloaded as an app that we use to assist in our day to day operations. During the hiring process, you will receive an email with a link to set up your profile with Brightwheel.. We do make it a **mandatory** requirement for all staff to familiarize themselves with the app for the following purposes:

- Daily student attendance
- Meal counts
- Parent communication
- Communication with directors and co-workers
- Payroll Check In/Check Out System
- Emergency alerts
- Pictures and videos
- Daily Reports for students

### **Easy setup:**

1. Download the Brightwheel app from the app store
2. Tap Sign up
3. Select Staff or Teacher
4. Select Join a school
5. Enter the email address that your school used to invite you
6. Choose a password
7. Enter the six-digit verification code sent to your email inbox
8. Log in to the staff brightwheel account on the app
9. Tap the ≡ menu in the top left corner
10. Tap the Check in/out button at the top of the menu
11. Use the QR scanner that's opened to scan the program's QR code (either printed or displayed on the Kiosk) and continue checking in

We do make it a **mandatory** requirement for staff to familiarize themselves with the app and use it for the purposes stated above during your assigned working hours.

\_\_\_\_\_ *I acknowledge the Brightwheel policy*

## **Classroom Management**

Child misbehavior is impossible to prevent completely. Children, usually curious and endlessly creative, are likely to do things parents and other caregivers have not expected. However, there are many positive steps caregivers can take to help prevent misbehavior.

- Set clear, consistent rules and daily routine. (walking feet; gentle touches)
- Set up a rewards system for students that display stellar behavior.
- Always be “overly prepared” with engaging lessons and other positive interactions.
- Make certain the environment is safe and worry-free.
- Show interest in the child’s activities. (participating in activities with the children so they stay interested for longer periods)
- Encourage self-control and independence by providing meaningful choices. (“You may pick up the blocks or art center.”)
- Focus on the desired behavior, rather than the one to be avoided. (“Ashley, please use gentle touches with your friends.”)
- Build children’s images of themselves as trustworthy, responsible and cooperative.
- Give clear directions, one at a time.
- Say “Yes” whenever possible.
- Notice and pay attention to children when they do things right. (“Joey is playing so nicely. I like it when you keep the blocks on the table.”)
- Encourage children often and generously.
- Set a good example. (using a quiet voice when children should be quiet)
- Help children see how their actions affect others.
- Set up a quiet/time out area in your classroom for children to take a break if needed.

Children cannot be removed from the classroom as we do not have extra staff available to correct ratios. In rare instances, children may be brought to the Director who will assist the child in calming down and/or help staff manage the classroom. If at any time a child’s behavior becomes threatening to themselves, other children, staff or teachers, the Director should be immediately notified.

\_\_\_\_ *I acknowledge the Classroom Management policy*

## **Cleaning and Sanitation**

Proper sanitation and organization is essential to keep a fun, safe learning environment for students. At the end of your day your classroom and immediate area needs to be cleaned and sanitized. Tables, floors, carpets, toys, all garbage pails and diaper genies emptied. (refer to page 23) Every employee are required to do the following:

- Daily - cleaning, organization and sanitation of your assigned work area (classroom, bathroom, kitchen, or other assigned area)
- Weekly - Cubby and nap mats - to go home every Friday to be washed
- Deep clean of your classroom and other assigned areas (December, April, & July)

\_\_\_\_ *I acknowledge the Cleaning and Sanitation policy*



**Conflict Resolution**

As childcare professionals, all staff members are expected to make reasonable attempts to resolve conflicts directly with the individual(s) concerned. If a solution cannot be reached, staff members should then seek assistance from the Educational Director in resolving the conflict. Confidentiality is expected and required when grievances arise.

- Staff members verbally threaten to fight or harm a child, parent or other staff member will result in immediate termination.
- Any Staff member that physically touches any child, parent or staff member in a violent manner will result in immediate termination.

\_\_\_\_\_ *I acknowledge the Conflict Resolution policy*

**Diaper Disposal**

Please do not put any soiled diapers in garbage cans, please put in diaper genie or other brand of diaper container.

\_\_\_\_\_ *I acknowledge the Diaper Disposal policy*

Disciplinary actions used to correct a child's behavior, guidance techniques and any activities in which the children participate or observe at the Center shall not be detrimental to the physical or mental health of any child.

\_\_\_\_\_ *I acknowledge the Diaper Disciplinary Actions policy*

**Drugs and Alcohol**

There would be no use of any type of Alcohol/Illegal Drugs/Prohibited Substances or Tobacco Use/Smoking Staff, or other persons, shall not smoke or use tobacco within the center premises, on the center playgrounds, or in any vehicle being used to transport children during the hours that the center is in operation. Staff shall not be under the influence of or consume alcohol, marijuana, or other controlled substances on the center premises during the hours of operation or any other time or place where there are children present for whom the center staff is responsible. Any staff that is under the influence or participates in smoking, drug or alcohol use inside or around school premises will result in immediate termination.

\_\_\_\_\_ *I acknowledge the Drugs and Alcohol policy*

**Evaluations**

Evaluation of a staff member's performance will be conducted by the Educational Director. Evaluations will be performed for the purpose of classroom data, corrections and/or modifications. Informal evaluations will be performed throughout the year during scheduled and unscheduled classroom observations.

\_\_\_\_\_ *I acknowledge the Evaluation policy*



**Food Handling**

- Follow CACFP guidelines and serve food with plastic gloves
- Log in meals at the point of service on Brightwheel
- No snacks or treats outside of scheduled meal times unless it's for rewards, parties or special events and must be enough for the entire class.
- No special treats for individual students
- Foods that are associated with young children’s choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age.
- Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking. Food shall not be accessible or served to children until it has been chopped, diced, cut or mashed and is appropriate for each child’s age and individual eating, chewing and swallowing ability.

\_\_\_\_\_ *I acknowledge the Food Handling policy*

**Handwashing**

Frequent hand washing with soap and warm running water for at least 20 seconds is the most effective way to reduce and prevent the spread of illnesses. **Reference to chart on Page 25.**

\_\_\_\_\_ *I acknowledge the Handwashing policy*

**Horseplay**

Staff shall not engage in, or allow children or other adults to engage in, activities that could be detrimental to a child's health or well-being, such as but not limited to, horse play, rough play, wrestling, and picking up a child in a manner that could cause injury.

\_\_\_\_\_ *I acknowledge the Horseplay policy*

**Illness**

It is important that you stay at home when you are ill. Staff members who are sick risk passing their illness on to the children and other staff members. .Staff members shall not be allowed in the center that knowingly have, or present symptoms of a pink eye, rash, fever, vomiting or diarrhea. **Reference chart on page 22.**

\_\_\_\_\_ *I acknowledge the Illness policy*



## **Incident reporting**

- Staff members shall document accidents and incidents that occur at Hall Academy using an Accident/Incident Report in Brightwheel.
- Notify parent and Director IMMEDIATELY following a child injury and to fill out an incident report sheet if such incident occurs.
- Document all biting incidents as accidents. If a biter breaks the skin of another child, an accident/incident report needs to be completed for the biter as well as the child who was bitten. Use great detail when explaining events, but never include other children's names.
- If the injury is serious, a parent needs to be contacted before pick-up.
- All Accident/Incident Reports must be notified to the Director to be placed in the child's permanent file.

\_\_\_\_\_ *I acknowledge the Incident Reporting policy*

## **Infant Care**

- NOT to put any blankets, toys or attached pacifiers in a crib with a baby that's under 1 years old.
- Always lay an infant on its back for a nap.
- Make sure crib sheets are tight and cannot be pinched.
- Feed infants according to specific guideline feeding schedules and infant feeding plans.  
**Reference chart on page 25.**
- Feed infants and change diapers every 2 to 3 hours and log in Brightwheel every diaper change and feeding time.
- Wash out sippy cups, bottles and nipples with soap and hot water every day.
- Wash your hands after every feeding and diaper change.
- Diapers shall be changed in the child's own crib or on a diaper changing surface that is used for no purpose other than changing clothes in each room where infants or any other children wearing diapers are served.
- Leave windows with screens open where there's a baby changing station at all times.
- Hold, play, interact, give tummy tummy time, sing and read to the babies.
- Infants do not spend more than one half hour of time consecutively in confined equipment, such as swings, highchairs, jump seats, carriers or walkers. Children shall use such equipment only when they are awake.

\_\_\_\_\_ *I acknowledge the Infant Care policy*

## **Lesson Plans and Progress Reports**

- Lesson Plans for Hall Academy are to be completed on a GELDS template and are due every Monday by 7am. Practice teaching and learning the Hall Academy Affirmations with your class and include it within your lesson plans.
- Monthly progress reports are to be completed on the Hall Academy template for each student and sent home on a scheduled monthly basis.

\_\_\_\_\_ *I acknowledge the Lesson Plan and Progress Reports policy*



**Mandated Reporting**

The Georgia Child Abuse Law, O.C.G.A. §19-7-5, requires child program staff to report suspected child abuse. Child abuse is a broad term that includes, but is not limited to, physical abuse, neglect, sexual abuse, sexual exploitation, and emotional abuse of children.

Reports are taken 24 hours a day, 7 days a week by calling 1-855-GACHILD / 1-855-422-4453

\_\_\_ *I acknowledge the Mandated Reporting policy*

**Child Medication**

Parents/guardians, in consultation with the student’s physician, are urged to develop a time schedule which allows the student’s medication to be taken at home before and after school hours, when possible and appropriate. As required by licensing standards, any medication that must be given to a student must be accompanied by a completed school form for Medication, signed and dated by both the student’s parent/guardian and the student’s physician, to the teacher, even if it’s over the counter. If necessary, the Student Director will only administer basic medications up to twice a day.

\_\_\_ *I acknowledge the Child Medication policy*

**Napping**

During nap - your goal is to have kids quiet. For those who are non-nappers, give them a quiet task to do. Do not allow them to be up and be noisy.

\_\_\_ *I acknowledge the Napping policy*

**Non-Liability**

Any staff member who offers independent services outside of Hall Academy’s regular school hours or special after hour events, must have parent sign Non-Liability agreement to turn in to Director BEFORE services are rendered. This includes but is not limited to: birthday parties, holiday care, play dates, hair services, tutoring, after hours or weekend babysitting, on or off Hall Academy’s school grounds.

\_\_\_ *I acknowledge the Non-Liability policy*

**Recordkeeping**

Each staff member is required to maintain records according to job description.

\_\_\_ *I acknowledge the Recordkeeping policy*



**Personal Belongings**

Coats, backpacks, purses, etc. must be safely put on hooks, in closets/cabinets in break rooms and out of reach of children. Personal belongings may also be stored in a storage cabinet inside the classroom. Please put personal cups and drinks out of reach of the children!!! Any child that get hurt by any of your personal belongings being left out will result in immediate termination.

\_\_\_\_\_ *I acknowledge the Personal Belongings policy*

**Professionalism**

- Communicate with parents and co-workers with respect.
- Have good hygiene.
- Take directions, suggestions and criticisms, and follow through to improve performance.
- Respect confidential information regarding children, families, and co-workers.
- Display a positive attitude toward the entire center (the program, children, families and co-workers)
- Any staff member that defames or uses negative communication toward Hall Academy, its staff, students, administration or parents/guardians/family members, including mentions in social media avenues will result in immediate termination.
- Any staff member that commits theft on school grounds will result in immediate termination.
- Any staff member that harasses co-worker, students, administration or parents/guardians/family members will result in immediate termination.

\_\_\_\_\_ *I acknowledge the Professionalism policy*

**Screen Time (Staff)**

There is no use of cell phones, laptops or other electronic devices that can distract you from properly doing your job during active class or recess time.

\_\_\_\_\_ *I acknowledge the Adult Screen Time policy*

**Screen Time & Multimedia (Student)**

The use of multimedia in our program is an extension of the teaching and learning that takes place in our classrooms. Teachers may select movie, television, and computer game titles for their classrooms. Children are not required to view part or all of a video or television show, or to play computer games. Instead, the activity is offered as one of several centers. All multimedia must have a rating of "PG" or "E" and must possess an educational theme. Children are limited to a specified amount of time per week they may use or view multimedia during class time. No more than one (1) hour daily per child or group.

\_\_\_\_\_ *I acknowledge the Student Screen Time & Multimedia policy*



**Student Interaction**

Follow a routine and schedule and prepare a weekly lesson plan for the students in your class. You must ACTIVELY TEACH and INTERACT with them. No staff member should be distracted by or utilizing cell phones or other electronic devices while actively working with children. Active interaction is also expected during recess time.

\_\_\_\_\_ *I acknowledge the Student Interaction policy*

**Student Supervision**

It is your responsibility to:

- Conduct ongoing, constant supervision for your own classroom at all times along with offering assistance to other teachers if able.
- If you have to step away or have a sudden emergency, ask another staff member to monitor your class in your absence.
- Any Staff member that leaves a child unattended at any time for any reason will result in immediate termination.

\_\_\_\_\_ *I acknowledge the Student Supervision policy*

**Training**

- All Hall Academy Staff with direct care responsibilities must complete 10 State-approved hours of Health & Safety Orientation training plus CPR & First Aid training (if not currently certified), within the first 90 days of employment.
- Hall Academy Directors are required to possess a qualifying education credential and attend a Licensure Orientation Meeting (LOM) class prior to applying for licensure and prior to receiving a certificate of license.
- After the first year of licensure, new and existing CCLC Directors must obtain 10 hours of annual training each calendar year (January through December), in diverse topics relating to the care of children.

\_\_\_\_\_ *I acknowledge the Training policy*



## **Transportation**

Documentation:

- Daily attendance and time stamps of students entering and exiting the transportation vehicle
- Verbal Reminder: Bus drivers will remind the student of the appropriate bus rule(s.)
- Seat Reassignment: A student's assigned seat may be changed by the bus driver when such change may help the student to demonstrate appropriate riding behaviors and/or allow the driver to more effectively monitor that student's behavior
- Maintain a valid driver's license at all times

\_\_\_\_\_ *I acknowledge the transportation policy*

## **Dress Code**

Employee uniforms consist of three options

1. School polo or with Hall Academy logo (shirts can be purchased through the school) and khaki bottoms.
2. T-shirt with Hall Academy logo (shirts can be purchased through the school) with blue jean bottom can be worn on Fridays
3. Hospital/surgical scrubs
4. Business casual attire (example):
  - Slacks or business dress pants, khakis, chinos, knee-length skirts, dark jeans without holes
  - Button-down shirts, sweaters, blouses
  - Knee-length or maxi dresses
  - Optional cardigans, blazers or sport coats (especially for the colder months)
  - Closed-toed shoes such as loafers, Oxfords, boots, pumps or flats

They will be required to be worn from Monday through Friday during each week with the exception of special events or holidays.

- Uniforms are to be neat and clean, free from holes, dirt or stains.
- School polo shirts must be worn on field trips.
- Employees may choose their own footwear, but it is suggested to wear black or white colored shoes. Footwear must also be close-toed and enclose the entire foot, with the exception of crocs.
- Employee must keep feet covered with shoes at all times and is not allowed to walk around inside or outside the classroom barefoot or with just socks
- Bonnets, scarfs, hair rollers or other hair maintenance items cannot be worn
- Hair wraps cannot be worn only with the exception of religious purposes

\_\_\_\_\_ *I acknowledge the Dress Code policy*



**Weapon Use/Play**

There is a strict policy of allowing no weapon use and play at Hall Academy. Staff or students are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or blocks. Redirection should be used when a child is engaging in weapon or violent play. Any staff member that is in possession of a deadly weapon on school premises will result in immediate termination.

\_\_\_\_\_ *I acknowledge the Weapon Play policy*

**Disciplinary Steps - Unless said violation results in immediate termination**

- 1st violation - verbal warning
- 2nd violation - plan of action write up
- 3rd violation - 3 day suspension without pay
- 4th violation - termination
- Immediate Termination - 3 policy violations within a 10 day period

\_\_\_\_\_ *I acknowledge the Disciplinary Steps policy*

**Student Emergency Steps**

<p><b>For minor incidents (in or out of school)</b></p> <ol style="list-style-type: none"> <li>1. Do incident report on BW</li> <li>2. Notify parent</li> <li>3. Notify director</li> <li>4. Always have integrity and honesty</li> </ol>	<p><b>In life or death situation</b></p> <ol style="list-style-type: none"> <li>1. Call 911 first</li> <li>2. Call parent</li> <li>3. Call head director</li> <li>4. Always have integrity and honesty</li> </ol>
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\_\_\_\_\_ *I acknowledge the Emergency Steps policy*

**Illness Policy Chart**

<b>Instance</b>	<b>Explanation</b>
Poor Hygiene	Child that has an unpleasant smell and/or visibly dirty, dirty clothing
Full Diaper	Children have to come to school with a clean diaper and are not in need of immediate changing as soon as they arrive

**Symptoms that will cause a child to be sent home immediately and cannot return without doctor's note explaining diagnosis**

<b>Symptoms</b>	<b>Evidence</b>
High Fever	at or over 100.4
Difficulty Breathing	wheezing, shallow breathing, rapid, breathing, heavy breathing, Inability to breathe and drink at the same time, using extra muscles to breathe (using their shoulders or stomach to breathe)
Diarrhea	loose, runny or watery stools that occurs more than twice in one day
Vomiting	more than once during time at school
Stomach Ache	child complaining and holding stomach, fatigue
Skin infections and rashes	visible marks on skin
Head Lice	visible nits in hair
Excessive runny nose/thick mucus that is greenish/yellowish in color	visible mucus coming out of the nose
Excessive cough or sneezing	frequent coughing/sneezing with only a few breaks in between

**Medical Diagnosis and time that has to be spent away from school**

<b><u>Diagnosis</u></b>	<b><u>Time required to spend away from school (as determined by Hall Academy, not a doctors note)</u></b>
Conjunctivitis (aka "Pink Eye")	24 hours if prescribed oral antibiotics. 4 days if prescribed eye drops
Gastroenteritis (aka "The Stomach Bug")	48 hours
Hand-Foot-Mouth Disease	7 consecutive days
Respiratory Syncytial Virus (aka "RSV")	3 consecutive days
Strep Throat	48 hours if prescribed oral antibiotics. 5 days if left untreated
Head Lice	5 consecutive days with treatment

### Cleaning and Sanitation Chart

<u>Bathroom</u>	<u>Infant Rooms</u>	<u>Classroom</u>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Clean and sanitize <u>sink, toilet, handles and knobs</u> (clean inside <b>AND</b> out of toilet)</li> <li><input type="checkbox"/> Empty all bathroom trash and diaper genie. And replace the garbage bag.</li> <li><input type="checkbox"/> Restock/refill hand soap, tissue and paper towels if needed</li> <li><input type="checkbox"/> Sweep the floor and mop everyday! Please only use water and Pine Sol.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Wipe down tables and chairs</li> <li><input type="checkbox"/> Organize cubbies, shelves, disinfect toys</li> <li><input type="checkbox"/> Clean and sanitize bottles on a daily basis and as needed</li> <li><input type="checkbox"/> Organize bedding on cribs and fold blankets</li> <li><input type="checkbox"/> Vacuum carpets every Wednesday and Friday</li> <li><input type="checkbox"/> Wipe down and disinfect baby changing table, wipe down the shelves</li> <li><input type="checkbox"/> Empty all bathroom trash and diaper genies</li> <li><input type="checkbox"/> Restock tissue and paper towels if needed</li> <li><input type="checkbox"/> WasClose windows, cut off tv, lights, and thermostat</li> <li><input type="checkbox"/> On Fridays, send all bedding home to be washed by parents</li> <li><input type="checkbox"/> Check opened screen windows for any debris or cobwebs and keep clean.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Wipe down and disinfect all tables and chairs</li> <li><input type="checkbox"/> Wipe down and disinfect toy shelves</li> <li><input type="checkbox"/> Organize toys on shelves</li> <li><input type="checkbox"/> Sweep floors everyday</li> <li><input type="checkbox"/> Mop floors every Wednesday and Friday</li> <li><input type="checkbox"/> If you have carpet vacuum every Wednesday and Friday especially wall crevices</li> <li><input type="checkbox"/> Stack cots neatly and roll up nap mats</li> <li><input type="checkbox"/> Wipe out window seals clean (every Friday) and close blinds</li> <li><input type="checkbox"/> Close windows, cut off tv, lights, and thermostat</li> <li><input type="checkbox"/> Send home nap mats/blankets every Friday to be washed by parents.</li> <li><input type="checkbox"/> Check opened screen windows for any debris or cobwebs and keep clean.</li> </ul>
<u>Kitchen</u>	<u>Recess</u>	<u>Cubby</u>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Wipe down tables and chairs</li> <li><input type="checkbox"/> Sweep floors and mop kitchen and lunch room</li> <li><input type="checkbox"/> Wash dishes (if applicable)</li> <li><input type="checkbox"/> Clean out microwave</li> <li><input type="checkbox"/> Clean out air fryer (if applicable)</li> <li><input type="checkbox"/> Clean Out fridge every Friday</li> <li><input type="checkbox"/> Clean and sanitize countertops (get under appliances!!)</li> <li><input type="checkbox"/> Place clean cups on table</li> <li><input type="checkbox"/> Clean out and refill water jug with clean water and put in fridge</li> <li><input type="checkbox"/> At the end of the day take out trash in kitchen and lunch area</li> <li><input type="checkbox"/> Sweep the floor and mop every Wednesday and Friday. Please only use water and Pine Sol.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> As need sweep up access leaves, pine cones and debris while monitoring kids outside</li> <li><input type="checkbox"/> Bring in all toys, chairs and equipment</li> <li><input type="checkbox"/> Upstairs recess area only - line up all bikes and riding equipment against the wall to shield from rain</li> <li><input type="checkbox"/> Have students wash hands</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Cubby check and organize -neaten up cubbies to see who needs more pampers, changing clothes, and other items. If items are needed, fill out cubby check sheet (Ms. Hall will contact parents)</li> <li><input type="checkbox"/> Wash mouth toys and put them back in the proper place.</li> </ul>





<b>Cleaning and Sanitation Chart</b>	
<b>Floater/PT</b>	<b>Breakfast/Lunch Duty/Snack Duty</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Daily Bathrooms check (see daily bathrooms check duty) and doorknob sanitation</li> <li><input type="checkbox"/> Shine classroom doors glass</li> <li><input type="checkbox"/> Wipe out and clean window sills</li> <li><input type="checkbox"/> Front Foyer-wipe down desk, organize lost and found, sweep carpet</li> <li><input type="checkbox"/> Shine glass on exit doors</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> a. Breakfast-Take out water jug and put out on table, make sure the single serve cups are available. Children are to be served as they arrive.</li> <li><input type="checkbox"/> b. Heat up and serve lunch</li> <li><input type="checkbox"/> c. Prepare and serve snack</li> <li><input type="checkbox"/> Throw away uneaten food and paper products</li> <li><input type="checkbox"/> Clean and wipe down tables</li> <li><input type="checkbox"/> Clean and wipe down chairs</li> <li><input type="checkbox"/> Sweep floor and mop if needed</li> <li><input type="checkbox"/> Wash dishes (if applicable)</li> </ul>



**Infant Feeding Chart**

Center Personnel shall hold and feed infants less than six (6) months of age and older children who cannot hold their own bottles or sit alone. Baby bottles shall never be propped; the infant's head shall be elevated while feeding.

Honey shall not be served to children less than one (1) year of age.

Age-appropriate solid foods (including cereal) shall not be given to infants or children less than one (1) year of age until recommended as developmentally appropriate by the child's primary care physician and indicated in writing by the Parent(s).

As soon as the feeding plan indicates that a child is ready for solid foods, the child shall be fed from individual spoons and individual containers or dishes. A child shall not be fed directly from the original baby food container if the contents are to be fed to the child at more than one (1) meal or to more than one (1) child.

As soon as the child exhibits a desire to feed him/herself, the child shall be assisted and encouraged to use their fingers for self-feeding, eat with a spoon, and to drink from individual cups.

Food for infants or children less than one (1) year of age shall be cut into pieces one-quarter inch or smaller and food for toddlers shall be cut into pieces one-half inch or smaller to prevent choking.

Center Personnel shall ensure that children do not have excessive amounts of food in their mouths while eating and are chewing their food appropriately to prevent instances of choking. Children shall always be seated when eating and shall not be allowed to lie down or be put to sleep while food is present in their mouths.

Baby Bottles and Formula. All baby bottles shall be clearly labeled with the individual child's name. Formula or breast milk shall be supplied by the Parent daily in bottles. Only the current day's formula or breast milk shall be served. Bottles shall be refrigerated at a temperature of forty (40) degrees Fahrenheit or less. If formula must be provided by the Center, only commercially prepared, ready-to-feed formula shall be used. Refrigerated or frozen breast milk shall only be heated or thawed under warm running water or in a container of warm water.

Feeding Chairs. A feeding chair or similar equipment designed for feeding children shall be provided for the use of each child being fed who is capable of sitting up but who is unable to sit unassisted at a table. The chair or similar equipment must be cleaned with a disinfectant after each use. Such chairs or similar equipment shall have a broad base to prevent tipping; a surface that the child cannot raise; a strap or other device which prevents the child from sliding out of the chair; and a feeding surface free of cracks.



**Hand Washing Chart**

immediately upon arrival for the day
when moving from one child care group to another, and upon re-entering the child care area after outside play
before and after diapering each child
before and after dispensing medication
before and after applying topical medications: ointments, creams or lotions
before and after handling and preparing food
before and after eating, drinking
before preparing bottles
after feeding each child and assisting children with eating and drinking
after toileting or assisting children with toileting
after using tobacco products
after handling garbage and organic waste
after touching animals or pets
after handling bodily fluids, such as, but not limited to, mucus, saliva, vomit or blood and after contamination by any other means
after using the sensory/water table(s)
after removing gloves



## III Employee Non-Responsibility



## **Child Personal Items**

Children should only bring toys to preschool when they are scheduled for “Show and Tell.” Anything brought to school should be kept in the child’s cubby until the time allotted to share them with the class. The teaching staff will then direct children to put the items away.

Please keep in mind items such as jewelry, hair bows, electronics will not be the responsibility of Hall Academy staff. If such items are misplaced or lost we will not be responsible for its replacement.

Because of safety and choking hazards, necklaces are prohibited from being worn for any student ages 3 and under. They should be removed and sent home.

Pacifiers that are attached to baby clothing are also prohibited for the same reason. Any clips, straps, strings or objects that are attached to child’s clothing for use of a pacifier should be removed and sent home.

Due to lack of space and safety precautions, we are unable to store car seats at Hall Academy.

To prevent cross contamination of accidental use by other children, sippy cups will only be provided by Hall Academy and given to children at specific times. Parents will be permitted to provide us with certain juices and milks to be stored or refrigerated in its original container with an expiration date.

## **Communication**

Staff are not required to engage in excessive communication with parents. This includes having to give daily updates check-ins outside of an illness. Sending pics and videos on a daily/ongoing basis. Instruct parents to visit our social media pages and/or Brightwheel for these type of updates:  
[facebook.com/hallacademypreschool](https://facebook.com/hallacademypreschool)

## **Potty Accident**

Hall Academy volunteers and staff will not touch and change any child over five (5) years old in their private areas if they have a potty accident. They will be instructed to go inside the bathroom to freshen up and change their own clothes.

Any parent who has a child over 3.5 years old who’s still in the process of being potty trained must sign the potty training policy. This policy will make it the parents responsibility to come and visit the school to change their child if they have a bowel movement outside of the child having a random accident.



## IV Health and Safety



Whenever a child is injured in a classroom accident parents will be provided with information. The parent/guardian will be notified immediately if a child is hurt anywhere on their head or if the injury is serious. Staff are trained in CPR and First Aid to provide appropriate care. Parents will be provided with information on all non-serious accidents/injuries when they pick up their child. If immediate medical emergency occurs, child will be taken to Wellstar Douglas Emergency Department Emergency room 8954 Hospital Dr · (770) 949-1500

All classrooms have procedures posted for handling accidents and emergencies. Drills for tornado, fire, and intruders are practiced with all age groups. Emergency plans have been developed and are posted for parent viewing.

All school cancellations due to power failure, structural damage, inclement weather or other unforeseen issues will be communicated via Brightwheel, text message and/or phone call to parents as soon as possible.

## **Emergency Plans**

### **Evacuation**

1. The Director or designated person in charge will contact 911.
2. Children's emergency contact numbers will be taken to the evacuation area and parents will be notified of the situation.
3. Post a message on the front door of the facility or on the answering machine telling parents where the children have been relocated.
4. Use the nearest clear exit to evacuate the building during all continuous alarms.
5. Ensure the Director or designee has a fully charged, working cell phone to contact parents and/emergency personnel.
6. Know two evacuation routes.
7. Calmly walk to the outside assembly area located at the rear playground area unless the wind is blowing smoke or other hazards in that direction. If so, assemble outside at the front parking lot.. Be cautious and yield the way for emergency vehicles entering the property.
8. At the assembly area, staff will immediately take a headcount of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
9. Do not re-enter the building until you are given the "ALL CLEAR" command. Many times, the situation must be verified as safe, so be patient. Remember, this is for your protection.
10. Georgia DECAL will be notified within 24 hours by the Director or designated person in charge.
11. Medical supplies including children's medication and emergency contact information should be taken when the facility relocates.



## **Lockdown**

1. Lock outside doors and windows.
2. Close and secure interior doors.
3. Close any curtains or blinds.
4. Turn off lights.
5. Keep everyone away from doors and windows. Stay out of sight, preferably sitting on the floor.
6. Maintain a calm atmosphere in the room by reading or talking quietly to children.
7. If a phone is available in the classroom, the Director or designated person in charge will call 911 to ensure emergency personnel have been notified.
8. Remain in lockdown until the situation is resolved and police give the all clear.
9. DECAL will be notified within 24 hours by the Director or designated person in charge.

\*Notify parents/guardians about any lockdown, whether practice or real.

## **Shelter-In Procedures** (Tornado/Severe Weather i.e. thunderstorm, ice storm, etc.)

1. Walkie talkies are located on the desk by the toddler classroom and on the basement kitchen counter.
2. If a severe weather watch is issued staff will gather children at the shelter-in place located in the basement.
3. Lead teachers will take a headcount to ensure all children are accounted for. Names of any missing children or missing personnel must be given to the Director.
4. Children will sit with their backs to the wall and heads tucked between knees during a tornado warning.
5. Staff will keep children calm by reading books and singing songs.
6. Ensure the Director or designee has a fully charged, working cell phone. If possible, the Director will contact all parents to let them know of the situation.
7. No children are permitted to leave the Center while a severe weather watch is in effect without the legal parent or guardian.
8. When the threat has passed, staff may continue with the daily schedule.

## **Lightning**

1. If outside, move indoors immediately.
2. Avoid use of telephone, electrical appliances, and plumbing as much as possible. (Please note: Wires and metal pipes can conduct electricity.)
3. Move away from windows. Cover windows with shades or blinds, if available.





## **Fire**

1. If heavy smoke or flames are seen or if the fire alarm is sounded staff will line children up at the nearest exit door.
2. A head count will be conducted of all children.
3. Teachers should search their rooms and close all doors before leaving. Additionally, the Director or designee will search all areas within the Center and ensure all occupants have been safely evacuated.
4. Children will be escorted outside in a single file line.
5. Children will be taken to the designated assembly area located at the rear playground area.
6. Emergency personnel (911) will be contacted by the Director after all persons have been evacuated.
7. At the assembly area, teachers will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
8. Ensure the Director or designee has a fully charged, working cell phone to contact parents and/emergency personnel.
9. Parents will be contacted (i.e. phone, email, text) to be made aware of the situation.
10. If the building cannot be reentered then all children will be taken to the designated evacuation area located at the namefront parking lot.
11. If necessary, all parents and emergency contacts will be contacted via phone to arrange for pick up.
12. If the program will be closed for an extended time, then DECAL will be notified within 24 hours by the Director or designee in charge.

## **Carbon Monoxide Poisoning**

### **Symptoms of carbon monoxide poisoning:**

- Sudden flu-like illness
- Dizziness, headaches, sleepiness
- Nausea or vomiting
- Fluttering or throbbing heartbeat
- Cherry-red lips, unusually pale complexion
- Unconsciousness

### **If you suspect carbon monoxide poisoning:**

- Get the victim out and into fresh air immediately.
- Call **911** or emergency medical help at once.
- Get everyone else out.
- Open the windows.



### **To prevent carbon monoxide poisoning:**

1. Be alert for the symptoms of carbon monoxide poisoning.
2. Install and maintain carbon monoxide detectors.
3. Never operate internal combustion engines indoors.
4. Never use a charcoal grill indoors.
5. Have all fuel-burning appliances, flues, vents, and chimneys checked regularly.

### **Communicable Disease**

1. A child shall not be accepted nor allowed to remain at the Center if the child has the equivalent of a one hundred and one (101) degrees or higher oral temperature and another contagious symptom, such as, but not limited to, a rash or diarrhea or a sore throat.
2. Parents will be notified of a contagious illness by school letter and electronic communication..
3. Other parents will be notified of a contagious illness by school letter and electronic communication..
4. The health department will be notified on any communicable diseases as outlined on the communicable disease chart.

### **Structural Damage**

1. Staff will line children up at the nearest exit door.
2. A head count will be conducted of all children.
3. Teachers should search their rooms and close all doors before leaving. Additionally, the Director or designee will search all areas within the Center and ensure all occupants have been safely evacuated.
4. Children will be escorted outside in a single file line.
5. Children will be taken to the designated assembly area located at the rear playground area.
6. Emergency personnel (911) will be contacted by the Director after all persons have been evacuated.
7. At the assembly area, teachers will immediately take a headcount of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
8. Parents will be contacted (i.e. phone, email, text) to be made aware of the situation.
9. Buildings will only be reentered if emergency personnel gives the "All Clear".
10. If the building cannot be reentered then all children will be taken to the designated evacuation relocation site at Circle K.
11. Medical supplies including children's medication and emergency contact information should be taken when the facility relocates.
12. If necessary, all parents and emergency contacts will be contacted via phone to arrange for pick up.
13. DECAL will be notified within 24 hours by the Director or designated person in charge.



### **Loss of Water**

1. Bottled water will be provided to wash hands, flush toilets, and for drinking
2. A supply of bottled water is kept in the kitchen cabinet.
3. The Director or designated person in charge will contact the water company for assistance if applicable. The phone number is (770) 942-6678.
4. Parents will be contacted (Brightwheel, email, text) to be made aware of the situation.
5. If the water will not be restored within 2 hours then all parents and emergency contacts, if necessary, will be contacted via phone to arrange for pick up.
6. The program will remain closed until water is restored.

### **Loss of Electricity**

1. Flashlights are kept in desk drawers for emergency use.
2. Curtains and blinds will be opened to provide light.
3. The Director or designated person in charge will contact the power company for assistance. Number: 678-432-4443
4. If the Center also loses the cooling system, then see the emergency plan below.
5. Parents will be contacted (Brightwheel, phone, email, text) to be made aware of the situation.
6. The Director will decide if the Center can operate safely. If necessary, all parents and emergency contacts will be contacted via phone to arrange for pick up.
7. If the program will be closed for an extended time, then DECAL will be notified within 24 hours by the Director or designated person in charge.

### **Loss of Heat**

1. Children will be made comfortable by putting on coats and outer garments.
2. The Director or designated person in charge will contact a HVAC company for assistance.
3. Parents will be contacted (GroupMe, phone, email, text) to be made aware of the situation
4. If the temperature of the building drops to 65 degrees Fahrenheit or lower the program will then close. All parents and emergency contacts, if necessary, will be contacted via phone to arrange pick up.

### **Loss of Cooling System**

1. Children will be made comfortable by removing excess clothing and opening windows.
2. The Director or designated person in charge will contact a HVAC company for assistance.
3. Parents will be contacted (Brightwheel, phone, email, text) to be made aware of the situation.
4. If the temperature of the building rises to 85 degrees Fahrenheit or higher the program will then close. All parents and emergency contacts, if necessary, will be contacted via phone to arrange pick up.



**\* If the program will be closed for an extended amount of time due to the loss of any above utilities DECAL will be notified.**

### **Heatwave**

1. Follow the weather watch chart as provided on Bright from the Start website regarding outdoor play. <http://www.dec.state.ga.us/documents/attachments/Weatherwatchchart.pdf>
1. Ensure everyone drinks plenty of water.
2. If loss of air conditioning occurs, follow emergency plan for loss of cooling system.

*Please note:*

*Children may not adapt to extremes of temperature as effectively as adults because they produce more heat (relatively) than adults when exercising and have a lower sweating capacity.*

### **Loss of a Child (loss on site or during a field trip)**

1. Teacher should let the Director know immediately that a child is missing.
2. The teacher will conduct a head count to ensure all children are accounted for.
3. Teacher will write down a description of what the child was wearing.
4. The playground, Center vehicles, and bathrooms will be immediately checked.
5. The classroom cabinets and closets will be checked.
6. If child is not located, call 911 or emergency personnel. Numbers posted next to front desk..
7. The Director or designated person in charge will contact the child's parents.
8. Director will notify other parents regarding the incident as necessary.
9. DECAL will be notified within 24 hours by the Director or designee in charge.

### **Death of a Child**

**If a child appears unresponsive:**

1. Call for assistance from the Director or other staff person.
2. Remove all children away from the child.
3. Do not move the child.
4. Call 911 or emergency personnel. Numbers posted next to front desk.
5. Contact parents and tell them only that the child is being transported to the hospital located at Wellstar Douglas Emergency Department. 8954 Hospital Drive Douglasville, GA 30134.
6. Director will notify other parents regarding the incident.
7. DECAL will be notified within 24 hours by the Director or designee in charge.

### Serious Injury

1. Remove all children away from the injured child.
2. Do not move the child.
3. Provide first aid as trained in an approved First Aid training course until emergency personnel arrive. The first aid kit is located in the main upstairs bathroom.
4. Call for assistance as needed.
5. If necessary, Call 911 or emergency personnel. Numbers posted next to front desk.
6. Contact parents and tell them only that the child has been injured and is being transported to the hospital located at Wellstar Douglas Emergency Department. 8954 Hospital Drive Douglasville, GA 3013.
7. Take the child's emergency medical information form(s) with you to the hospital and remain with the child until a parent arrives.
8. Director will notify other parents regarding the incident as necessary.
9. DECAL will be notified within 24 hours by the Director or designee in charge.

### Bomb Threat

1. Check caller ID if available.
2. Signal to another staff member to call 911, if able. (Write "BOMB threat" on piece of paper, along with phone number on which call was received.)
3. **Before you hang up**, get as much information from caller as possible.

#### Ask caller:

- *Where is the bomb?*
- *When is it going to explode?*
- *What will cause the bomb to explode?*
- *What does the bomb look like?*
- *What kind of bomb is it?*
- *Why did you place the bomb?*

#### Note the following:

- *Exact time of call*
- *Exact words of caller*
- *Caller's voice characteristics (e.g., tone, male/female, young/old, etc.)*
- *Background noise*
- Do not touch any suspicious packages or objects
- Avoid running or anything that would cause vibrations in building. Avoid use of cell phones and 2-way radio

Confer with police regarding evacuation. If evacuation is required, follow **EVACUATION** procedures.



## **Chemical or Radiation Exposure**

1. If an emergency is widespread, monitor local radio for information and emergency instructions.
2. Prepare to **SHELTER-IN-PLACE** or **EVACUATE**, as per instructions.
3. If inside, stay inside (unless directed otherwise).
4. If exposed to chemical or radiation outside:
  - Remove outer clothing, place in a plastic bag, and seal (Be sure to tell emergency responders about the bag so it can be removed).
  - Take shelter indoors.
  - If running water/shower is available, wash in cool to warm water with plenty of soap and water. Flush eyes with plenty of water

## **Dangerous Person**

1. If a person at or near our school site is making children or staff uncomfortable, monitor the situation carefully, communicate with other staff, and be ready to put your plan into action.
2. Immediately let staff know of dangerous or potentially dangerous person.
3. Initiate **LOCKDOWN**. (See lockdown procedures)
4. Call 911 from a safe place.

### **If the person is in building:**

- Try to isolate the person from children and staff.
- Do not try to physically restrain or block the person.
- Remain calm and polite; avoid direct confrontation.

### **If children are outside:**

- And a dangerous person is outside: Quickly gather children and return to classrooms and initiate lockdown procedures. If it is not safe to return to the classrooms, evacuate to designated evacuation sites.
- And a dangerous person is in the building: Quickly gather children and evacuate to designated evacuation sites.

### **If children are inside:**

- Keep children in classrooms and initiate **LOCKDOWN**



## **Reunification at facility/with family members**

### **When returning children to the facility:**

1. Calmly walk in a single file line. Be cautious and yield the way for emergency/parent vehicles entering the property.
2. Once inside the facility, staff will immediately take a headcount of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
3. Pick up routines of children by parent(s) should remain as close to normal as possible.
4. DECAL will be notified within 24 hours by the Director or designated person in charge.

### **When returning children to families at evacuation site:**

1. Children should be grouped together by classrooms. Be cautious and yield the way for emergency/parent vehicles entering the property.
2. The center will communicate its location to parents by electronic communication..
3. Staff will periodically take a headcount of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
4. When children are picked up, release signatures from parents should be recorded in a notebook/clipboard.
5. DECAL will be notified within 24 hours by the Director or designated person in charge.

## **Continuity of Operations**

Continuity of operations planning should include:

1. How to back up or retrieve health and other important records/files (e.g., children's enrollment records, staff files, attendance records, etc.).
  - Safe storage for child care financial records, such as a fireproof box or an electronic file backup to a flash drive or a cloud-based storage system that can be accessed from any internet connection will be continually maintained. Information will be backed up regularly.
1. How to manage financial issues, such as paying employees and bills during the aftermath of the disaster.
  - Identify critical business functions needed to maintain operation of the program (30 days, 60 days, etc.). Consider what disruptions could occur and what impact those would have (location, finances, staffing, enrollment, supplies, etc.).
  - Talk to an insurance agent about coverage for the Center to protect from financial fallout of an emergency.
1. Contact information for programs the Center is enrolled in (e.g., CAPS, QRIS, PreK, etc.) to update on operating status so as to not interrupt financial assistance.

### **Accommodations for Infants and Toddlers**

1. Identify exits from the building and different routes away from the building and specifically state how infants, toddlers, and children with disabilities or medical conditions will be evacuated.
2. Identify and label which (if not all) evacuation cribs will be used during an emergency. Ensure that cribs are kept clean and empty (i.e., not used for storage) for easy access during an emergency. Evacuation cribs must be easy to move and must fit through designated fire exits. Cribs must be compliant with Consumer Product Safety Commission (CPSC) standards.
3. Create and keep readily available a “Caregiver Go Bag” that includes items that the children may need (e.g., classroom roster, diapers, wipes, burp clothes, toys, bottled water, etc.).

### **Children with Disabilities**

1. Exit paths and ramps shall be clearly marked, identified, and approved by the local building inspector.
2. Children (and caregivers/teachers) who have mobility limitations, impairments, or who use wheelchairs or other equipment that should be transported with the child (e.g., oxygen ventilator) should be located on the ground floor of the facility, or provisions should be made for efficient emergency evacuation to a safe sheltered area. In buildings where the ground floor cannot be used, arrangements should be made to move children to a safe location during an evacuation.
3. Children who have special medical or dietary needs should have their medical items and equipment brought along during an evacuation. For example, children with diabetes or asthma, or those requiring an EpiPen, will need those items.
4. Cribs designed to be used as evacuation cribs can be used to evacuate infants and/or children with special health care needs or disabilities.
5. The Center building(s) should meet building code standards for the community, as well as the requirements under access guidelines in the Americans With Disabilities Act.

### **Chronic Medical Conditions**

If a child or staff member has a chronic medical condition or special health care needs that could result in an emergency (such as asthma, diabetes, or seizures), the Center should:

1. Have written instructions including parent or emergency contacts, summary of health information, special needs requirements, and treatment plans.
2. Recognize the individual’s signs of a medical emergency.
3. Know proper emergency procedures to follow.
4. Have on hand any emergency supplies or medications necessary (properly stored out of reach of children).
5. Know specific medication administration requirements (ex. a child who requires EpiPen or diazepam).
6. Know the appropriate routes to an emergency facility or have easy access to dialing 911.

Hall Academy of Child Growth and Development LLC 5754 W Stewart Mill Rd, Douglasville, GA 30135

HALL OF F.A.M.E. Arts Academy LLC 6458 E Spring St Bldg B, Douglasville, A 30134

phone 678-704-3429 email: hallacademypreschool@gmail.com

web: hallacademypreschool.com





## **Special Accommodations**

- Medical supplies, including children’s medication and emergency contact information should be taken for any program relocation.
- The Director or designated staff person shall have a fully charged, working cell phone with them at all times.
- Keep a weather radio and flashlight with extra batteries in a central location.
- Maintain an emergency or “ready-to-go” file which includes copies of sign-in/sign-out forms, medication administration forms, and incident/injury forms, and contact information for all staff and children. The Director or designated staff should be responsible to take the emergency file. Additionally, there must be a designated back-up staff person should they be off site or unable to fill this responsibility.
- Take and maintain a current digital photo of each child enrolled in the program that can be used if it is necessary to post the child’s photo to aid in reunification.
- Become familiar with the National Emergency Family Registry and Locator System (NEFRLS) and the National Emergency Child Locator Center which have been developed to help reunite families who are separated during an emergency.
- Maintain contact information onsite for the following:
  - Georgia Emergency Management Agency (GEMA) at <https://gema.georgia.gov/> or 1-800-879-4362.
  - Federal Emergency Management Agency (FEMA) at <https://www.fema.gov/>.



# V. Employee Handbook Acknowledgement Form

## Updated on 04/05/2025

Date \_\_\_\_\_

Employee Name (please print)

\_\_\_\_\_

This employee handbook was created to promote an understanding of Hall Academy of Child Growth and Development LLC. policies and procedures.

The information in this handbook applies to all activities occurring on school grounds, and during any school-related activity. It is important that employees are familiar with these expectations.

Please sign this page and return to the Educational Director at [edu.admin@hallacademypreschool.com](mailto:edu.admin@hallacademypreschool.com) This will be added to your permanent file. Your signature means that you have received this Employee Handbook and understand the policies and procedures of our school.

*I have read and understand the policies and procedures in the employee handbook. I agree to abide by them.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date