

THURSTON HIGH SCHOOL  
CHILD DEVELOPMENT CENTER

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332 58th Street, Springfield, OR 97478  
thscoltSPACE.com

# Parent Handbook



**Springfield**  
Public Schools

Revised April 2013

# Table of Contents

Program .....	1
Center Staff .....	2
Philosophy.....	3
Guidance .....	3
Mutual Respect .....	3
Developmental Approach.....	3
Your Child’s Day At Preschool.....	4
Learning Activities.....	5
Outdoor Play .....	5
Arrival.....	5
Departure .....	6
Illness .....	6
Injuries.....	7
Medications .....	7
Nap Time.....	8
Meals.....	8
Substitute Foods Policy (for non-disabled children).....	9
Substitute Foods Policy (for children with a disability).....	9
Parent Conferences/ Observations .....	10
Personal Items .....	10
Birthdays .....	10
Dress .....	11
School Calendar.....	11
Special Classroom Events & Our Website Information.....	11
Parent Volunteer Information.....	12
Registration & Enrollment.....	13
Current Information.....	13
Immunizations.....	13
State Subsidy.....	14
Tuition and Fees .....	14
Vacations and Absences .....	14
Tuition and Withdrawing Your Child .....	14
Late Fees.....	14
Late-Pick-Up Fees.....	14
Space Reservation.....	14
Communication .....	15
Non-Discrimination Policy Statement.....	15
Emergency Procedures.....	16
Fire and Emergency Procedure .....	16
General Reminders.....	17
Evacuation Procedure.....	17
Crisis Response – Lockdown Procedure .....	18
Weather Closure Plan.....	18
Earthquake.....	20



## PROGRAM

The Thurston High School Child Development Center, located at 332 58th Street across from the 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 years and six years. The center operates between 7:30 a.m. and 5:30 p.m., Monday through Friday, and follows their own Springfield School District's Center Calendar. The THS Child Development Center is a state-licensed program meeting established health, fire, safety, and sanitation standards, and provides USDA approved breakfast, lunch, and snack. Full and part time care is available, including morning and afternoon preschool.

As part of the THS educational program, the center provides a lab site for high school students enrolled in the child development program as well as a work experience site for high school students through the work experience program. The high school student has the opportunity to work and learn on a practical level, the principles taught in the child development classes. High school students work under the direct supervision of the professional staff in the child development center. Students enrich the program with their warmth and enthusiasm, and provide an excellent adult-child ratio, which insures individual attention for each child.

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, computers, books and story telling, etc.

The number of caregivers and group size shall be determined by the number and ages of the children in attendance. The center operates in accordance with licensing rules which say: children three years old to attending kindergarten age require one teacher for every ten children.



The child development center is fully licensed by the State of Oregon. The quality of the program is monitored not only by Thurston High School and the Springfield School District, but by the State of Oregon just as with any other licensed Preschool/ Childcare center.

## CENTER STAFF

The professional staff has been carefully selected to meet the needs of the preschool aged child. Each staff member in the center has extensive 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 persons in charge are posted on the certification bulletin board in the Center's entryway.

## 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.

## YOUR CHILD'S DAY AT PRESCHOOL

7:30 – 8:35	Greeting children, free choice of learning activities
8:35 – 8:45	Preparation for breakfast
8:45 – 9:15	Breakfast
9:15 – 9:30	Outdoor activity time (weather permitting)
9:30 – 10:00	Circle time (music & movement, stories, finger plays, learning games, felt board, show & tell)
10:00 – 10:45	Learning activities / Table games, arts, sensory tub and learning papers
10:45	Departure of some children – a.m. preschool
10:45 – 11:30	Outdoor activity / Circle time fun / preparation for lunch
11:30 – 12:00	Lunch
12:00 – 12:15	Preparation for nap / quiet reading
12:15 – 1:30	Supervised nap time / wake-up time & preparation for p.m. preschool
1:45	p.m. preschool starts
1:30 – 2:05	Outdoor activity time (weather permitting) (if indoors: all centers open or teachers choice)
2:05 – 2:50	Learning activities / table games, arts, sensory tub and learning papers
2:50 – 3:00	Preparation for snack
3:00 – 3:30	Snack
3:30 – 4:00	Circle time: (music & movement, stories, finger plays, learning games, felt board)
4:00 – 4:45	Free choice of learning activities
4:30 - 5:15	Circle time: (music & movement, stories, finger plays, learning games, felt board, show & tell) and p.m. departure time
5:00 – 5:15	“Pre-arranged extended care” / Reading, learning activities, and departure

## 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

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

Walk children inside the building and wait until they have been greeted by the teacher. Parents will be required to sign children in on the attendance sheet located near the entry door. Please indicate the time child arrived and initial. The entry doors will be locked until 7:30 a.m., which is the designated time the center opens each day.

**The designated arrival times for preschool os (7:30, 11:30, & 1:45 and any other pre authorized arrival schedules)...** Before 7:30 a.m. preschool starts, our center staff and students are preparing to open the center for the day. Likewise, before the 1:45 p.m. preschool starts, center staff and students are tending to the children who are scheduled in our all day program. By 1:15 p.m., the lights are turned on to help the all day children with getting up from nap, so that the teacher(s) will be ready to greet each child and parent as they come in at the designated time of 1:45. Thank-you for respecting the center's designated schedules. Please refrain from bringing children in earlier than these times.

Please respect the Disabled Parking spaces (clearly marked) and refrain from parking there unless you are authorized to do so. Also, do not park on the sidewalk, as it is a safety issue, and not designated for parking. Please turn vehicles off and do not leave children unattended when bringing or picking up children in the center.

## DEPARTURE

**The designated departure times for preschool is... (10:45 a.m., 1:30, 5:00, & 5:30 p.m. and any other pre authorized departure schedules)...** The center will run on a schedule that requires lunches and naptimes for other children who are here all day, so prompt departure and cooperation will be appreciated. (refer to section on tuition and fees if picking up after late without authorization). Please 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.

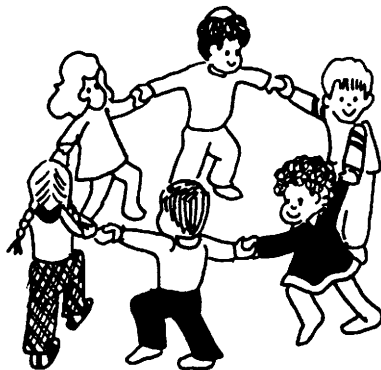
When the teacher feels that there is a medical emergency, 911 will be called first. Parents will then be contacted by phone. If a parent cannot be reached, the emergency persons identified by the parents will be contacted. The signed medical release form (part of the registration form) authorizes the 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, diapering 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 completed.*

## NAP TIME

All children attending the programs in the center will be given opportunities to rest if tired. For children who attend all day, a supervised nap or rest is required. Non-nappers will read quietly on their cots. The center provides cots (labeled with each child’s name) and sheets, but each child must provide a blanket, favorite “lovee”, and/or pillow **labeled with his/her name**. At the end of each child’s week, all personal bedding items (brought from home) must be taken home to be washed.

## MEALS

Well-balanced meals and snacks are provided for all children. Meals and snacks 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 breakfast items or snacks for children to eat at the center.

We would like to include all children in “group breakfast” (8:45 – 9:15, M – F), where manners and social skills are encouraged.

**Please inform us of any food allergies.**

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

“If your child has special dietary needs that require substitutions to the normal Center 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, organic foods)

**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.)

***Building the Future***

This child care receives  
Federal cash assistance to  
serve healthy meals to your children.

Good nutrition means  
a stronger tomorrow!

Meals served here must meet  
nutrition requirements established by  
USDA’s Child and Adult Care Food Program

Questions? Concerns?  
Call USDA at 1-800-424-9121.

***Construyendo Para El Futuro***

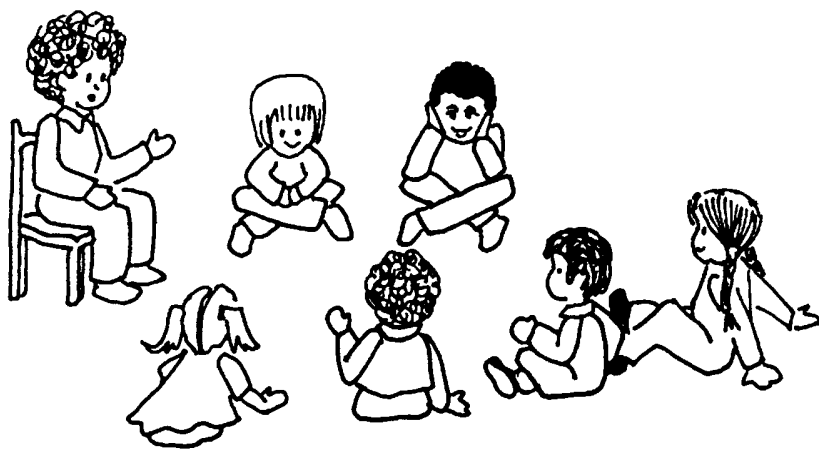
Esta guardería infantil recibe  
asistencia monetaria del gobierno federal  
para servir comidas nutritivas a sus niños.

¡Buena nutrición hoy significa  
un mañana más saludable!

Comidas servidas aquí deben de seguir  
los requisitos nutricionales establecidos  
por el programa

“Child and Adult Care Food Program”  
del Departamento de Agricultura  
de los Estados Unidos  
(USDA por sus siglas en inglés).

¿Preguntas? ¿Inquietudes?  
Llame al USDA al 1-800-424-9121.



## PARENT CONFERENCES / OBSERVATIONS

Feel free to contact the center to schedule conferences. We encourage communication between parents and the center staff and will do so frequently with notes in mailboxes. Staff members, however, are encouraged not to discuss a child's progress while they are present. Parents are encouraged to observe their child at any time.

## PERSONAL ITEMS

Children may bring a stuffed "lovee" to school for naptime; otherwise 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. There are designated "Show & Tell" days, where children are encouraged to bring treasures to share, such as: nature items, books, family pictures, etc.

## 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 are encouraged to provide special treats to be shared at lunch or snack on that day. Due to health regulations the treat must be store-purchased food. Please be sure to talk to a teacher about preparations.

## DRESS

We encourage you to send your child to school in “play clothes”. We try to protect the child’s clothing; however, some art activities and outdoor play can be messy. Each child is to have a complete change of clothing and we encourage a pair of waterproof boots. Please label all extra clothing with your child’s name. Please bring your child with clothing and shoes suitable for the weather. Coats, caps, and mittens are encouraged in the winter.

## 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.

## IN HOUSE SPECIAL EVENTS & OUR WEBSITE INFORMATION

In House Special Events will be posted on our THSColtSpace.com Website, including:

- Our school calendar
- Tuition Schedule
- Monthly Newsletters
- Breakfast, snack and lunch menus
- and lots more information



## ATTENTION PARENTS

The staff and I would like to invite you to participate in “**Parent Volunteer Sharing Time**” at our **Preschool Circle Times**. Some ideas for sharing might be as follows:

- Your occupational experience
- Reading a favorite story book (geared to the age group)
- Talking and showing items of heritage or background
- Playing an instrument
- Sharing a favorite song
- Sharing a game
- Sharing a simple dance movement
- Sharing something which coincides with our monthly curriculum themes
- Sharing a felt story or finger plays
- Sharing an interesting hobby (i.e.: rocks, artifacts, stamps, dolls, etc.)
- Making Gak or Play dough when we need it. Center would provide the ingredients.

Please discuss the time you will attend the circle and indicate what you would like to present, with your child’s teachers. Please plan your sharing time for approximately 10 to 30 minutes in length (please keep in mind that attention spans can be short at this age level).

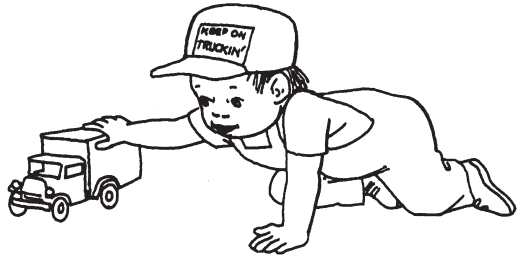
**A sign-up chart will be posted for your convenience.** Don’t be shy...children are proud when a parent visits, and we all have something of value to share. If you have questions, please call me at 744-6478, or [diane.amundson@springfield.k12.or.us](mailto:diane.amundson@springfield.k12.or.us).



## REGISTRATION & ENROLLMENT

Registration and enrollment forms are available at the Thurston High School Child Development Center, at 332 58th St., 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](http://THSColtSpace.com).

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.

## STATE SUBSIDY

State subsidy is accepted at this center. Please see the Director for more information.

## 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.

### **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 10:45 a.m., 5:00 p.m., 5:30 p.m. or other designated pick-up time. The center will run on a schedule that requires nap times 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 at the end of the year. Pre-registration forms will be distributed at the end of the school year for the next year. Additions or changes will be allowed depending on available space.



## COMMUNICATION

Communicate your concerns to the center staff. The staff meets frequently. We will work with you to try to meet the need of the child and family. If you are concerned about certification, Child Care Division can be contacted locally at 687-7392 ext.4273 or 1-800-556-6616 toll-free.

State Law requires all teachers to report any suspected physical, mental and sexual abuse of children to Services for Children and Families.

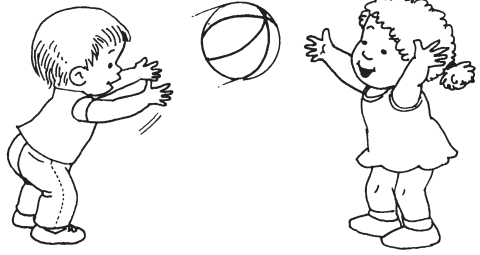
## NON-DISCRIMINATION POLICY STATEMENT

The United States Department of Agriculture (USDA) and the State of Oregon prohibits discrimination in all USDA programs and activities on the basis of race, color, national origin, sex, religion, age or disability.

To file a complaint of discrimination write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA and the State of Oregon are equal opportunity providers and employers.



El Departamento de Agricultura de los EE. UU. (USDA, siglas en inglés) y el estado de Oregon prohíben la discriminación en todos sus programas y actividades a base de raza, color, origen, nacional, sexo, religión, edad, o imedimentos.



Para presentar una queja sobre discriminación, escriba a USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 o llame al (202) 720-5964 (voice or TDD). USDA y el estado de Oregon son proveedores y empleadores que ofrecen oportunidad igual a todos.

## 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. A fire drill will be held at least once each month during the school year, and at least two drills on earthquakes shall be conducted each year.

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

All procedures are posted on the “Certification” bulletin board, at the entryway, in the blue Emergency Procedure Manual.

## FIRE AND EMERGENCY PROCEDURE

- Children and teachers stop their activities!
- Teacher leading children out the Front Door Exit grabs the preschool sign in book.
- Immediately, the leading teacher takes all the children to the park fence directly across the parking lot from the Center, by way of the front door exit,

traveling straight down the sidewalk, to the parking lot, and then crossing the parking lot to the park fence (by the pine trees). (Note: Alternative exits for the Preschool are out their respective side exit doors through designated gates to the safe area against the park fence, as described above.)

- The last preschool teacher checks the main room and bathroom for stray children, closes all doors, and checks to see that the first teacher has taken the sign in sheet and book. The last teacher also needs to take the First Aid Kit, the Blue Emergency Manual, and the Emergency Card Files, and quickly join the first teacher and children.
- When everyone has reached the park fence, the first teacher checks the number of children in the group against the number of children signed in. If any children are missing, it should be determined where they are.

## GENERAL REMINDERS

Things to remember during a fire drill or real emergency:

- Be calm.
- Give children specific directions.
- Do not stop for anything (toys, coats, etc.) and stay with the group.

## EVACUATION PROCEDURE

The first teacher grabs the sign in sheet and book and will lead the children out the main EXIT doors. The last teacher out checks the main room and bathrooms for stray children, closes all the doors, and checks to see that the first teacher took the sign in book. She will take the First Aid Kit, the Emergency Manual (blue book), the Emergency card files, and proceed quickly out of the center to assist the first teacher with the children.

After exiting the main doors, the teacher will turn left and proceed down the walkway to 58th Street; turn right and proceed down 58th to “A” Street; turn right and proceed down “A” Street to the yellow fire hydrant (57th & “A” Streets); turn left into the parking lot behind BI-Mart at 5744 Main Street, Springfield, OR. 97478

From there, the teachers and children will wait for buses to come and transport them to Bob Artz Memorial Park at 7807 Thurston Road, Springfield, OR. 97478. Emergency contacts will be made there.

## CRISIS RESPONSE – LOCKDOWN PROCEDURE

### **Step 1 – Teachers, Students, Children Remain in the Center**

- A. Director will respond to crisis response team alert by assembling in the THS Main Office Conference Room (MOCR).
- B. All staff supervising students are to do the following:
  - 1) Keep students and children in the classroom.
  - 2) Keep students calm.
  - 3) Wait for further instructions.
  - 4) Do not release students for any reason.
  - 5) Take attendance of those present in your room.
  - 6) Keep your attendance book with you.
  - 7) Locate the District “Emergency Procedures Manual” (blue flip chart) and keep with you.

### **Step 2 - Lockdown**

- A. A lockdown is announced via the Director or phone call from Administrators at Thurston High School.
  1. Specific instructions will dictate whether all staff are to remain where they are, and lock all doors to the center.
  2. Diane will report to the MOCR.
- B. All staff and students are to do the following:
  - 1) Stay away from the windows.
  - 2) Preschool area will gather in the circle-time center, in the back, next to the stage area, away from the main room, and out of sight.
  - 3) Keep students and children as calm as possible.
  - 4) Do not open the door unless instructed to do so, by Director or administrators.
  - 5) Await further instructions.

## WEATHER CLOSURE PLAN

The following messages will be used by District officials to announce an emergency weather closure to District staff utilizing radio and television news media, phone trees and designated calling lists:

**MESSAGE 1: - Students do not report to the Springfield schools, and District 19 employees do not report for work.**

**STAFF RESPONSE:**

- Weather Response Team: Report to Administration Building by 5:30 a.m.

- Principals/Asst. Principals: Report to their buildings by 7:00 a.m. or, if necessary, provide emergency building coverage.
- Other Administrators/Confidentials: Report at regular time.
- Teachers: not report.
- Classified Employees: not report unless designated by District to work during school closure. Employees designated to work during closure will report at regular time unless directed by a supervisor to report at a different time.

**MESSAGE 2: Students will report two hours late. Buses will run two hours late, and teachers report by 9:00 a.m. Morning kindergarten classes are canceled.**

STAFF RESPONSE:

- Weather Response Team: Report to Administration Building by 5:30 a.m.
- Principals/Asst. Principals: Report to their buildings by 7:00 a.m. or, if necessary, provide emergency building coverage.
- Other Administrators/Confidentials: Report at regular time.
- Teachers: Report to regular assignment at 9:00 a.m.
- Classified Employees: Report at regular time unless directed by a supervisor to report at a different time.

**MESSAGE 3: Schools are open but certain bus routes will not be run due to hazardous road conditions, e.g., Deerwood Drive, South 2nd Street, South 67th Street to South 79th Street, Cedar Flats, Booth Kelly, Shenandoah, Old Mohawk Road, Hill Road.**

STAFF RESPONSE: All staff report at regular times.

**MESSAGE 4: School is open and operating on a regular schedule.**

STAFF RESPONSE: All staff report at regular times.

*If the broadcast message is unclear or gives insufficient information, employees may call their supervisor or 747-3331 for information or clarification.*


## Earthquake

### Teacher or Supervising Adult

#### **If Indoors:**

- ① If you see or feel signs of an earthquake (the ground shaking, hanging objects swaying, objects wobbling on shelves).

Direct students to:

- Take cover immediately under desks, tables or other heavy furniture.
  - Turn away from windows.
- ② If heavy furniture is not available, stand in interior doorways, narrow halls or lean against weight-bearing walls.
  - ③ Stay away from windows.
  - ④ Remain calm, reassuring students by speaking and giving instructions in a firm, calm voice.
  - ⑤ When the quake is over, evacuate the building as quickly as possible in a calm, orderly fashion.
  - ⑥ Go to a designated, safe, outdoor area, such as an athletic playing field or playground. 

The designated safe outdoor area is:  
*Against the park fence (same as fire and emergency procedure)*

- ⑦ Account for all students.
- ⑧ Remain outside the building until it has been inspected and declared safe by authorized personnel.

#### **If Outdoors:**

- ① Move away from the building if the principal sounds an earthquake signal or if you see or feel signs of an earthquake.
- ② Go to a clear open space if possible, such as a playing field.
- ③ Avoid utility poles, trees and overhead wires.
- ④ Remain calm, reassuring students by giving instructions in a firm, calm voice.
- ⑤ Account for all children. Remain outside the building until authorized to re-enter.



My building's earthquake response signal is:

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### Administrative and support staff:

- ☞ Issue appropriate emergency procedure
- )] Call 911 and either your Director, the Superintendent's Office (726-3200) or the District's emergency pager (349-6365). 
- Evacuate the building as soon as the quake stops.
- Do not allow anyone to re-enter the building until it has been inspected for safety by authorized personnel.

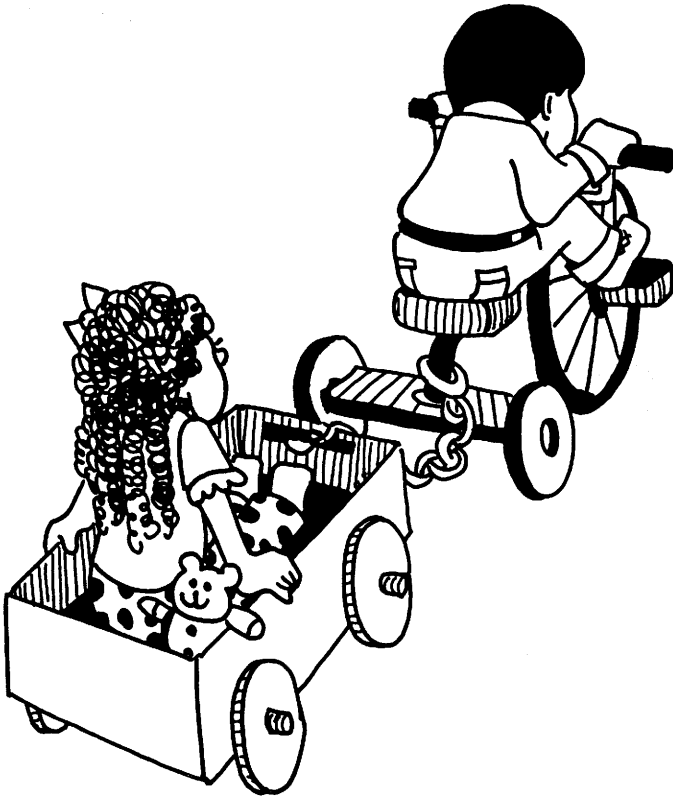
Your Director or the Superintendent's Office will contact Transportation if needed and any other support required.

Elementary:  
726-3255  
or  
Secondary:  
726-3256

This page is an excerpt from the District's Emergency Procedures Manual. The manual is widely distributed and posted in all District buildings, and advises staff on steps to take in dealing with a wide range of emergencies.

## Index

Arrival.....	5
Birthdays .....	10
Center Staff.....	2
Crisis Response – Lockdown Procedure .....	18
Current Information.....	13
Communication.....	15
Developmental Approach.....	3
Departure .....	6
Dress .....	11
Earthquake.....	20
Emergency Procedures.....	16
Evacuation Procedure.....	17
Special Classroom Events & Our Website Information.....	11
Parent Volunteer Information.....	12
Fire and Emergency Procedure .....	16
General Reminders.....	17
Guidance .....	3
Illness .....	6
Immunizations.....	13
Injuries.....	7
Late Fees .....	14
Late-Pick-Up Fees .....	14
Learning Activities.....	5
Meals.....	8
Medications .....	7
Mutual Respect .....	3
Nap Time.....	8
Non-Discrimination Policy Statement.....	15
Outdoor Play .....	5
Parent Conferences/ Observations .....	10
Personal Items .....	10
Program .....	1
Philosophy.....	3
Registration & Enrollment.....	13
School Calendar.....	11
Space Reservation.....	14
State Subsidy.....	14
Substitute Foods Policy (for non-disabled children) .....	9
Substitute Foods Policy (for children with a disability) .....	9
Tuition and Fees .....	14
Tuition and Withdrawing Your Child.....	14
Vacations and Absences.....	14
Weather Closure Plan.....	18
Your Child’s Day At Preschool.....	4



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