

THURSTON HIGH SCHOOL  
CHILD DEVELOPMENT CENTER

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333 58th Street, | Rooms 164/165  
Springfield, OR 97478  
[thscoltspace.com/child-development-center](http://thscoltspace.com/child-development-center)

# Parent Handbook



**Springfield**  
Public Schools

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## PROGRAM

The Thurston High School Child Development Center, located at 333 58th Street, Rooms 164/165 on campus at Thurston High School, continues to be an outstanding facet of the THS program. The Child Development Center Preschool program accepts children between the ages of three to kindergarten. The center operates Monday through Friday and offers full and part time options, along with following the THS Springfield School District's calendar. The THS/CDC establishes health, fire, sanitation standards, and provides USDA approved meals.

The quality of the program is monitored by Thurston High School and Springfield School District. The number of preschool teachers and group size shall be determined by the number and ages of the children in attendance requiring one teacher to every 10 children.

The center provides a written program of activities for each group of children according to their developmental ages, interests, and abilities. The program of activities must allow for change and flexibility and show evidence of the pre-planning.

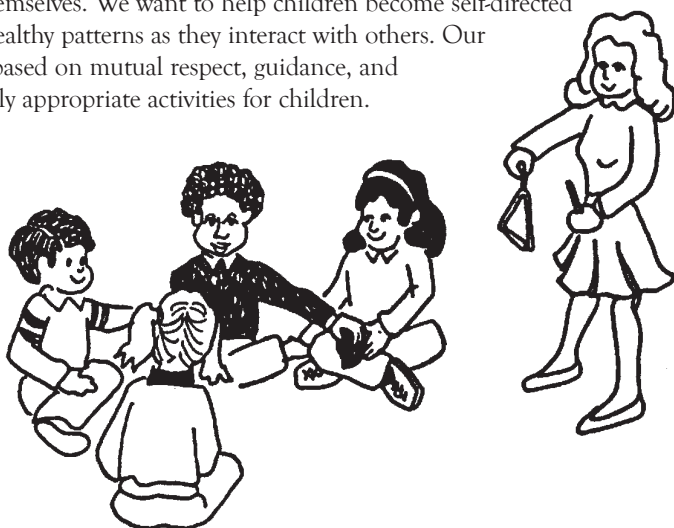
The program of activities is planned to provide positive learning experiences appropriate to the individual developmental needs of young children, and allows for individual and group activities. It provides a balance of active and quiet activities daily, including indoor and outdoor experiences in which children can use their large and small muscles. Lots of time and opportunity for free choice activities is given, including: painting and other art experiences, play-dough and gak, games, dramatic play, music and movement, puppets, books and story telling, etc.

## STAFF

The professional staff has been carefully selected to meet the needs of the preschool aged child. Each staff member in the center has background in Early Childhood Education, Child Development, and experience working with both preschool aged children and high school students. All staff have completed criminal background checks, CPR, First Aid, Food Handler training, and complete additional hours of educational program training throughout the year. The names of the program director and teachers are posted on the parent board as you enter the classroom.

## PHILOSOPHY

The philosophy of the center is to provide a warm and positive atmosphere for children. We provide the materials and stimulation that will help children to feel good about themselves. We want to help children become self-directed and develop healthy patterns as they interact with others. Our philosophy is based on mutual respect, guidance, and developmentally appropriate activities for children.



## **GUIDANCE**

Children feel secure when there are well defined limits, routines and a safe environment. They will receive well planned activities, consistency in head teachers, leaders and policies followed by all people in the center. We encourage children to use verbal expression and problem solve. We model appropriate behavior, use positive encouragement and praise. We offer choices within limits and logical consequences to behavior. Children are not denied food as a consequence. Physical discipline is not part of our program.

## **MUTUAL RESPECT**

We accept each other's uniqueness and deal respectfully with those who are different from ourselves.

Self esteem is developed through positive interactions for both children and high school students

## **DEVELOPMENTAL APPROACH**

Each child is unique in growth and development. Each area of growth is as important as the others: emotional, intellectual, physical and social. We look at the child's total development.

Children progress through different stages as they grow. Guidance techniques and learning activities are suited to each child's stage of development. Materials are chosen to fit each child's interests and abilities.

Combining children of different ages in the same classroom provides for a rich social environment and creates a variety of opportunities for interaction. For instance, a 5 year old who helps a 3 year old with an activity, strengthens his or her own understanding of the work, while gaining confidence and a sense of belonging. Mixing ages allows children to progress and process learning more rapidly, reducing the feeling of inadequacy and competition.

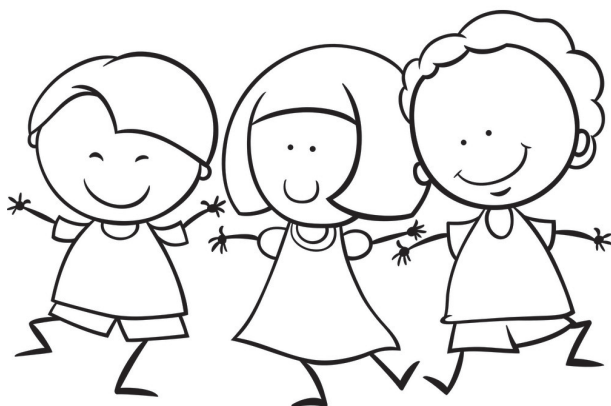
## PARKING

Come to the north end of Thurston High School and enter gate 4, follow the lane to the back side of high school building. Please park in one of the four designated parking spaces marked for preschool use only. These are lined up against the black gates and block wall with designated signs. Please do not leave children unattended in your car or in parking lot while bringing or picking up your enrolled child in the classroom.

## LOCKED GATES/THS SECURITY

Providing a safe and positive learning environment is our first priority at Thurston High School. At THS, as with all Springfield Public Schools, planning and maintaining a secure campus has become a regular part of our education program. Methods for improving campus safety, including ALICE training, modified/lockdown, drills, installation of security cameras, and increased staff presence in our hallways are measures implemented to ensure our focus remains on education.

Please see program director for details with regards to Child Development parking and entry time frames.



## LEARNING ACTIVITIES

A variety of learning centers and materials are located in the classroom. These areas are available to the child. The lessons are planned by professional staff and involve special activities and projects. Materials include blocks, puzzles, manipulative materials, dramatic play areas, books, creative expression and art materials, science, learning games, outdoor toys, sand or water play and large muscle equipment.

Circle time will involve the child in songs, finger plays, stories, dramatic play and creative movement. It will help the child to focus on information, share their ideas and become comfortable in a group setting.



## OUTDOOR PLAY/ INDOOR GYM TIME

We feel that it is important for children to participate in outdoor activities. Keeping children inside does not allow for the release of excess energy or large muscle development. Our policy is that children who are well enough to be at school are well enough to go outside. Please do not request that your child stay indoors if he/she is well enough to be at school. Please consider the weather when dressing your child for school.

## ARRIVAL

The Centers classroom doors are always locked with a key code lock. Please arrive no sooner than the designated arrival time of 7:30. Always greet a teacher so we may acknowledge that you have come in the room. Parents will be required to sign children in the attendance book located on the entry table. Please indicate the time child arrived and your initials. Please no army time.

Before 7:30 a.m. preschool starts, our staff and students are preparing to open the center for the day, so that the teacher(s) will be ready to greet each child and parent as they come in. Thank-you for respecting the center's designated schedules.

## DEPARTURE

The center will run on a schedule that requires meal times to be at specific times. Please be prompt in departures. Please refer to our section on tuition and fees if picking up late without authorization. Phone the center if you are going to be late so we can explain to your child.

Sign out follows a similar procedure with the correct time indicated. Collect art work and any clothing in the cubbies. Check the parent's mailbox daily for notes. Only those authorized to pick up the child will be allowed to do so. Please fill out authorization card thoroughly. If a teacher on that shift is not familiar with the person picking up the child, the teacher will ask for identification to insure the safety of the child.

## ILLNESS

If your child is ill and will be absent from school, please call the center by 8:30 a.m. The child development center must be safe for all the children who attend the programs. If you have questions about your child's health, call the center in the morning and the director will help interpret our policy. Do not bring your child to school when ill, or has one of the following symptoms, or combination of symptoms or illness:

- Fever over 100 degrees if taken under the arm
- Diarrhea (more than one abnormally loose, runny, watery, or bloody stool)
- Vomiting
- Nausea
- Severe cough
- Unusual yellow color to skin or eyes
- Skin or eye lesions or rashes that are severe, weeping, or pus-filled
- Stiff neck and headache with one or more of the symptoms listed above
- Difficulty breathing or abnormal wheezing
- Complaints of severe pain

If a child becomes very ill during the day, parents will be notified and asked to remove the child from the center as soon as possible. Medical care may be suggested. Remember, children who are ill, need the special care of a parent or grandparent. If your child has been sent home with a fever, vomiting or diarrhea, symptoms should be clear for 24 hours before returning to the center.



If a child has mild cold symptoms that do not impair his/her functioning, the child may remain in the center and the parent will be notified when the child is picked up.

We appreciate notification of any communicable illness in your family, such as strep throat, chicken pox, head lice, etc. Parents will receive notice of any contagious disease that their child may have been exposed to at school.

Note: a center shall not admit or retain in care, except with the written approval of the local health officer, a child who is diagnosed as having or being a carrier of a child care-restrictable disease, as defined in Health Division administrative rules, OAR 333-019-0200.

## INJURIES

Injuries and accidents shall be reported to the child's parents on the day of occurrence. A written report of the injury or accident shall be maintained on file. The report shall include the date, child's full name, nature of the injury, witnesses, action taken, and the signatures of the reporting staff and parents.

When the teacher feels that there is a medical emergency, 911 will be called first. Parents will then be contacted by phone. If a parent cannot be reached, the emergency persons identified by the parents will be contacted. The signed medical release form (part of the registration form) authorizes the center to obtain care for your child in an emergency situation.

## MEDICATIONS

- A. No prescription medication or non-prescription medication, including, but not limited to, pain relievers, sunscreen, cough syrup and first aid ointments or nose drops, may be given to a child except under the following conditions:
- 1) A signed, dated, written authorization by the parents is on file.
  - 2) Prescription medication is in the original container and labeled with the child's name, name of the drug, dosage, directions for administering, date, and physician's name.
  - 3) Non-prescription medication is in the original container, labeled with the child's name, dosage, and directions for administering.
  - 4) A written record of all medications administered listing, as a minimum, the name of the child, type of medication, the signature of the person administering the medication, date time, and dosage given, shall be kept.

- B. All medications shall be:
- 1) Secured in a tightly-covered container with a child-proof lock or latch, and
  - 2) Stored in an area not used by children
  3. Medications requiring refrigeration shall be kept in the refrigerator in a separate tightly covered container, with a childproof lock or latch, clearly marked “medication”.
  4. Parents shall be informed daily of medication administered to their child.

**Note:** Parents bringing in medication to be administered to their child need to leave enough time before leaving the center to fill out the required forms. Otherwise, the requested medication will not be given until these mandatory forms are completes.



## REST TIME

Children that are enrolled in the extended programs will be given the opportunity to rest with books each day for a short period after lunch. Lights are low to create a more quiet environment allowing teachers and students to go around and read to preschoolers individually.

## MEALS

Well-balanced meals are provided for all children. Meals are prepared in the high school cafeteria and are approved by the state. **All meals meet USDA requirements for the Child Nutrition Program.**

Parents are asked not to bring extra food items for children to eat at the center. We would like to include all children in “group meals” where manners and social skills are encouraged. **Please inform us of any food allergies. Additional forms will need to be filled out.**

**A. Substitute Foods Policy (for non-disabled children)**

“If your child has special dietary needs that require substitutions to the normal CDC menu, you must submit a completed ‘Medical Statement for Food Substitutions’ signed by one of the following: MD, PA, NP, RN, or RD.’

**Reasons for substitutions include:**

- 1) Non-life threatening conditions that restrict a child’s diet (allergies, lactose intolerance).
- 2) Parental food preferences (vegetarian, or religious)

**B. Substitute Foods Policy (for children with a disability)**

“If your child has a disability that restricts her/his diet, the Center will make substitutions prescribed by your child’s doctor. Please see the Center Director to discuss your child’s medically guided diet needs.”

**Note:** A Medical Statement for Food Substitutions must be on file for a child with a disability and must list:

- 1) the child’s disability
- 2) major life activity affected by disability
- 3) how the disability restricts the child’s diet
- 4) food(s) to be omitted
- 5) food(s) to be substituted
- 6) signature of Licensed Physician (M.D.)





## PARENT/TEACHER COMMUNICATION

Feel free to contact the center by phone, or email to see how your child is doing or with any concerns. We will work with you to try to meet the need of the child and family. We encourage communication between parents and the center staff and will do so frequently with notes in parent mailboxes. State law requires all teachers to report any suspected physical, mental and sexual abuse of children to Service for Children and Families.

## PERSONAL ITEMS

We ask that toys remain at home. It will be left with a teacher if a child brings a toy to school and insists on playing with it. This will eliminate tears in case a special toy is lost or broken and if it comes up missing it eliminates teachers spending time looking for it.

## BIRTHDAYS

We like your child's birthday to be a special time at our center. The teachers set the mood with singing and talking about birthdays. Parents can provide special treats to be shared if they want. The district's Wellness Committee has created some tips and guidelines for parents to use when determining what to contribute for classroom snacks. The idea is to seek out prepackaged (sorry, nothing homemade!) nutritious foods that avoid common allergens such as nuts.

General Guidelines: We suggest you keep an eye on fat and sodium content and limit artificial colors or sweeteners. Good examples are fresh or dried fruits, raw veggies; whole grain items like crackers or cereal; or proteins like string cheese or yogurt.

For drinks, water is the preferred choice, but other uncaffeinated, relatively low sugar drinks such as juices (that actually have juice in them) or low-fat milks are acceptable.

Due to health regulations the treat must be store purchased food. Please be sure to talk to a teacher about the day you would like to do this.

## SCHOOL CALENDAR

The Child Development Center operates in accordance with our own Springfield School District calendar. We will be open Monday through Friday, closed Holidays, Spring, Winter, and Summer break. Please note that tuition is not accrued on these days.

## THS/CDC WEBSITE INFORMATION

[thscoltSPACE.com/child-development-center](http://thscoltSPACE.com/child-development-center)

Here you will find lots of information about the site including,

- Tuition Schedules
- CDC School Calendar
- Parent Handbook
- Volunteer Information
- School Supply List
- Menus
- Other Misc. Information



## VOLUNTEERING

In our room, we will have special events, or “In-House Field Trips” from time to time. Sometimes I may ask for parent volunteers to sign up to help us, and other times I refrain from asking, due to over crowding the classroom with too many helpers. I understand that these events are always a favorite for parents to attend and participate in, and that often times only a few parents get the opportunity to do so. Furthermore, our center is the “Lab site” classroom for Thurston High School Child Development classes and all students are earning high school or college credits for their participation on a daily basis. This too can make for a very crowded classroom during certain events.

Therefore, I want to encourage parents if wanting to participate, to signing up with the program Director. Volunteer times are anywhere between 7:30-11:30. You will be given a volunteer form that will need to be filled out, and turned back in to be approved by the Springfield School District. Please allow two weeks for this process. I will contact you when it approves.

The day you volunteer you will sign in and out in the preschool attendance book, under section for Volunteers, and then a volunteer badge will be given to you to wear at all times.

We are happy to have your help during our regular preschool session. Classroom help, or if you have a story, game, family traditions, a special song, or you play an instrument, etc., please feel free to share as it enhances our learning experience, not to mention that your child will feel really special and proud while your here.

We want to thank all of our parents and families for your interest in advance in participation, donations and support throughout the school year! We look forward to having you sign-up in the upcoming months.



## **REGISTRATION & ENROLLMENT**

Registration and enrollment forms are available at the Thurston High School Child Development Center, at 333 58th St., Rm. 164/165 Springfield, Oregon 97478; phone: (541) 744-6478, or [diane.amundson@springfield.k12.or.us](mailto:diane.amundson@springfield.k12.or.us). Also, more information at [THSColtSpace.com./child-development-center](http://THSColtSpace.com./child-development-center).

Registration is necessary to assure your child's acceptance to the center. The registration fee is nonrefundable. This amount will save a slot for your child. Families starting their children in the middle of the year will also be required to pay the fee. We also ask families to donate one box of Kleenex and some additional school supply items (a list is given to parents with enrollment forms each year), for each sibling enrolled in the center. Enrollment forms must be turned in before children can be admitted into the center.

## **CURRENT INFORMATION**

Please notify the staff of any changes of address or phone numbers where you may be reached. It is important to have up-to-date information. We will not allow a child to leave the Center without prior authorization by the parents. Also, please inform the teacher in advance if any person other than those you have already authorized on the registration form will be picking up your child from the center. We will check identification before releasing your child to any authorized person unknown to us.

## **IMMUNIZATIONS**

Oregon law requires every child in a school or children's facility to have up to date shots unless he/she has a medical or religious exemption.

All schools and childcare providers must keep an up-to-date Certificate of Immunization Status (CIS) form on file for each child. Parents need to let the school or facility know in writing when their child gets more shots.

## **TUITION AND FEES**

Tuition is charged on a monthly basis and payment of fees is due by the fifth of each month. Tuition is paid upon enrollment and not returned upon withdrawal. Please make checks payable to THS Child Development Center. Payments may be made directly to THS Child Development Center, or you may pay online at [www.thecoltspace.com](http://www.thecoltspace.com)

You may create an account or log into an existing account.

Go under Online Payments, Click on Class Fees, School Store, Browse, find your featured item, THS/CDC, then continue on with payment instructions.

**Or**

If you don't want to create an account you can pay as a guest each time. Go to under Online Payments, Click Sponsorship payments, Browse, find your featured item, which is THS/CDC, then continue on with the payment instructions.

### **Vacations and Absences**

Operational expenses continue whether the child is present or absent. This would include absences due to illness or family vacations. Consequently, no tuition adjustments will be made for absences of less than five consecutive days. After five consecutive days of illness, credit will be given at the rate of one-half the daily tuition from the sixth day only. The same conditions will apply to vacation time.

### **Tuition and Withdrawing Your Child**

We ask parents to notify the center 2 weeks before withdrawing their child from the center. Parents who fail to notify the center that their child will no longer be enrolled, will be charged the regular fees up to one week of absence. After one week, they will be considered no longer enrolled .

### **Late Fees**

Tuition not made by the fifth of each month will be charged at a rate of \$1.00 a day and if not paid in a two-week period, constitutes withdrawal of the child from the program, unless prior arrangements have been made with the Director.

### **Late-Pick-Up Fees**

Please phone the center if you are going to be late so we can explain to your child. There will be a late fee of \$5.00 charged for each ten-minute block, after AM or PM departures or other designated pick-up time. The center will run on a schedule that requires rest time and lunches for other children who are here all day, so prompt departure and cooperation will be appreciated.



## SPACE RESERVATION

Returning parents can reserve a space for the following year by completing a pre-registration form in the Springtime with the program director. The slot will be held then until the following school year and then a full registration packet will be mailed out to you in late August.

## USDA NON-DISCRIMINATION POLICY STATEMENT

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:*

*(1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;*

*(2) Fax: (202) 690-7442; or*

*(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).*

*This institution is an equal opportunity provider.*

## EMERGENCY PROCEDURES

Each building administrator shall conduct fire, earthquake, and rapid dismissal drills in accordance with the provisions of Oregon law.

All schools are required to instruct and drill students on emergency procedures so that students may respond to an emergency without confusion or panic.

We are required to have a written procedure for evacuation, lockdown, fire, earthquake, and severe weather conditions. Instruction and drill on fire emergencies shall include routes and methods of exiting the school building. Once a month we have a fire drill. In addition there are two earthquake drills and three school lockdown drills throughout the school year.

Drills and instruction on earthquake emergencies shall include methods of “drop, cover, and hold on” during the earthquake.



## FIRE AND EMERGENCY PROCEDURE

- Teachers and children stop all their activities!
- Teacher will lead children out of the classroom exit door immediately, and continue on thru the double entry doors and black double gates leading to the North end parking lot. They will continue to walk East and stand at the East back fence of the Van Cage.
- The Last preschool teacher at the back of the group will be checking preschool rooms, hallway and bathrooms to ensure all students are accounted for and then continue on behind the group. Once with the group she will do attendance to coincide along with the preschool attendance log to make sure all students are accounted for.
- If teachers, and students are outside at the playground area, they will exit out the East playground gate and walk north on the road until they reach the East edge of the van cage where attendance will be taken.
- Things to remember during a fire drill or real emergency is to be calm, give children specific directions, and do not stop for toys, coats, turning out lights, locking doors and stay with the group.
- CDC staff checks rooms and restroom for students to ensure all students are accounted for.
- CDC staff and students evacuate towards a predetermined safe location as designated by Springfield Public Schools.
- School and district officials will communicate with families about where families can pick up their children.

## **CRISIS RESPONSE**

### **MODIFIED LOCKDOWN**

A **MODIFIED LOCKDOWN** occurs when there is a need for an enhanced level of safety and security for students, staff and visitors when there is an incident that is typically off campus.

\* There could be an incident on campus but may not be an immediate threat

### **LOCKDOWN EVACUATION**

An **EVACUATION** occurs when there is a violent intruder on school grounds. Students and staff will **EVACUATE** based on the location of the intruder and information over the intercom.

### **LOCKDOWN BARRICADE**

A **BARRICADE** occurs when imminent danger exists inside or outside the building that requires immediate **BARRICADE** of classrooms and office doors or occupied rooms when evacuation is not an option due to the proximity of the violent intruder.

### **LOCKDOWN COUNTER**

A **COUNTER** occurs when a classroom is breached by a violent intruder that requires everyone to take action (make noise, throw objects, move around, work together to disarm the violent intruder).

## **SPRINGFIELD PUBLIC SCHOOL WEATHER PROCEDURES**

[www.springfield.k12.or.us](http://www.springfield.k12.or.us)

Then click

News & Events

Emergency Notices

You can choose to stay connected thru Flash Alert Messenger.

## **SCHOOL CLOSURE DUE TO INCLEMENT WEATHER QUICK REFERENCE**

**Message 1:** School is closed today. Students do not report. Only designated employees report for work All evening activities (including athletic events) have been postponed.

**Message 2:** Students will report two hours late. Buses will run two hours late and certain bus routes will not run or will run on snow routes two hours later than normal.

**Message 3:** Students will report two hours late. Buses will run two hours late.

**Message 4:** Schools are open but certain bus routes will not run or will run on snow routes due to hazardous road conditions.

**Message 5:** School is open and operating on a regular schedule..



## Shakeout Recommended Earthquake Safety Actions

Federal, State, and local emergency management experts and other official preparedness organizations all agree that **“Drop, Cover, and Hold On”** is the appropriate action to reduce injury and death during earthquakes. Great ShakeOut Earthquake Drills ([www.ShakeOut.org](http://www.ShakeOut.org)) are opportunities to practice how to protect ourselves during earthquakes.

In MOST situations, you will reduce your chance of injury if you:

**DROP** where you are, onto your hands and knees. This position protects you from being knocked down and also allows you to stay low and crawl to shelter if nearby.

**COVER** your head and neck with one arm and hand

- If a sturdy table or desk is nearby, crawl underneath it for shelter
- If no shelter is nearby, crawl next to an interior wall (away from windows)
- Stay on your knees; bend over to protect vital organs

**HOLD ON** until the shaking stops.

- Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts
- No shelter: hold on to your head and neck with both arms and hands.

These are guidelines for most situations. Read below to learn how to protect yourself in other situations and locations, or visit [www.earthquakecountry.org/step5](http://www.earthquakecountry.org/step5).

**INDOORS:** Drop, Cover, and Hold On. Avoid exterior walls, windows, hanging objects, mirrors, tall furniture, large appliances, and kitchen cabinets with heavy objects or glass. However, do not try to move more than 5-7 feet before getting on the ground. Do not go outside during shaking! The area near the exterior walls of a building is the most dangerous place to be. Windows, facades and architectural details are often the first parts of the building to break away. If seated and unable to drop to the floor: bend forward, Cover your head with your arms, and Hold On to your neck with both hands.

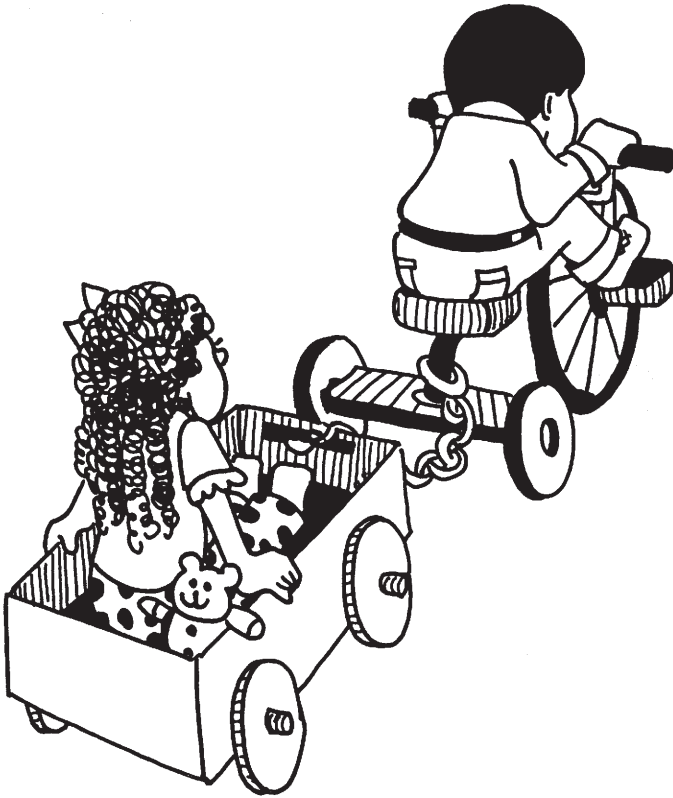
**IN A WHEELCHAIR:** Lock your wheels and remain seated until the shaking stops. Always protect your head and neck with your arms, a pillow, a book, or whatever is available. See [EarthquakeCountry.org/disability](http://EarthquakeCountry.org/disability) for recommendations for people who use wheelchairs, walkers, or are unable to drop to the ground and get up again without assistance.

**IN A CLASSROOM:** Drop, Cover, and Hold On. Laboratories or other settings may require special considerations to ensure safety. Students should also be taught what to do at home or other locations.

**OUTDOORS:** Move to a clear area if you can safely do so; avoid power lines, trees, signs, buildings, vehicles, and other hazards. Then Drop, Cover, and Hold On. This protects you from any objects that may be thrown from the side, even if nothing is directly above you.

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