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## PARENT HANDBOOK

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***An Educational Institution of Excellence***

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## WELCOME MESSAGE

“A child’s brain grows the most during the first five years of life. By the age of 5, the brain has reached approximately 90 percent of its adult size. At this stage, the brain develops important pathways that allow children to learn, move and establish memory. The strength of these important connections is built on interaction, close attachment with caregivers and a child’s environment.” - Nia Gerd-Harris, New York Times Parenting

### THE TEACHER-TAUGHT PROGRAM AND PHILOSOPHY OF PRESCHOOL SCHOLARS:

Welcome to a modern, high-quality preschool in the beautiful and diverse community of Silverberry. Directed by an experienced teacher with Edmonton Public Schools, Preschool Scholars provides a program that fits the needs of all children and prepares them not only for a successful year in kindergarten but also for future academic years. The program is designed to exceed quality standards, with a focus on developing a preschooler’s emotional, social, physical, creative and intellectual needs. This is achieved in a positive and fun learning environment!

Preschool Scholars organizes classrooms by “centres”. Centres are areas that allow children free playtime as well as focus on subjects. Through playing, singing and learning, preschoolers gain the necessary skills to read, write, build math and science skills and ultimately become successful students. Themes and lessons are planned to accommodate different levels of learning. As education takes various forms, children are continuously learning without being aware that every experience in the classroom is teaching.

Observation, documentation and assessment are critical components of a high-quality early childhood program. Senior preschool students (ages 4–5) are formally assessed three times per year to recognize areas of growth and development to create a successful transition to kindergarten.

Preschool Scholars uses the Jolly Phonics program to teach students to read and write. This program is used in many kindergarten classes, but it is beneficial to start early, as the program teaches letter recognition by “performing an action for each letter sound.” Children learn letter formations as they learn to hold a pencil correctly and write letters. In addition to letter formations, children learn blending. They look at the letters, pronounce the sounds and hear the word. Once they learn what the word says, they can understand the meaning of the word. This early learning program is multi-sensory, active, suitable for beginners and effective in teaching students to read and write.

Preschool Scholars also values diverse social, cultural and linguistic perspectives. We understand the need to cater to each child’s learning style and stage of development. This program incorporates Montessori-inspired teaching styles that include play-based learning and academics to collectively build children’s learning and development. With experience teaching mainstream kindergarten and Cogito kindergarten, we understand the upcoming programs, and students are prepared accordingly for school. Working closely with parents, setting defined expectations and delivering our accomplished program allows children to achieve success in taking the next exciting step toward kindergarten.

We encourage developing talent and good habits, building concentration and positive attitudes toward learning and of course, making friends. We work together to have a meaningful impact on the next generation!

Please read this handbook and save it to consult throughout the year, as it will answer many of your questions about our philosophy, policies, practices and procedures. Intended for current and prospective parents, the handbook provides detailed information about all aspects of our school.

Welcome to Preschool Scholars. We look forward to meeting you!

## MISSION

We strive to be recognized as a leader in the community, providing a safe learning environment that meets the needs of all students. We develop a love for learning and support academic success for everyone in our preschool program.

### Our Staff:

Our staff consists of an Alberta Certified Teacher with a Bachelor of Education Degree from the University of Alberta. The Teacher/Director holds ample experience teaching with Edmonton Public Schools and Elk Island School Board. Our staff also consists of a Child Development Worker and Child Development Assistant. Our Preschool Teachers are trained and certified as Early Childhood Educators/Assistants and meet all the requirements outlined in the Provincial Child Care Licensing Regulation and maintain a valid First Aid Certificate. Our dedicated staff is selected due to their extensive experience in the field of early childhood education and is passionate about working with young children. We are fortunate to have staff with personal qualities of creativity, flexibility, warmth, and empathy.

### Orientation:

Orientation will take place the week before the program commences. Orientation will allow your child to be comfortable during the first week of school. Parents are required to stay on site as the child is not yet registered to the program.

## PROGRAM SCHEDULE

Our program provides an exceptional curriculum and committed teaching staff who are trained and skilled to meet the specific needs of our students. Preschool Scholars offers the choice between morning or afternoon classes.

### Program Days - Morning Classes

Tuesdays and Thursdays (2 days): 9:00 AM-11:30 AM

Mondays, Wednesdays and Fridays (3 days): 9:00 AM-11:30 AM

Monday-Friday (5 days): 9:00 AM-11:30 AM

### Program Days - Afternoon Classes

Tuesdays and Thursdays (2 days): 1:00 PM-3:30 PM

Mondays, Wednesdays and Fridays (3 days): 1:00 PM-3:30 PM

Monday-Friday (5 days): 1:00 PM-3:30 PM

## REGISTRATION

### Parent and Child Identification:

Upon registration, Preschool Scholars requires valid identification from at least one parent, and the child. For the identity of the parent or court-appointed legal guardian, **one** of the following items is required:

- Driver's License (or Provincial ID card)
- Current passport or Permanent Resident Card

For the identity of the child, we require a certified copy of your child's Birth Certificate.

**First Day Requirements:**

On the first day of school, families are required to bring:

- Comfortable pair of indoor shoes for active play (required to stay at the school)
- Extra change of clothing
- Water bottle
- Healthy snack
- Backpack
- Indoor shoes
- Full change of clothes left in backpack

Please ensure **all** items brought to school are marked with the child's first name and last initial.

**Items to label (any items brought to school) - Examples:**

- Snack container/bag
- Backpack
- Jacket
- Toques
- Mitts
- Extra clothing
- Water Bottles

**Personal Items/Show and Tell:**

It is understandable that children want to bring their favourite toy with them to school, but we discourage this because it is likely to get lost in our active learning environment. They will have the opportunity to bring a toy or object they would like to share with their classmates during show and tell.

**Annual Material Fee:**

There will be a non-refundable annual material fee for all new and returning students. This fee is used towards student's consumable materials such as workbooks, photocopies, art supplies etc. This amount will not be altered due to late enrolment.

**Sibling Discount:**

If there are two or more siblings in the program, we will waive one of their registration fees.

**One-Time Registration Fee: \$100**

During the application, there will be a non-refundable fee of \$100 per child. Should Preschool Scholars be unable to accommodate the start date and requested program, \$50 will be returned to you. If a parent decides to withdraw their child's name from the waitlist, the full fee is non-refundable.

**Custody Arrangements:**

The information provided by parents/guardians regarding custody and access should be accurate. If there is a custody agreement or court order in place, a current copy of the legal document must be provided to Preschool Scholars. We will only abide by what is outlined in the custody arrangements/court order.

**Photography Consent:**

Preschool Scholars uses photos as a key form of communication with staff and parents throughout the year. We will be documenting children's work as photos help parents understand the type of work and learning their

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child is receiving. These will be precious memories for the parents as well as the children as they grow older. Most parents also enjoy having photos of their child with their friends doing fun activities in class, and on field trips which allows parents to have a chance to see what their child experienced that day. "Opting out" from photos would mean that your child will not be in any photos and will have to be removed from group activities when photos are taken.

For privacy reasons, parents make not take photos or videos of children other than their own at school, other than at a school event such as a Christmas play or similar event. Please refrain from posting these photos online.

### **Updating of Emergency Contacts:**

It is important for Preschool Scholars to maintain an accurate record of emergency contacts for each child. Parents are solely responsible for updating their emergency contacts if needed, and are responsible for the contacts accuracy. If there are any changes to emergency contact information, please notify the Director promptly through email.

## **DROP OFF/PICK-UP POLICY**

### **Dropping Your Child Off At School:**

An adult must drop off their child in the classroom before each preschool session. The adult who drops off the child must sign the child in upon arrival, and the teaching staff will then sign your child in on the classroom attendance record. It is vital that your child's teacher acknowledges your child's arrival. **Never leave your child unattended.**

In order for Preschool Scholars to meet the standard of excellence of learning that we strive for, children are expected to arrive by 9:00 AM or 1:00 PM depending on their program schedule. When children are late, it disrupts the learning process not only for the child but for the rest of the classroom. If a child is frequently arriving late, we will require a parent conference to address the issue.

We encourage parents to use the parking lot at the back entrance of the building when picking up and dropping off their children to the classroom.

### **Picking Up Your Child At School:**

All children must be picked up promptly according to the Program Schedule. The child must be picked up by the parent/guardian, or an adult who has been pre-authorized by the child's parent/guardian. Picture identification will be required for anyone who is not the child's parent/guardian. Your complete signature and time of departure is required to sign your child each day. You must make sure that your child's teacher acknowledges that you are taking your child from the class. Once the child has been received by the parent/guardian or authorized adult, all responsibilities of the child lie with them. Please pick up your child on-time, as there are late fees associated with late pick-ups. If you are picking up your child late, call Preschool Scholars immediately. Members of our team are not permitted to take your child home with them. For the safety of the child, he/she will not be released to any parent/guardian who seems to be impaired by the use of alcohol or drugs.

### **Picking Your Child Up Late:**

When a parent is late for the first time when picking up their child, he/she will receive a late charge reminder notice. On the second and subsequent occasions, a \$5 late charge will apply to the first 5 minutes past the scheduled pick up time and \$1 for each additional minute after. The overall charge must be paid within 48



hours or your child will be withdrawn until the fee has been paid in full. Preschool Scholars teaching staff will determine the late charge based on the clock in the classroom.

## OPEN DOOR PHILOSOPHY

### Open Door Philosophy:

Preschool Scholars encourages the participation of our families and members of the community to enrich the programs and care provided to children. We also encourage parents/guardians to volunteer in the school and gain a more thorough understanding of their child's development progress.

Some of the ways you can be involved:

- Assisting on field trips
- Coming to the Preschool celebrations
- Meeting other parents at social events
- Attending the parent/teacher progress report evenings
- Share information about your homelife, culture, country of birth
- Read a story to your child's class
- Talk to your child's class about your profession

### Volunteers

Volunteers are always welcome at Preschool Scholars to assist teachers in the classroom and on outings. They will work under the direction of the Director, and under the guidance of the staff. Requirements and responsibilities will vary with the situation. Volunteers will also be responsible for signing in and out of the volunteer binder, stating the date, and hours worked for filing purposes. All volunteers are screened through the criminal record check with the vulnerable sector done.

### Preschool Scholar Siblings:

Siblings of Preschool Scholar students are welcome in the school, as long as they are supervised by their parents and stay in the boot room area. We discourage "free roaming" as this disrupts the classroom.

## HEALTH

### Health and Nutrition:

Please provide a healthy snack for your child each day, as nutritious foods are important for a child's health. We ask to be informed if the child has any food restrictions/allergies. Please remember not to send any food that contain nuts as we are a nut-free environment.

### Anaphylaxis, Allergies and Medical Conditions:

If your child has severe allergies that require monitoring and intervention in case of an allergic reaction, please be sure to outline all allergies and required treatment to the Director. This information will be attached to all required medications and copies will be made for your child's teachers and file. It is extremely important that parents of all children with anaphylaxis allergies notify the school in writing and provide an Epinephrine Auto-injector (Example: EpiPen) in case of emergencies. This information will be posted in the centre and be accessible to all staff. Please ensure that an updated photo of your child is provided on an annual basis. For children with other medical conditions such as seizures, diabetes etc. will be required to complete a "Allergy

and Special Medical Conditions” form, which will provide instructions and information regarding your child’s condition. It will be posted with a photo of your child in an area where it is accessible to all staff.

**Immunizations:**

Our school maintains an up-to-date immunization records for all children attending. Parents are required to provide proof of up-to-date immunization records during registration. Please advise the school of any updated immunizations.

**Hygiene:**

Hand-washing procedures are implemented as children are required to wash and dry their hands before and after meals, after using the toilet, and after activities in the classroom.

**Nut-Free Environment:**

Preschool Scholars maintains a nut-free environment; therefore, nut products are prohibited from the school. Please check your child’s food labels before they are packed for school, as exposure to certain foods including peanuts and peanut products can be very serious, and sometimes fatal. Food items containing nuts will be confiscated immediately.

**Smoke-Free Environment:**

No smoking through any device will be allowed on school property. Preschool Scholars maintains a smoke-free environment.

**ADMINISTERING MEDICATION****Administering Medication:**

If a parent requires the teaching staff to administer medication to their child, we require that a “Medication Administration Form” form is completed which outlines the instructions on administering the medication. We require written consent of the child’s parent prior to administration of medications. The medication must be prescribed by a physician, and provided in the original container/bottle, clearing showing the child’s name, doctor’s name and the type of medication with complete administering instructions. It is the parent’s responsibility to inform personnel of any medication that has been administered while the child is not attending Preschool such as prior to their arrival. We will not administer over the counter medication. Any emergency medication, such as EpiPens and puffers will be stored in the locked emergency cupboard and out of reach of all children, but readily accessible to staff. Preschool Scholars staff will provide or allow for provision of health care to a child only if the written consent of a child’s parent has been obtained, or the health care provider is in the nature of first aid.

The following information is required on the “Medication Administration Form” form:

- The name of the medication
- The time of administration
- The amount administered
- The initials of the person who administered the medication
- Dosage
- Parent/Guardian Signature
- Doctor prescribed label on the bottle

## BEHAVIOUR GUIDANCE POLICY

### Behaviour Guidance Policy:

Preschool Scholars follows the guidelines that are developmentally appropriate practices set by Alberta Child Care Licensing, and we recognize that each child is unique and has their own personality, learning style and family background. We understand that children grow at different stages and learn appropriate social behaviours at different rates. Therefore, we will make individual behaviour plans if necessary, to help each child succeed.

Our school believes in positive discipline, and we focus on acceptable behaviour. We guide children in an effective manner and model appropriate behaviour in the classroom. Preschool Scholars establishes clear, consistent, and simple limits in a positive manner, and we offer straight-forward explanations for these limits. Children will be encouraged to express their emotions to their teachers so we can assist them when needed. Children learn that when their actions are safe, they are perceived as being friendly. Therefore, they are encouraged to notice each other's safe and friendly actions. Preschool Scholars provides a safe learning environment that promotes cooperative interaction, respect for others, and non-aggressive problem solving between children.

This is completed through the following child-guidance strategies:

- Problem solving skills - demonstrate conflict resolution
- Discuss with children what acceptable behaviour is and reason for limits
- Distraction and redirection to another activity in a positive manner - suggest appropriate behaviour
- Reinforcing positive behaviour
- Model desired and appropriate behaviour

### Practices Which Are Unacceptable:

Preschool Scholars considers the following practices unacceptable and will not permit their use:

- Corporal punishment - physical punishments such as hitting, spanking, kicking, heavy pushing, shoving, grabbing, squeezing arms, ears etc.)
- Physical restraints of the child such as confining the child to any object
- Isolation of the child
- Locking the exits of the classroom for the purpose of confining the child
- Use of harsh or demeaning threats (name calling)
- Withholding basic needs of the child
- Any form of physical or verbal degradation
- Any form of emotional deprivation

We want your child to succeed and be responsible, and we look forward to working with parents should any behaviour problems arise. Teachers strive to be positive role models and we will always notice good behaviour and praise it so the classroom environment is always positive.

### Student Records:

Preschool Scholars expects that parents/guardians will keep all children's records up to date, and inform our staff if there are any changes on the following forms:



- Registration Form
- Immunization Record
- Emergency Contact Form
- Medication Administration Form
- Allergies Form

All records will be stored in a secure setting as they are confidential.

## ACCIDENT OR ILLNESS

### Accident or Illness:

If an injury requires medical attention, the child's parents will be notified immediately. Preschool Scholars ensures that at least one staff per classroom is certified in first aid training and CPR. We will make every effort to act in the child's best interest and contact parents and/or emergency contacts immediately.

- If we are unable to contact a parent, the alternative contact will be called.
- If we are unsuccessful in contacting the parent or the alternative contact, and medical treatment or emergency transport is necessary, we will call an ambulance for assistance.
- If the child needs to be transported by ambulance, a staff member will accompany the child to the hospital and any expenses incurred will be the parent's

If a student is involved in an accident or injury in the classroom or has a serious illness, we will notify the parents immediately by phoning them. Each incident will be reported to the director. The Director will keep a record of this and review safety procedures with staff to make sure accidents are prevented from happening again.

### Incident Reporting:

Any incidents, injuries, or serious illnesses that occur while the child is attending the program will be dealt with in a serious manner. The child's parents will be notified immediately, and the child will receive medical attention. Each incident will be reported to the Director. The "Incident Report" will be completed as soon as the incident is dealt with and it (each incident) will be submitted immediately to the regional Alberta Child Care and Licensing office.

### Communicable Disease and Illness:

If a child is exhibiting signs or symptoms of illness, and pose a risk to others in the program, the Director will contact the parents to arrange for immediate removal of the child from the school. We will inform parents that the child cannot return to the program premise until the Director is satisfied that the child no longer poses a health risk to everyone in the program. Signs and symptoms of the illness exhibited by the child include:

- An acute cold, with coughing, sore throat or a runny nose with green liquid discharge
- A fever of 101 degrees F/38.3 degrees C or more
- An intestinal or stomach disorder, including diarrhea, cramps, loose stool, nausea or vomiting.
- Severe itching of body and scalp, unexplained rash
- Children with known or suspected communicable diseases
- Pain- any complaints or unexpected or undiagnosed pain
- Infected skin, eyes or undiagnosed rash

When children are greeted in the morning, we will do a quick assessment by just looking at them and talking to them to make sure they aren't sick with the above symptoms. If symptoms develop while they are at school, we

will contact parents immediately to pick up their child so anyone else is not at risk. Parents will be expected to pick up their child as we will be contacting them via telephone.

We will inform parents about our program management policies regarding children who are ill. They will also be aware by being provided with the Parent Handbook during registration. We will hold a brief session prior to the program start date so parents are made aware of this important information. Parents will be responsible for arranging immediate pick up of their child. Parents will be informed that the child can not return until he/she is symptom free for at least 24 hours, and they need to provide a physician's note as this is in the best interest of everyone in the program.

### **Supervised Care for Sick Children**

If a child is ill, we will contact the parents/alternative contact. While waiting for the parent to pick up their child, we will keep the sick student as far away as possible from the other children to keep everyone safe. They will sit close to the door or the mud room and this distance will not harm anyone as it is temporary. A staff member will supervise the ill child until they are released to a parent. They will provide comfort and compassion, so the child doesn't feel left out, sad or scared.

## **BIRTHDAY CELEBRATIONS**

### **Child's Birthday:**

Preschool Scholars celebrates our students' birthdays unless indicated otherwise by the parent/guardian. Parents are welcome to provide a snack for the class. Please speak to the Director about possible snack options for your child's special day. Snacks have to be store bought and packaged and cannot contain any nut products. Parents may also donate a book to the class library with the child's name and message in the book, which will be read during class time on their special day.

A short birthday celebration in class will include singing "Happy Birthday" and the student will wear a crown. Our teaching staff will make sure your child feels special on his or her day, and parents are welcome to be a part of the celebration.

## **HOLIDAY CELEBRATIONS**

### **Holiday Celebrations:**

Preschool Scholars celebrates all major Canadian holidays and celebrations. Where possible, we will incorporate other cultural celebrations in our program. If you would like to join our celebrations through volunteering on these special days, please contact the Director.

## **FIELD TRIPS**

### **Field Trips:**

Preschool Scholars will hold one in school field trip each month. These field trips will help enrich children's learning development and will be focused on the monthly learning themes such as "I am unique", "Healthy Me", "Number fun", "Fitness frenzy", "Transportation", "Engineering discoveries" and more! Field trips will be announced in the monthly calendar along with the small associated fee.

## GENERAL POLICIES

### Parent Code of Conduct:

Parents are expected to act responsibly and behave as role models to our students. They will be expected to follow a certain code of conduct. The following items **are not acceptable** while on school property:

- Threatening or obscene gestures
- Swearing, cursing or the use of foul language
- Arguing with other parents or staff members
- Physical or verbal punishment of their own children or any other children
- Threatening, harassing or aggressive behaviour towards staff, other parents or children
- Not following safety and security policies which protect our students
- Not abiding by the expectations listed in the parent handbook

**Any violation of these policies will result in the family's immediate termination from Preschool Scholars and further action if required. Preschool Scholars reserves the right to terminate the service of childcare without notice, should you, or your child threaten the safety or welfare of others at the Centre.**

We expect that all parents to behave in a polite manner and to show love and respect in the learning environment.

### Criminal Record Searches:

Preschool Scholar staff along with all substitute teachers, and volunteers are required to complete a criminal record check prior to starting any type of work.

### Reporting Abuse or Suspected Abuse:

All personnel working in a licensed childcare facility must report suspected child abuse and neglect. As caring and concerned childcare educators we take this responsibility seriously.

## COMMUNICATION

### Families and Communication:

Preschool Scholars actively encourages effective communication between parents/guardians and the school. Parents are welcome and encouraged to communicate with the staff anytime by phone, or email and can arrange a meeting if required. A scheduled appointment is necessary for a teacher to properly address any significant concerns. Teachers aim to respond to messages as soon as possible. Our staff will communicate regularly with all parents in an open and positive manner regarding their child. Staff will respect parent's individual choices in raising children and any related cultural practices. Staff will ensure that parents are acknowledged when entering or exiting the program each day. If parents would like to observe or volunteer we would welcome this!

### Escalations of Issues or Concerns:

We encourage parents/guardians to take an active role in our school, and regularly discuss what their children are experiencing with our program. We encourage positive and responsive interactions among the children, parents/guardians, childcare providers and staff, and foster the engagement of ongoing communication with

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parents/guardians about the program and their children. Our staff is available to engage in conversations and support a positive experience during every interaction. All issues and concerns raised by parents/guardians are taken seriously by our staff and the Director and will be addressed. Every effort will be made to resolve issues and concerns to the satisfaction of all parties involved as quickly as possible. Resolution of conflicts will be fair, impartial and respectful to the parties involved. Issues and concerns may be brought forward verbally or in writing. These will be documented in the Parent Issue and Concerns form. Responses and outcomes will be provided verbally or in writing upon request. We will respect and maintain the confidentiality of all parties involved.

**Weekly Communication and Monthly Email:**

Detailed monthly newsletters will be emailed at the beginning of each month. Newsletters will contain detailed information including a calendar of events, themes of the month, books we will be reading, in school field trips, and any other important information. This information will also be posted on the bulletin board outside of the classroom.

**ENROLMENT AND FINANCIAL AGREEMENT****Financial Agreement:**

Monthly tuition is due, in advance, on or before the first of each month. Please refer to the current Tuition Schedule for your child's tuition amount.

**Absentee Policy:**

Full payment of tuition is required every month, whether or not the child attends school for the full month. There is no absentee credit when school is missed because of holidays, vacations, illness or for any other reason.

**Withdrawal:**

Parents must give a minimum of one month's written notice if you intend to withdraw your child from school. Tuition will continue to be due during this notice period, and parents will be responsible for the full months tuition for any partial months of attendance.

**School Closures:**

Preschool Scholars aims to match the holidays and seasonal breaks of Edmonton Public Schools. All school closure dates will be confirmed in our monthly calendar.

**Income Tax Receipts:**

Since we are a childcare provider, our fees are tax deductible. Preschool Scholars will issue receipts at the end of each fiscal year for the previous year's fees. Receipts will not be issued on a monthly basis. Receipts will be emailed to families in February each year.

**FIRE DRILL AND EMERGENCY EVACUATION****Fire Drill and Emergency Evacuation:**

In case of a fire, or an evacuation, the program may have to close until it is safe to operate again. Your child will be cared for by the preschool staff until he or she has been picked up. The program may also close due to poor weather conditions. Please call the Director if you are unsure whether the program is open. If the program

is closed due to severe weather conditions, you will receive a call one hour prior to your child's scheduled class time.

### **Emergency Fire Drill Procedure**

Preschool Scholars conducts monthly fire drills, where all children and staff are required to vacate the building, using the nearest exit. The steps below are to be followed in the event of an emergency:

#### **Evacuation Procedure:**

- A. Sound the alarm
- B. Dial 911 and provide them with the correct address

#### **Instructions for the Director, Development Worker/Assistant:**

- A. Quickly gather students in a single file line behind the Development Worker and escort them away from the facility
- B. Check all classrooms, restrooms and play centres for children to ensure a thorough evacuation
- C. Obtain and remove all portable records (e.g. Attendance Sheets, First Aid Kits and Emergency Records—parent's phone number and emergency contacts)
- D. Close all doors and turn off all lights
- E. Take an accurate account of children in line and record the data

#### **Exit Procedure:**

- A. Students and staff will walk quickly and quietly toward the exit and leave the building using the first set of stairs to the right. Once outside the main doors, everyone will turn right and walk safely to the entrance of the Esso gas station
- B. All children will remain with their group, in the designated area, away from the building, until:
  - Attendance has been taken.
  - The Director and appropriate authority has inspected the school.
  - The alarm has been shut off.
- C. Everyone will return to the building once they have been provided clearance by the appropriate authority
- D. If students are not allowed back in the building (due to a safety issue), parents will be contacted and asked to pick up their children