



Cosmopolitan Kids
Children's Academy

Parent Handbook

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What You Will Find in This Handbook

This parent handbook is designed to help you understand more about Cosmopolitan Kids so that you can make a well informed decision about your child's care. We have included all information regarding our policies and procedures. And you will learn all about the special qualities that set us apart from other centers. Take the time to read and familiarize yourself with the given information and if you have any additional questions, please contact our center director.

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Philosophy

Cosmopolitan Kids Children's Academy is committed to offering personalized, nurturing care to children ages 8 weeks through 6 years. Our locations in Seattle's premier Queen Anne and Ballard neighborhoods afford us the ability to take advantage of the city's parks and other community assets. Our center provides a warm, homelike environment that incorporates a challenging, child-centered curriculum while placing high priority on building relationships between caregivers, children, and families. Our classrooms are designed to promote hands-on learning and independent exploration, including opportunities for physical, social, and cognitive development. Low staff-to-child ratios allow teachers the ability to meet children's needs on an individual basis, and encourage families to become partners in their child's care.

We appreciate and encourage parent participation and input. Our written reports and newsletters keep parents up-to-date on their child's progress and daily activities. At Cosmopolitan Kids, we know the importance of constant communication and believe that it is crucial in establishing a trusting, long-term relationship.

Breakfast, lunch and snacks are provided by our staff. We plan and prepare balanced and healthy meals every day and inform parents of our planned menus. Premium disposable diapers and wipes are also provided. We are sensitive to children's individual needs and strive to satisfy your special requests.

Background

Cosmopolitan Kids is owned and operated by Shawna Smits and Stephanie Roberts. Our desire to open a premium child care center began with Stephanie's search for her own child's care. We understand and empathize with parents' need to feel comfortable with the center that they choose. The staff at Cosmopolitan Kids has been carefully selected and meet all licensing requirements. Please feel free to contact us regarding center policies or with any concerns or suggestions that you may have. Children need and deserve an environment that is safe, secure and gives many opportunities to grow. We believe in teaching children to learn through discovery offering developmentally appropriate activities and focusing on the whole-child: intellectual, emotional, social and physical.

Program Description

Cosmopolitan Kids Children's Academy, Inc. (CKCA, Inc.) locations:

19 West McGraw - This center can accommodate 33 children ranging in age from 6 weeks to 6 years old.

Jen Zahradnek is the director at this site.

18 West McGraw - This center can accommodate 17 children ranging in age from 6 weeks to approximately 2 years old (until toddler room). Stephanie Roberts is a co-owner and is this center's director.

Ballard (7003 Mary Ave. NW) - This center can accommodate 27 children from 6 weeks to 6 years old. Emme Scheible-Traband is this center's director.

Shawna Smits is a co-owner and manages bookkeeping issues for all centers.

How We Teach

Since children's most important stages of development are during the first five years, our programs are designed to build that foundation for learning. We will be using age-appropriate formats which emphasize learning through discovery. For example, if we are learning about the color yellow, we may introduce various yellow items (banana, lemon, sunflower) for children to see, smell and touch. Then we may draw pictures in the color yellow, sing songs about it, share and talk about it. Cosmopolitan Kids believes that a great way to learn is by doing things, hands-on and it's fun! Our caring staff will guide and encourage children, helping them to develop in all areas. We believe in teaching the whole child: socially, emotionally, intellectually, and physically while appreciating each child's uniqueness and different interests. Every child is encouraged to learn at his or her own pace while given support and praise for their individual efforts and successes.

Our Schedule

OUR CENTER'S HOURS ARE 7:00 A.M. TO 6:00 P.M.
(INFANT PROGRAM: 7:30 A.M. TO 5:30 A.M.)
MONDAY THROUGH FRIDAY

This will give you an idea of our daily schedule:

TIME:

7:00 – 8:00	Welcome, Snacks, Free Play
8:00 – 8:50	Child/Teacher-Directed Play
8:50 – 9:10	Gross Motor/Art
9:10 – 9:40	Breakfast
9:40 – 9:55	Breakfast Clean-Up
	Free choice
10:00 – 10:30	Circle Time/Teacher-Directed Choices
10:30 – 11:00	Outside Time/Sensory
11:15 – 11:45	Lunch
11:45 – 12:00	Diapers/Potty/Nap Prep
12:00 – 2:30	Nap
2:30 – 2:45	Quiet Activity, Nap Clean-Up
2:45 – 3:10	Snack
3:10 – 3:50	Teacher-Directed Activities
3:50 – 4:30	Outside Time, Child/Teacher Directed Activities
4:30 – 4:50	Snack
4:50 – 5:00	Clean-Up
5:00 – 6:00	Closing Circle Time, Free Play, Teacher-Directed Activities

Holidays

We will be closed:

Martin Luther King, Jr. Day	January
President's Day	February
Memorial Day	May
July 4th Holiday	July
Labor Day	September
Teacher In-Service	October
Veteran's Day	November
Thanksgiving	November
<i>(Also closed the Friday following Thanksgiving)</i>	
Christmas Eve/Christmas Day	December
New Year's Eve/New Year's Day	January

(All holidays will need to be included in your month's tuition.) Any additional closure dates will be posted in advance.

Birthdays...Let's Celebrate!

When your child has a birthday, you're welcome to celebrate at our center including any treats you would like to share. We do ask that you provide enough for all of the children in the party group, and that any snacks are store-bought and in the original packaging. Due to licensing regulations, we may not serve homemade items in the classrooms..

Our Rates

Infant	F/T -	\$1,585
Infant	3 days -	\$1,175
Infant	2 days -	\$790
Infant	1 day -	\$410
		(extra day - \$93)
Waddler	F/T -	\$1,330
Waddler	3 days -	\$1,030
Waddler	2 days -	\$700
Waddler	1 day -	\$370
		(extra day - \$83)
Toddler	F/T -	\$1,205
Toddler	3 days -	\$960
Toddler	2 days -	\$640
Toddler	1 day -	\$345
		(extra day - \$78)
Preschool/Pre-K	F/T -	\$1,075
Preschool/Pre-K	3 days -	\$845
Preschool/Pre-K	2 days -	\$560
Preschool/Pre-K	1 day -	\$300
		(extra day - \$68)

(+ \$100 yearly activity fee)

DEPOSITS:

F/T - \$600 P/T - \$300 Registration Fee - \$100

10% sibling tuition discount (full time children only)

Invoices will be sent via email. Payment will be due on the first of every month and there will be an additional charge of \$25.00 after a five day grace period (your invoice will include all paid holidays, sick days and any vacation days that your child is regularly scheduled for). Any days that are added to your child's regular schedule should be paid the morning of the additional day(s). If fees remain unpaid after 5 days, your child will not be admitted until all fees are paid in full. NSF charges (returned checks) \$20. A cash payment will be required after two returned checks. Four weeks notice will be given by Cosmopolitan Kids for rate increases.

Signing In and Out

We have strict policies regarding supervision. We like to know where your kids are at all times while under our care. So we will be keeping our daily sign in/sign out sheet right by our front door for you when you drop off and pick-up children. We do need your full signature and will only release children to the persons on the registration forms, unless given written permission to release the child to another person by the parent or guardian who enrolled the child. Also, anyone arriving to pick up their child while under the influence of drugs or alcohol will be asked to call someone else to pick up that child. If any person leaves the center while under the influence, we will call 911. Also try not to be late. We have a late pickup charge of \$1.00 for every minute after 6:00 pm. (5:30 infants).

Enrollment Information

It is very important that you fill out the following provided forms:

- (1) Registration form, including child's health history
- (2) All permission forms and parent verification form
- (3) A complete record of updated immunizations
- (4) Written consent for children to receive emergency medical care
- (5) Signed consent for walking field trips

Security Deposit

A security deposit of \$600 is due at registration (\$300 for part time). This fee will be applied to your last month's tuition (we require a one month notice for enrollment termination). There is also a one-time, non-refundable \$100 registration fee due at enrollment.

Termination Procedure

Our enrollment contract can be terminated by either the parent(s), legal guardian(s) or Cosmopolitan Kids. Both parties are required to give at least a 1 month advance written notice of termination. Payment is due for the notice period whether or not it is used. Any holding fees not applied to the notice period will be refunded. Cosmopolitan Kids may terminate agreement for failure to pay for services on the payment due date.

Licensed and Equal Opportunity Provider

Cosmopolitan Kids is licensed by Washington State through the Department of Social and Health Services. At Cosmopolitan Kids, we accept applications for admissions and employment without regard to race, religion, sex or national origin, gender, sexual orientation, age, socioeconomic status, differing physical or mental abilities, or communication and learning styles. Because we provide care for families with various backgrounds and beliefs, we do not include the teachings of religious practices or expose children to any certain moral values. But we have designed our programs to teach love, caring, and respect for others regardless of their religious affiliation, creed, color, nationality, origin, mental status, class or disability. We are required by Washington State Law to report immediately to the Child Protection Services or police if there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, or child neglect or exploitation. Unfortunately, we may not notify the parents in the event that C.P.S. or police are called about abuse. This is completely dependent on C.P.S. recommendations.

Children With Disabilities... We Can Do It!

Our policy is to accept children in compliance with the Americans with Disabilities Act (ADA), its implementing regulations, and any other applicable, local, state, or federal laws pertaining to the provision of services to those with disabilities. We review each child's situation on a case by case basis. Please discuss your child's needs with the Center Director prior to enrollment. For more information about enrolling a child with a disability, please contact ADA specialist at 1-800-628-2288.

About Our Staff

We know that children respond and learn more quickly when they feel loved and respected. Our staff has been carefully selected for their dedication to children. It is crucial that the people who provide your child with care are responsible, nurturing, patient, kind, and loyal. All lead care providers will have child development experience and knowledge. And we make sure that all employees meet state licensing requirements .

We will check complete criminal history/backgrounds on any individuals who will be interacting with the children. CPR training, HIV/AIDS training and tuberculosis tests are mandatory as well. We are devoted to keeping our staff up-to-date on current policies and procedures by holding regular staff meetings and keeping communication constant. We all work together as a team to plan future activities and to keep training an ongoing process. This includes attending valuable workshops and classes that give positive strategies regarding childcare. We consider all aspects to keeping your children safe, secure and happy and welcome any comments or questions regarding our staff.

Ratios

ONLY SO MANY CHILDREN CAN BE UNDER THE CARE OF EACH ADULT

Age of children	State	CK
2 months through 11 months	1:4	1:3
12 months through 29 months (toddler)	1:7	1:5
30 months through 6 years (preschooler)	1:10	1:7

Please know that Cosmopolitan Kids is dedicated to providing quality one-on-one interaction with your child. We strive to keep enrollment to a minimum in order to maintain small groups and individual care. Because we maximize our staff, our ratios will be below licensing requirements during peak hours (10:00 am - 4:30 pm).

The Way We Care For and Teach:

INFANTS

At Cosmopolitan Kids, we understand that infant care is a much needed and very in-demand service. That is why we have decided to reopen our infant rooms. Your infant's day will consist of one-on-one quiet time, play time, feeding, napping and exercising. Along with meeting your infant's basic needs, our trained staff will implement the most current developmental activities. We provide premium diapers/wipes, bottles, iron-fortified powdered formula, Gerber cereal & jar foods and a firm, cushioned mat for sleeping. The state requirement for teacher to infant ratio is 1 teacher for every 4 infants, however, Cosmopolitan Kids' infant ratio is 1 teacher for every 3 infants. Our caring, qualified staff members have first aid, infant, child & adult CPR and HIV/AIDS training.

TODDLERS

Children reaching the ages 1 to 2 1/2 are beginning to explore the world around them with wonderment and curiosity. They also begin to discover their own independence. Our personalized attention and care will encourage their self-esteem and self-reliance. As we focus on learning through discovery, your child will be stimulated intellectually, emotionally, socially and physically. They will have plenty of opportunities to choose their own materials, and activities suitable just for them. And they will experience social interaction during our group times as we read, sing, dance, paint, have our meals and various other activities. Our care providers take genuine interest in your child's growth, always listening to what your toddler has to say and give lots of encouragement, laughter and love.

PRESCHOOLERS

At this age children love to learn! So we have developed an age-appropriate hands-on learning program that focuses on all aspects of their development. Preschoolers will have every opportunity to discover math, manipulatives, science, language, dramatic play, arts, and crafts at our learning areas. As well as individual time, our group times incorporate music, movement, stories, concepts and fingerplays. Your child's curriculum will be a full day of fun and learning, preparing your little one for kindergarten.

Information About:

FEEDING

We consider feeding time to be a very important time for interaction. We will certainly make this a positive time. If your child has special food needs please discuss other options with our director.

DIAPERING

Diapering is a time for lots of eye-contact, smiles and social games. We use the best procedures to prevent the spread of germs. We always wear a new pair of rubber gloves for each change and sanitize our changing surfaces and hands after each changing. You will be receiving a daily progress report to inform you of the days happenings and please ask for more information if needed. Don't forget, the diapers are supplied by us!

POTTY-TRAINING

When you and your child make the decision to begin this stage of development, we will be happy to assist, working as a team with success as our goal. We can encourage children to take regular trips to the toilet, always offering encouragement and praise. We do suggest that kids wear easy pull-on pull-off clothing and training pants (plastic over underwear - no pull-ups please) during this process. Please feel free to come to us with further questions, suggestions and concerns.

NAP AND REST TIMES

We do so much during the day, we have to rest too. We provide a quiet, supervised rest period each day with cushioned mats and blankets. Please bring a personal (labeled) blanket from home for your child. Most states mandate a set rest time for toddlers and preschoolers that ranges from 1 to 2 1/2 hours. We will have your child take a short rest on a mat and then slowly transition them back into quiet activities such as reading or drawing.

MEALS AND SNACKS

Our entire menu is filled with things kids love and is planned to complete all federal and state guidelines. City of Seattle's Child Care Nutrition Program provide us with a full time nutritionist, home economist and a child care specialist to ensure that our meals are delicious as well as nutritious. Here is a preview of some of the things we will be serving (toddler/preschool).

- | | |
|------------|---|
| Breakfast: | Waffles
Yogurt
Banana slices
Toast
Whole Milk |
| Lunch: | Penne pasta w/red sauce
Bread w/butter
Mixed Vegetables
Sliced Melon
Whole Milk |
| Snack #1: | Saltine Crackers
Sliced Cheddar Cheese
Mandarin Oranges
Water |
| Snack #2: | Bagels
Cantaloupe
Apple Wedges
Water |

INFANT FOOD- Provided by Cosmopolitan Kids: Iron-fortified powdered formula, Gerber rice, wheat & oatmeal cereal and all Gerber jar foods.

Parent Involvement

Be a Part of It!

As part of our promise to provide the kind of care and education you want for your child, we feel you should be involved every step of the way. We have an open door policy giving you the opportunity to visit at any time during center's open hours. We also encourage your participation by joining special events such as performances and celebrations. Infants and toddlers will receive daily reports each day of attendance (preschool daily events are posted in the classroom).

Parent Conferences

Because we will be keeping you up to date on your child's progress, all conferences are by your request. However, we appreciate and encourage parent input and all requests, concerns may be brought to our attention *at any time*. We believe that it is important to establish a partnership with you; keeping constant communication in the best interest of your child.

Field Trip Policy

At Cosmopolitan Kids we will be providing children with supervised activities- both indoors and outdoors (weather permitting). We feel that we have created an outdoor play area on-site that will provide ample exercise and social interaction. Occasionally, our staff would like to utilize local facilities such as libraries, parks, etc. Staff members will be required to make sure that all children are secured in strollers/wagons and older children are joined by hand or link line. Our preschool goes on one field trip per month. You will be notified of the date, location, and mode of transportation prior to the trip.

Our Positive Approach to Discipline

WE HELP CHILDREN KEEP THEIR COOL.

Learning self-control is a normal part of growing up. At Cosmopolitan Kids, we know that most situations can be handled by redirecting a child to another, more appropriate activity. This is called "positive redirection". It is always our goal to teach the child to: 1. Learn to make good choices. 2. Learn problem-solving skills. 3. Learn basic human values of respect, trust, responsibility, honesty and caring for others. Our set of simple rules are clear, fair, consistent and presented in a calm and soothing manner. All expected behavior is modeled by our understanding staff. For example if the rule is "to use an inside voice" our child care provider's will only ask that of a child "in a quiet voice." We believe in giving all children the opportunity for empowerment. We offer children choices related to behavior such as asking "Would you like to put your shoes on all by yourself or would you like me to help you? " You may sit quietly and do a puzzle or you may join us for circle time." If a child misbehaves, we see this as an opportunity for learning. We use only positive steps in conflict resolution in order to strengthen self-esteem.

the child spends one-on-one with their caregiver in order to help the child recognize and evaluate emotions and behaviors. We will never embarrass or ridicule a child and we absolutely do not allow the use of corporal or physical punishment. If you have any questions regarding our discipline policy, please contact Center Director, Jen or Stephanie.

What to Bring?

YOU WON'T NEED MUCH

We will have so many fun things to do. Our days are filled with learning activities, projects, songs, and games. Your child will be discovering exciting educational toys every day! So we ask that you keep your child's toys at home for fear of loss or breakage. If anything is lost while at the center we will be more than happy to locate the missing item but cannot be held responsible for lost or damaged items.

WHAT SHOULD WE WEAR?

On Clothing: Because we will be busy painting, dancing, cooking, eating, playing both indoors and out, your child should be comfortable. We suggest play clothes and shoes that are washable as well as durable. Please be sure to dress appropriate to the changing seasons. And since your child will be very active all day, we ask that you bring a change of clothes, just in case. Also, please label all personal items including bathing suits, towels, hats and blankets.

Keeping Things Safe and Clean

SAFETY FIRST

At Cosmopolitan Kids we are always cautious of sick risks, so we like to keep everything disinfected and spotless. All of our surfaces (sinks, counters, tabletops, toilet seats, changing tables) are disinfected daily. Of course we thoroughly wash all dishes, flatware, bottles and nipples after each use and don't forget the floors, which are also kept swept and mopped. We will never keep disposables such as tissues, wipes and diapers exposed, those will be properly disposed of. We are sure to disinfect all toys and bedding materials at least once per week and more if needed. Keeping our center clean is a very important part to keeping your child and others healthy. Speaking of clean, our staff and children will wash their hands before eating, after bathroom visits and at any other appropriate time. Done together, this will surely teach your child valuable personal skills.

Maintenance

KEEPING THINGS IN CHECK

We take every possible precaution to make sure that your child is always safe in our center. We have purchased only state regulated equipment, materials and toys which will be inspected regularly as well as updated and replaced. Our facility is carefully monitored to insure that there is nothing in harms reach and we have regular maintenance inspections. We also have regular fire and safety drills so that we are fully prepared in the event of an evacuation or severe weather disaster. If such an emergency does occur, you will be contacted immediately.

Medical and Safety Issues

We understand that your child may need to take medications while at the center, so we will administer dated, labeled, prescribed medications by written approval of the parent. A Medication Treatment Authorization form must be completed. All medications must be stored in the original container with patient's name, instructions label (if not authorized by a physician), and an expiration date. A parent's written permission is required for prescription as well as nonprescription drugs such as: antihistamines, non-aspirin pain relievers and fever reducers, cough medicine, decongestants, anti-itch creams, diaper ointments, powders and sunscreen. All medications (including sunscreens, pain relievers, lotions, Vaseline, etc.) must be labeled with dosage appropriate for the child's age. Any medication lacking this will require a doctor's note outlining dosage specifics. We will keep a record of all medicines given to your child while in our care and work to accommodate your child's needs as well as any changes recommended by your pediatrician.

ILLNESSES

We hate to hear that your child is not feeling well, but to prevent any spread of illness within the center, we ask that you keep your child at home if he/she may be contagious. We ask that you give us a call to inform us of any absences or if you are unsure whether or not they are contagious. We perform daily health checks to insure that children are feeling well and if your child is ill while at Cosmo Kids, we may need to notify you to pick up your child. Any child exhibiting symptoms (please inquire) are separated from other children and cared for in our main office. We keep a file of emergency contacts or people you authorize to pick up your child. In the event of a more serious accident or incident, an ambulance may be called if necessary. Along with your medical records, we do ask for a phone number of your family doctor and preferred hospital.

SUDDEN INFANT DEATH SYNDROME (SIDS) POLICY

SIDS death (or "Crib Death") can occur in any setting and can happen to a family of any race, religion, ethnic or economic group. It most commonly occurs in babies between the ages of one week and one year of life. As your childcare provider, we are committed to reducing the risk of SIDS. We recommend that you as the parent follow these Cosmopolitan Kids policies at home as well:

1. Healthy infants should always sleep on their backs.
2. Do not allow the baby to get too hot or too cold.
3. The baby's bed should be a firm mattress or other firm surface. Do not place anything in the crib.
4. Wash hands before holding the baby.
5. Do not smoke around the baby.

If an infant is found unresponsive at Cosmopolitan Kids, our emergency procedure is as follows:

1. Call 911
2. Administer CPR
3. Call the child's parents

Please feel free to contact us regarding our policy or the SIDS foundation of Washington for any general information (1-800-533-0376).

Pesticide Policy

At Cosmopolitan Kids, we use no pesticides on a regular basis. If pesticide application becomes necessary, families will receive a minimum of 48 hours notice prior to the application. The full pesticide policy is available in the toddler room at each location. Please take the time to review yearly.

Emergency Procedures

MINOR EMERGENCIES

1. Staff trained in first aid will refer to the first aid manual located in the first aid kit. Gloves (Nitrile or latex) will be used if any body fluids are present. Staff will refer to the child's emergency form and call parents/guardians, emergency contacts or health care provider as necessary.
2. Staff will record the incident on an Accident/Incident Report, which will be kept in each classroom. The form will include the date, time, place and cause of the illness or injury, if known. A copy will be given to the parent/guardian the same day and another copy placed in the child's file.
3. The incident will also be recorded on the Illness/Injury Log, which will be located in the kitchen cupboard by the first aid kit.
4. Injury/Illness Logs will be reviewed monthly by the Director. The logs will be reviewed for trends. Corrective action will be taken to prevent further injury or illness. All reports, including this log, are considered confidential.

LIFE-THREATENING EMERGENCIES

1. If more than one staff person: one staff person will stay with the injured/ill child and send another staff person to call 911. If only one staff person: person will assess for breathing and circulation, administers CPR for one minute if necessary, and then call 911.
2. Staff will provide first aid as needed according to the first aid manual. Nitrile or latex gloves will be worn if any body fluids are present.
3. A staff person will contact the parent/guardian(s) or the child's alternate emergency contact person.
4. A staff person will stay with the injured/ill child, including transport to a hospital if necessary, until a parent, guardian or emergency contact arrives.
5. The incident will be recorded on an Injury/Illness Report and Injury/Illness Log as described in "Minor Emergencies".
6. Serious injuries/hospitalizations will be reported to the licensor immediately (name and phone on first page).
7. Staff will record the incident on the "Life Threatening Emergency Form, which will be kept in each classroom. The form will include the information as stated in #2 under Minor Emergencies
- 8.. The parent/guardian will sign receipt for a copy of the report. A copy will be sent to the licensor no later than the following day after the incident. A copy will be placed in the child's record.

Disaster Plan

Cosmopolitan Kids staff and children complete a fire drill once a month, and a disaster (earthquake, intruder, bomb threat, etc.) drill quarterly. In addition, all staff are trained in pediatric and adult CPR and First Aid, and required to maintain current certification. We also keep enough food and water onsite to sustain all staff and children for 72 hours. To ensure the health and safety of your child in the event of a disaster, please keep your child's emergency information up to date. When a disaster occurs, please do not attempt to call the center in order to keep phone lines open for emergency personnel. We will contact you as soon as we are able. For information during a local disaster, our out-of-town contact is Scott Smits at 509.939.3471. The full disaster plan is available in the toddler room at each location. Please take a moment to review the disaster plan yearly. The following are our procedures in the event of a lockdown, storm/snow, or power outage.

Emergency Lockdown / Intruder Alert Procedure

From time to time, schools and child cares have been faced with the threat of unauthorized individuals entering the facility. An intruder is defined as any visitor who, through act or deed, poses a perceived threat to the safety and welfare of children and employees. If at any time you are dealing with a person you feel uncomfortable around or are fearful for your safety or the safety of others, then you may be faced with an intruder situation.

There are key recommendations to implement regarding a lockdown, including those conducted because of an intruder:

1. It is important that all members of the building's staff understand, support and participate in the Intruder Alert procedures.
2. It is important to practice the Intruder Alert procedure in the facility several times per year, just as you practice fire drills.
3. Lockdown information will be given to parents upon enrollment. Parents will be notified of all lockdown drills and events. The facility will provide written materials for parents to help children understand and cope.
4. Parents will be given a pre-designated alternate pick up site if children and staff are evacuated. Parents should not try to enter the facility during a lockdown and may be kept away from the child care until authorities determine it is safe.

Administrator (Director or designee) Responsibilities – Intruder Alert

- If a person(s) comes into the facility, assess the situation. If you are uneasy or suspicious of the person(s) immediately have someone call 911.
- If a weapon is present, DO NOT CONFRONT – give pre-determined hand signal to another staff member for them to call 911 immediately.
- If no weapon is suspected, confront the intruder in the following manner:
 - Approach the individual in a non-confrontational manner with the assistance of another staff member.
 - Introduce yourself and the person with you to the individual in a non-confrontational way.
 - Ask the individual who they are and how you can be of assistance.
 - Inform the individual of the policy that all visitors need to sign in and guide him/her to the area where that is done.
 - If the individual refuses, do not confront him/her. Give the other staff member the pre-designated hand signal to call 911 If it is determined that the safety and health of children and staff are in jeopardy.