Spectrum Preschool

"Train up a child in the way they should go..." (Prov. 22:6)

Emergency/Disaster Policy

IN CASE OF AN EMERGENCY

In order to ensure the safety of our preschoolers during a period of disaster such as an earthquake or fire,
We have established the following Emergency Procedures:

1. All Spectrum Preschool staff will remain at the center as needed.
2. All school gates and doors will be LOCKED and the main gate door will be established for parent communication. This will be done for the protection and safety of all the children.
3. All preschoolers will remain at the preschool until released by an authorized adult listed on your child's emergency card. It is very important that you keep your child's adult authorized pick up/ drop off list updated.
4. Out-of-state authorized contacts are recommended.
5. Only authorized adults on your child's pick-up/drop-off card will sign out your child at the main gate door, and then directed to the location of your child.
6. If a disaster occurs while at a preschool event, preschoolers will be taken back to Spectrum Preschool and the above procedures will be followed.

Remember, the first and most important rule in the event of a disaster is DO NOT PANIC. Come to our school as soon as possible. If an earthquake hits while you are at the school, help the children get under the table or other piece of furniture. Get away from the windows. Do not go outdoors until the quake is over. We will then move to the front of the school.

In case of a natural disaster, we would like to prepare for the possibility that some of us may be remaining at Spectrum Preschool for an extended period time. Therefore, we would like each parent/guardian to prepare and label a large Ziploc bag containing:

- Crackers (any kind).
- 2-3 small cans of tuna, chicken, beef (your choice)
- Dry fruit (Raisins, craisins, apple rings, etc.)
- 4 water bottles
- Check expiration date for freshness.
- Food items need to be factory sealed.
- Replace food items once a year.
- Label Ziploc bag with your child's first and last name.
- A picture of parent(s)/guardian(s), siblings with child.

Child's Name: *(Last Name, First Name, Middle Name)*	Age:	Birthday:	Gender:	Place of Birth: (City, State, Country)
Address:	City:			Zip Code:

Race/Ethnicity:		Home Telephone:	
Mother/Guardian's Name: *(Last Name, First Name, Middle Initial)*		Mother/Guardian's Cell Phone:	
Mother/Guardian's Address:	City & Zip Code:	Mother/Guardian's Home Telephone:	Mother/Guardian's Email Address:
Mother/Guardian's Occupation:	Name of Company:	Mother/Guardian's Work Phone:	
Father/Guardian's Name: *(Last Name, First Name, Middle Initial)*		Father/Guardian's Cell Phone:	
Father/Guardian's Address:	City & Zip Code:	Father/Guardian's Home Telephone:	
Father/Guardian's Occupation:	Name of Company:	Father/Guardian's Work Phone:	Father/Guardian's Email Address:

Does your child have any allergies to food, medicine, etc.? If yes, what are they?	*Does your child have any medical problems that we need to be aware of? If yes, what are they?*

Doctor's Name:	Doctor's Telephone Number:	Name Of Medical Insurance:	Medical Insurance Number:
Dentist's Name:	Dentist's Telephone Number:	Name Of Dental Insurance:	Dental Insurance Number:

The adults listed below will only be called when the student's parent/ guardian cannot be reached. Your child may be released to the following persons in emergency situations such as illness, school evacuations, etc. Please contact the school immediately with any address, phone, and parent custody status changes.

Authorized adult in case of emergency: 1.	Relationship to child:	Home Phone Number:	Work Phone Number:	Cell Phone Number:
2.	Relationship to child:	Home Phone Number:	Work Phone Number:	Cell Phone Number:
3.	Relationship to child:	Home Phone Number:	Work Phone Number:	Cell Phone Number:
Authorized Out-of-state Adult in case of emergency:	Relationship to child:	Home Phone Number:	Work Phone Number:	Cell Phone Number: