

Westwood Club Preschool Program Parent Handbook & Emergency Preparedness Plan

Westwood Club Preschool
17394 W. Bernardo Drive, San Diego, CA 92127
(858) 618-2159 Fax: (858) 485-6923
E mail address: Preschool@RBWestwoodclub.com
Community Care License Number: 372006182
Nancy Da Silva, Director

Table of Contents

<u>WWC Preschool Parent Handbook</u>	
Welcome to the Westwood Club Preschool	3
Philosophy/Mission Statement	3
Goals for Our Students	3
Admission Policies	3
Eligibility	
Enrollment and Registration	
Tuition, Payment, Credit, Withdrawal	4
Tuition Schedule	
Late Tuition Payments	
Returned Checks	
Tuition Credit (vacation or illness)	
Withdrawal	
Communication	4
Parent Concerns	
Newsletters	
Class Directory	
Cubbies	
Parent/Teacher Conferences	
Meet the Teachers Day/Parent Orientation	
Parent Volunteers	5
Health & Safety	5
Immunizations	
Illness	
Incidental Medical Services Plan	
Medications	
Medical Release after surgery/illness	6
Minor First Aid	
Pesticide Treatment Notification	6
Administration & General Information	6
Hours of Operation, Holiday Schedule	
Daily Schedule	
Arrival, Dismissal, Absences	
Snacks, Birthdays and Star of the Day	7
Dress Code	
Potty Training	
Discipline and Guidance	
<u>Emergency Preparedness Plan</u>	8
Emergency Response Plan	
During a Fire	
During an Earthquake	
Designated Evacuation Areas	
After a Fire or Earthquake	
Emergency Release Procedures	9
School Closure Policy	9
Recovery Operations	9
Be Prepared	10
Classrooms	
Preschool Staff	
Preschool Administration	
WWC Management	
Families and Children	
Emergency Team Assignments	11
Command Center Supervisor	
Damage Coordinator	
First Aid Coordinator	
Assembly Coordinator	
Transportation Coordinator	
Security Coordinator	
Sanitation Coordinator	
Quick & Easy Disaster Prep Plan	12
Reference Telephone Numbers	12
Addendums	
#1 - Earthquake Checklist (LIC 9146)	13
#2 - Emergency Disaster Plan (LIC 1940)	14
#3 – Notification of Pesticide Management	15

Welcome to the Westwood Club Preschool

In 1973 a small group of teachers and parents began a cooperative effort with the Westwood Club to create a special program for young children, 2 to 5 years old, living in Westwood and the surrounding communities. The goal of the WWC Preschool has always been to provide young children loving care in a creative, stimulating environment. We achieve this goal at our wonderful Westwood Club facility through the efforts of an exceptional team of highly qualified, educated teachers. Our teachers not only possess a background in child development and education, they also have that special fun-loving, generous and nurturing nature needed to help bring a child to his/her full potential.

We hope you will treasure your time here as part of the WWC Preschool family as much as we do.

Nancy Da Silva, WWC Preschool Director

Our Philosophy and Mission Statement

The Westwood Club Preschool acknowledges and respects the uniqueness of each child. We believe that a child's self-esteem is encouraged by experiencing success within an age appropriate environment and a rich, stimulating curriculum. Our curriculum engages a child's learning in all developmental areas, while at the same time allowing for individual differences in learning styles and encouraging creativity through a variety of play-based experiences. Our goals for the children in our program are: to build a strong sense of self-confidence and self-esteem and the development of the whole child with an emphasis on social/emotional skills and independence.

Our Goals for our Students

- Develop a positive self-concept, self-control and a sense of personal integrity, self-confidence and belonging.
- Develop curiosity about the world and confidence as a learner.
- Encourage imagination, creativity and personal initiative and self reliance.
- Develop relationships of mutual trust and respect with adults and peers. Learn to understand perspectives of other people and negotiate and apply rules of group living.
- Understand and appreciate cultural diversity.
- Use language to communicate effectively and to facilitate thinking and learning.
- Represent ideas and feeling through pretend play, drama, movement, music and art.
- Develop critical thinking and problem-solving skills
- Gain knowledge about the care of their bodies and basic health and fitness.
- Making friends, being friends, sharing friends and having fun!

Admission Policies

Eligibility - All children between 2 years of age and 5 years of age are eligible to register for the WWC preschool program. Our age guidelines are as follows:

- Prekindergarten class – a 5day/week class intended for children entering kindergarten the following school year.
- Preschool classes – Intended for children 3 or 4 years of age by December 1. Children *must* be potty trained.
- Children who just miss the date & are potty trained may be admitted at director's the discretion.

The Westwood Club Preschool does not discriminate on the basis of race, religion, national origin, sex or disability. We are dedicated to providing a safe and secure environment for children to explore and achieve success through a variety of educational and recreational activities.

Enrollment and Registration - WWC Preschool offers year round enrollment. Registration for the next school year begins in February. Priority is given to continuing students and siblings, and Westwood Club members. Enrollment is on a space available, first come, first served basis. Enrollment is subject to an annual, *non-refundable* registration fee of \$85 for members and \$165 for non-members, payable by cash or check to the Westwood Club.

To register, please verify with the director that the class you want has openings and complete and submit the registration form and fee to the director. The registration form and fee are required to confirm your child's enrollment. After your child is registered, please complete an admission packet. Admission forms are available for download at our website, <http://www.rbwestwoodclub.com/>, or at the preschool office. Mail or deliver the completed forms and a copy of your child's immunization record to:

Westwood Club Preschool
17394 West Bernardo Drive
San Diego, CA 92127

Tuition, Payments, Credit, Withdrawal

Tuition Schedule - Tuition may be paid by cash, check or money order made payable to the Westwood Club. Tuition is payable on the first of the month and is due *no later than* the 15th of each month.

School year tuition is paid in nine equal, monthly payments, September through May. Statements are emailed home and are available at the attendance table. Tuition may be paid in advance (quarterly, by semester or annually).

Late Tuition Payments – Tuition received after the 15th of the month will be subject to a \$10 late fee. If tuition is not paid by the 15th then the preschool may refuse to admit the child until the tuition and late fees have been paid or may terminate the child's enrollment in the program.

Returned Checks – All returned checks will be subject to a \$25 processing fee. If a check is returned for nonsufficient funds (NSF) a second time, then future tuition must be paid by cash or money order.

Tuition Credit – As a courtesy to our families, we offer a \$3/day credit for children who are absent for more than three consecutive classes due to illness or extended family vacations (credit begins the 3rd day of absence). Lunch Bunch credit is given at the discretion of the director. A 10% sibling discount is given on monthly tuition for a brother or sister concurrently enrolled in the school. No discounts or credits are offered during the summer sessions or for Lunch Bunch.

Withdrawal – Parents must notify the preschool of intention to withdraw 30 days in advance to avoid paying the next month's tuition. Mid-month withdrawal will be prorated on a daily basis.

Communication

Parent Concerns - The WWC Preschool has an open door policy. Parents are welcome and encouraged to stop in anytime to observe the classes or speak with the director. We believe it is important that you feel comfortable discussing any issues or concerns as they may arise. To minimize the disruption to the classroom activities, we request that parents who wish to meet with their child's teacher schedule a time when the teacher is available before or after class.

Newsletters and Flyers - A monthly newsletter is emailed home at the beginning of each month. The newsletter contains special dates to remember, classroom events and school activities. Notices and reminders of special events are emailed and are also posted on the class bulletin boards and at the attendance tables.

Class Directories - A contact list for each class is compiled and distributed to the WWC Preschool families in September and updated throughout the year. Parents agree to be included on the contact list when they sign the Admission Agreement. Parents may request to be removed from school directories any time by giving the director a written note.

Cubbies – Each child is provided a cubby to hold artwork and school notifications. The cubbies are shared between the MWF and TuTh classes. With this in mind, please:

- Remember to take all items from your child's cubby home at the end of each day.
- Don't bring large backpacks or toys (other than requested share items) there's simply no room!
- Don't put birthday invitations, announcements, food, gifts or anything intended for other children or parents in the cubbies ---- since the cubbies are shared among classes, there is no guarantee the right person will receive it.
- Absolutely, no business flyers or any form of solicitation are allowed in the cubbies.

Meet the Teacher Day and Parent Orientation - *Meet the Teacher Days* are held the week before classes begin. Both parents and students are invited to visit the classroom, meet their teachers, and ask any questions they may have about the program. The director will review the parent handbook and procedures for the first day of school and answer any questions or concerns parents may have about the first days of school.

Parent/Teacher Conferences - Parent/Teacher Telephone conferences are held in October after the children have had a chance to settle into the classroom routine. This conference allows parents a chance to find out how their child is adjusting, address any special concerns, and maybe find out about the new friends their child is making.

The prekindergarten classes conduct a kindergarten assessment for each child in early spring. The teachers send home "report cards" in May and are available at the parent's convenience for a parent/teacher one-on-one conference to discuss each child's academic, social, emotional and physical development through the school year.

Parent Volunteers - We love our volunteers! Thank you for being willing to share your time and special talents with our children. There are opportunities for parents to come and get involved; these may include coordinating activities for holiday parties (Halloween, Thanksgiving, Valentines Day, etc) or visiting the class as a "special guest speaker" during our multicultural week or community helpers week. Throughout the school year teachers in each class will have sign up sheets posted next to the attendance sheets. Some things to remember before you volunteer, California state laws requires:

- **Volunteers must provide a Proof of TB test certificate, and proof of measles, pertussis and influenza vaccinations to volunteer in the classrooms.** Please provide the director a copy of your certificate to keep on file before you volunteer.
- Only family members may volunteer.
- You may not volunteer for more than 3 hours a week or 10 hours a month.
- You must sign in and sign out each time you volunteer at preschool. Ask your teachers for the volunteer book when you arrive.

Health & Safety

Immunizations - State law requires that each child have an updated immunization record on file. Children will not be admitted to the school without proof of immunizations or a valid medical exemption.

California state law requires the following immunizations for all preschoolers 18mo and older:

3 Polio	4 DTP (diphtheria, tetanus & pertussis)
1 MMR on or after 1 st birthday	1 Hib on or after 1 st birthday
3 Hep B	1 Varicella

The City of San Diego requires that all children between 6mo and 7years provide proof of a blood lead test screening.

The school also needs to be aware of any severe allergies or physically limiting or life threatening conditions to ensure that the staff can respond properly to the needs of each child. These should be described on the Physician's Report included in the admission pack.

Illness - Help us maintain a healthy environment for all children by keeping children home if they have:

Diarrhea	Severe coughing	Yellowish skin or eyes
Difficult/rapid breathing	Sore throat or trouble swallowing	Pink eye (conjunctivitis)
Headache or stiff neck	Unusual colored stool or urine	Infected skin patch(es)
Vomiting	Temperature over 99 degrees	Sever itching
Loss of appetite	Unusual spots or rashes	Head Lice

If your child is either vomiting or having a fever, please keep your child home for at least 24 hours after all symptoms have disappeared and report all communicable diseases to the school office. Students who may have been exposed to a communicable disease will receive an "exposure notice" which explains the symptoms of the disease and requirements to return to school.

Incidental Medical Services Plan - The Westwood Club Preschool prefers not to administer any medications while a child is in our care. We realize sometimes it is necessary to do so for the health and welfare of the child. If a child requires medication during the three-hour school day, then the parent is requested to make arrangements to return to school and administer any medication.

If the preschool and the parent agree that, in an isolated instance, it is not possible for the parent to return to school and administer a child's medication, then the medications will be administered by the school under the following conditions. Types of incidental medical services to be provided will be prescription medications and OTC medications with a doctor's note only and a Parent Consent for Administration of Medications & Medication Chart, LIC 9221.

Prescription Medications --- Prescription medications will be administered only if the medication is in its original container with a prescription label attached. The doctor recommended dosage must be on the label as well as the child's name. A consent form must be filled out. Consent forms will be placed in your child's file. If a change in dosage occurs, a new label must be obtained.

Over the Counter Medications --- OTC medications will be administered only if the medication is in its original container. A consent form must be filled out. Consent forms will be placed in your child's file. OTC medications also require a doctor's note with the following information: duration the child will be taking the medication, start date, stop date, amount to be administered, and a time schedule of when the medication is to be administered. The note must be on the prescribing doctor's letter head with a phone number, doctor signature, and an office stamp.

Other Medications --- Epi Pens, Inhalers, and Nebulizers, will be given with a prescription and according to doctor instructions, require written parental consent and an individual plan. Epi Pens require an allergy list that is to be kept in a child's file with a list of reactions to look for. If an Epi Pen is administered, parents will be called. Nebulizers and inhaled medication also require completion of Nebulizer Care Consent/Verification, LIC 9166.

Record Keeping --- Records obtained and maintained include Parental/Guardian permission to provide incidental medical service, and written instructions from the child's physician. Staff training is to be provided by the child's physician; it must be written instructions or referral to a website. The referral to a website must be in writing. It is the parent's responsibility to obtain training materials for the childcare staff. A record of medication or service log with the times that medication was administered will be kept in the child's file.

Storage --- Storage of medication will be kept in a lock box and stored in the office. Medications that require refrigeration will be kept in a lock box in the refrigerator. It is the parent's responsibility to collect medications at the end of the day.

Administration --- The preschool director or a specifically trained, assigned teacher will administer all medications. Medications will be brought to an evacuation due emergency, in a lock box if deemed necessary.

Precautions --- Gloves will be worn while administering medication to insure no potential exposure to blood or body fluids. Hands will be washed immediately after removal and disposal of gloves, and disposal of used instruments in approved containers. A note will be attached to your child's daily sign in sheet if an incidental medical service was provided for your child.

Medical Release – Parents must provide a signed physician's release listing restrictions for a child who has:

- Broken a limb or other part of his/her body
- Sustained an injury requiring stitches
- Had surgery
- Been hospitalized or bed ridden for a prolonged illness.

Minor First Aid - The school is equipped to handle minor ailments and injuries (bumps, scraps and bruises). If a child is injured during school hours, an injury report will be completed and sent home in the child's cubby. The parent may also be informed by a telephone call or at pick up. The bruise, bump or scrape will be cleaned and bandaged and a cold pack applied if necessary and the child will be given *lots* of comfort and loving care until he/she feels ready to continue the day. If the child has bumped his/her head the parent will *always* be called. In the event of a more serious health emergency the procedure is as follows:

1. The parents are notified. If they cannot be contacted, the person listed as an emergency contact on the child's record is notified.
2. If no emergency contact can be located and the child needs care beyond what the school can offer, then the school staff is instructed to call 911.
3. In the event of a major medical emergency the staff will call 911.

Pesticide Treatment Notification – The Westwood Club is committed to maintaining an attractive, safe and healthy facility. The pesticides used at the Westwood Club have been approved by the Safe School Act AB2260 and the Department of Pesticide Regulation's School Integrated Pest Management (IPM). Our contracted pest abatement company inspects the club on the 3rd Wednesday of each month, before the club opens for the day. Pesticides are only applied if and where they are required. Signs, listing the spray dates and active ingredients of each product, are posted 24 hours prior and for 72 hours following the spraying. Please refer to Addendum #3 – Annual Notification of Pesticide Management/ Healthy School Act Of 2000, Amended 2007.

Administration & General Information

Hours of Operation and Holidays during the School Year

Office Hours	8:30-3:30pm M-F
Morning Session	8:45-11:45am M-F
Morning Lunch Bunch	11:45-1:45pm M-F

The WWC Preschool follows the PUSD school year calendar. Our school year begins the Tuesday after Labor Day and ends in approximately mid-June. The preschool is closed for Veteran's Day, Thanksgiving Break, Winter Break, MLK Day, PUSD district recess/President's week, Spring Break, and Memorial Day.

Arrival & Dismissal, Absences

Arrival and Dismissal -. Arrival time is 8:45am for all classes. Dismissal time is 11:45am. If parents ever require a longer day, Lunch Bunch is offered daily from 11:45am to 1:45pm. There is no childcare available after 1:45pm.

Parents/guardians **must** sign each child in and out of class each day using the parent's full name, and include time of drop off or pick up (this is a state law). **Children will only be released to approved adults listed on the child's Contact Information Form.** Parents may update this form at any time. Parents may give permission for adults not listed

to pick up their child by giving the director a written, dated note. If the teachers do not recognize the adult, then the adult will be asked to present identification when picking up a child.

Late Pick Up Policy - It is very important to be prompt at pick up time. Teachers are not available to supervise children who remain after class has ended. *There is a \$5 per each five minutes late fee assessed for all late pick ups.* Late fees are payable at the time of pick up. If there is an emergency and you will be late picking up your child, please call or email and let the director know so that the school can make arrangements to insure your child is cared for until you arrive.

Attendance and Reporting Absences - Attendance is taken daily in each classroom. Please notify the school by phone or email if your child is absent or tardy. If your child will be absent for a prolonged period, please note the days absent and expected return in the "Scheduled Absences" notebook located by the sign-in stations.

Snacks, Birthdays and Star of the Day - Throughout the year we celebrate each child during his/her birthday and as a "Star of the Day". The child is allowed to bring in a birthday snack to share with the class and lead classroom activities. Each class may include a few other activities; some classes have a child bring in a special "All About Me" poster and tell the class all about themselves, other classes allow the child to bring in several special things to "show and tell". Your child's teacher will send home a letter informing you when and how the class will celebrate your child's very special day.

Our school has a strict *no nuts* policy. We read the ingredients of everything we serve our students and encourage you to do so as well. Please be sure that any treats you send to school for your child to share with classmates do not contain tree nuts or peanuts. Any such treats can't be shared and will have to be sent home. All snacks must be store bought and in a sealed package (not homemade).

If your child has any food allergies or other dietary restrictions, please be sure they are listed on your physicians report and on the Consent for Medical Treatment form. In some instances, parents may be asked to provide a daily snack for their child.

Dress Code – "Learning is messy!" We highly recommend casual, comfortable very washable clothes for active participation in our always fun, often messy activities. Clothes should be easy for the children to get off and on..... if you have trouble with the buttons, buckles and belts, think of how hard it will be for them at potty time! *Closed toed/closed heel shoes with socks are a must!* Crocs, sandals, or flip flops are dangerous on the playground. Help us keep your kids happy and injury free.

Potty Training – We require that children entering our school *must* be completely potty trained. Our school does not have a diaper changing area, and our daily schedule does not allow time for a teacher to be absent from the class for a long period of time while changing diapers or pull-ups. We have frequent bathroom breaks throughout the day where all the children are encouraged to "just try". Our teachers are wonderfully patient and understanding, if a child has an occasional "wet one" the teachers will clean, change and reassure your child and encourage them in their efforts to become more independent (we even have extra clothes available!). If your child has a potty accident at school, you will be called and requested to come immediately and care for your child. If a child has frequent accidents, then your child may be removed from the class until his/her potty training is complete.

Discipline and Guidance - We believe one way to prepare children for future success is to help them develop self-control, resolve conflicts and become responsible for their actions and behaviors. We accomplish this through the use of positive guidance techniques that offer developmentally appropriate choices and set clear and consistent rules and consequences. Children must be involved in the learning process to learn to work and play harmoniously.

We firmly believe children should never be made to feel humiliated or rejected. Physical, verbal, or emotional punishment is never allowed. Sometimes a child may need to be separated from the group for a short period when he/she needs a few quiet moments away from the stimulating school environment. This cooling off period is used judiciously and only after other avenues of guidance have been tried. If we have concerns about a child's behavior, we will inform his/her parents/guardians as soon as possible and collaborate on a plan of action for positive change. From time to time, children have altercations over toys or personality differences and physically hurt one another. If a child has been hurt by another child, we will inform all families involved either by a written "incident report" or verbally detailing what happened and how we mediated the situation. Emotional upsets are handled by the staff and don't require an incident report.

Emergency Preparedness Plan

In case of a disaster such as an earthquake or wildfire evacuation, children will be supervised at the school site until a parent or emergency contact person picks up the child. Earthquake and fire drills are conducted throughout the year to familiarize the children with emergency procedures. First aid and emergency supplies are stored at the Westwood Club in case of a disaster. *It is imperative that each child have a complete, accurate emergency/contact information card on file to insure the proper quick response by the school in case of a disaster or personal illness or injury. Please include an out-of-state and out-of-area telephone contact that can be used to relay status information in case local phone lines are overloaded.*

The following emergency disaster preparedness plan has been developed and implemented so that we may ensure the safety, health, comfort and speedy release of our students to their parents as soon as possible in the event of an emergency.

In case of an emergency/disaster we will do our best to follow the plan no matter the severity of the situation. Our responsibilities are to provide safety and shelter. Parents are responsible to provide required information and items for their child's safety, comfort and safe return to them. Other emergency disaster agencies may direct us to follow their plan upon assessment and evaluation of the circumstances. We will remain with our children until directed otherwise and/or until all are released to their respective families or authorized adults.

Emergency Response Plan

During a Fire – If children are inside a building, have them exit the safest doorway immediately and go to an evacuation area.

- Do not break open windows or doors, use only the main exits out of building
- Do not encourage the saving of objects (toys, jackets, food, cubby items, etc.)

During an Earthquake - If children are inside a building, keep them indoors and have them take cover immediately. Have the children:

- Get under a sturdy table/desk - duck, drop and cover, *or*
- Brace themselves in an inside corner away from windows, *or*
- Move to an inner wall or hallway
- Don't encourage the saving of objects.
- Grab anything on hand (coat, blanket) to shield their heads and faces from falling rubble and breaking glass.
- Stay indoors and do not rush outside. The greatest danger from falling debris is just outside doorways and close to exterior walls.

If children are outside have them stay there.

- Move children away from the path of falling walls, power poles, trees
- Stay away from metal fences; fallen electrical lines

Designated Evacuation Areas

An emergency evacuation plan is posted in the classrooms and reading room. Teachers will take the daily attendance records with them and evacuate children to the safest, closest area:

- Children in the classrooms will be evacuated to the baseball field or the gazebo/picnic area.
- Children in the gymnasium/ bathrooms will be evacuated to the baseball fields
- Children in the reading room will be evacuated to the tennis/picnic area.
- Children at the playground or wading pool will be evacuated to the gazebo/picnic area.
- Teachers will take head count/attendance to verify all children have been evacuated.

After Fire or Earthquake

- Check for fires, hazards, gas leaks.
- Turn off appliances and utilities if major damaged has occurred.
- Be prepared for any aftershocks, new fire outbreaks, etc.
- Secure site (WWC) with barricades or personnel.
- Set up Emergency Operations Center (for communications)
- Set up evacuation and release site for staff and children (lawn area by the gazebo)
- Prior to reentry, survey buildings for structural safety (done by qualified personnel)
- Make an assessment of damage to school buildings and property. Assess outdoor damage as to safety from falling debris open walkways, ditches and other protrusions.
- Use flashlights for illumination when necessary (don't light matches, cigarettes, or turn on electrical switches.)
- Put on heavy shoes and carry head and face protection.
- Make decisions to evacuate to the designated evacuation assembly place set by the EMS.
- Set up an emergency 72 hour camp if not evacuated to another assembly area

Emergency Release Procedures for Teachers, Parents and Students

- Students will be evacuated from the classroom to the nearest, safe evacuation area (ballpark, gazebo area, tennis area.)
- Teachers will take attendance to verify all students are accounted for.
- If the facility is ordered to evacuate, the classes will reassemble for dismissal in gazebo/picnic area.
 - A head count will be repeated to ensure all students are accounted for.
 - Teachers will keep children together in the designated area. Children may leave the area with a preschool staff member for bathroom or personal needs. Other teachers must be informed before a teacher leaves with a student.
 - Teachers will wear name tags with ID and tag the children with name/telephone number/parent's names.
 - Teachers will provide children with food (snack food) and water (bottled) as needed.
 - Teachers will maintain an active, accurate headcount of children as children are dismissed.
- A teacher will be stationed at the club front gate with the student's emergency release forms.
- Parents/guardians who are not recognized by the teachers will be required to show identification and teachers will verify they are on the student's emergency release forms; teachers will then release each child individually to his/her parent/guardian and have the adult sign the release form.
- Students will only be released to guardians listed on the emergency release form.

In case of major damage whereby authorized agencies (i.e. Red Cross) become the responsible parties for the welfare of the children.

- A staff person is to remain until all children are accounted for and/or released up to 72 hours according to law.
- Preschool personnel are responsible to work with the authorized agencies such as Licensing, Red Cross, EMS (community volunteers) Paramedics Fire and Police Departments - RSVP Senior services.

Priority staff release during disaster response.

- Staff with young children are released after head count and relocations take place.
- Staff with older children living at home are released after assessment and comfort is made available to our preschoolers.
- All other staff remains until safety operations are in place.

School Closure Policy

The school will be closed if:

- The safety/integrity of the structures and premises are compromised.
- Air quality is determined unhealthy by appropriate authorities or authorized agencies.
- Agency or authority determines conditions are questionable to remain open.
- Westwood Club is closed
- Public schools have been closed.
- Staff is not available due to existing emergency
- Utilities are shut off

In the event of a school closure families will be notified as quickly as possible and informed of dates to reopen by:

- Telephone Trees
 - by staff
 - by parents - assigned families
- Front Office response
- Established e-mail group list

Recovery Operations

Recovery operations will take time to implement and complete whether a natural disaster or civil disturbance; the complete timetable requires school personnel, club management and responsible EMS agencies to assess and put in place recovery methods and actions.

The first object of recovery operations is to restore order and normalcy. The following checklist is a guideline to recovery from a disaster.

- Prior to re-entry, survey school buildings for structural safety (done by trained, qualified personnel).
- Document all damage to school via survey reports and photographs/video. The various insurance companies, federal and state agencies and district personnel will inspect damage and make detailed estimates in order to insure the safety of the facility and provide reimbursement for losses or reconstruction.
- Isolate and/or barricade all hazardous areas and request qualified technical assistance to evaluate the degree of hazard mitigation efforts.
- Check all public utility services to the facility and ensure they are operational.
- Once all outside agencies have evaluated the damage and withdrawn, debris has been removed and any remaining hazardous areas isolated, plans to reopen the facility may be implemented and personnel may return to their regular assignments.

Be Prepared – Responsibilities of the Westwood Club, the Preschool, our staff and our families

The WWC Preschool Disaster Preparedness Plan is developed and evaluated annually with input from Westwood Club management, preschool staff and families. The WWC Preschool is evaluated annually by the San Diego County Fire Marshal and consistently meets their criteria and the requirements set forth in the Health and Safety Code 159.876. Staff maintains valid certifications in Adult/Child/Infant CPR and Pediatric First Aid.

To ensure that we may handle an emergency or natural disaster swiftly and efficiently, we have instituted the following guidelines.

Preschool Classrooms

- Fire extinguishers are kept in the classroom, kitchen, MPR and gym. Staff is trained on the proper use of the extinguishers.
- 27 Things to Help You Survive an Earthquake and Earthquake Preparedness Checklist (LIC9148) are posted on the school bulletin board and included as addendums.
- Classrooms are regularly inspected and kept hazard free:
 - Children playing away from glass
 - Tall heavy storage units are secured to walls
 - Books, manipulatives, art supplies kept on lower shelves.
 - Cupboards are secured with child proof locks
 - First aid kits are kept in classroom, playground and kitchen.
- Fire drills and earthquake drills are held throughout the school year.
- First aid procedures and emergency first aid kits are maintained by the preschool and club.

Preschool Staff

Members of the staff are assigned the following responsibilities during an emergency:

- Supervisor/assistant(s) - damage assessment, all clear, communications (between parents and EMS), dismissal
- Coordinator/assistant - first aid
- Coordinator/assistant – transportation as required
- Coordinator/assistant - supplies and food

The staff are trained for their emergency assignments as listed in the Emergency Disaster Plan, LIC 610.

Staff must:

- Have available a pair of sturdy shoes, jacket, gloves, work clothes, blanket, personal hygiene items, medication, extra glasses or contact solution (if required).
- Be prepared to stay 72 hours or until released. Staff will help assess quake damage, set up an evacuation site and maintain the facility as best as possible. All staff members are first and foremost responsible for the welfare of the preschool children.
- Familiarize the children with proper fire and earthquake evacuation procedures through frequent safety drills.

An Emergency Packet made available to staff includes: Emergency Prep List, Teacher Scenario, Team Assignments and duties, Item Action Form, Site Incident Report, Communications report, assembly status, RPM, shock fire extinguishment forms.

Preschool Administration

- Develop disaster preparedness procedures and preschool staff training
- Maintain supplies of emergency food, water, and equipment at the Westwood Club.
- Maintain first aid and CPR certifications and provide training for personnel.
- Keep records of fire drills and earthquake drills.
- Coordinate and educate families regarding preschool/club policies.

Westwood Club Management

Westwood Club will:

- Train personal to know location of utilities shut off, gas main and water main, and circuit breakers. (Handled by Westwood Club Employees)
- Establish an evacuation route and assembly areas and maintain communications with emergency services.
- Identify the appropriate evacuation center and procure transportation.
- Provide a supply storage area for 72 hours
- Handle communications with outside agencies.
- Provide battery operated radio tuned to KWIZ 1480 Am or KEZY 1190AM.
- Reports all serious injuries to EMS personal.

Families and Children

- Parents are invited to become educated and attend a Westwood Club Preschool Disaster Preparedness Workshop presented by the school.
- Staff and parents may be asked to form telephone trees per class and update as needed.
- Complete and return emergency release forms and identification cards. Inform the preschool of any changes to this information throughout the year.
- An additional clothing and money to maintain a 3 day food supply at the preschool may be requested. These items or not always required since WWC preschool is a ½ day program.

Team Descriptions and Duties and Assignments

The following is a description of emergency duties which will be set into operation in case of earthquake or other disaster. Command Center Supervisor - handles communications with outside agencies and staff and directs all staff teams. Sets up the battery operated radio tuned to KWIZ-1480 AM or KEZY 1190 AM. **Local volunteer EMS trained person will set up the communication center.** The supervisor shall be the central point of contact for information and directives and shall relay information to the necessary teams; establish communications with parents and the community (if necessary) and use the Emergency Communications Report to document communications and actions.

Damage Coordinator (assigned by EMS) - is the first to leave the shelter and determine if evacuation routes are clear and if movement is safe. Examines structure to determine stability for occupation. Shuts off utilities with Management's permission if custodial staff is not available. Determines area for assembly, if evacuation is not assigned. Directs set up of emergency camp until families arrive for their children.

First Aid Coordinator - sets up the first aid treatment area using supplies located on site. Sets up two areas for injured victims: one for immediate care, one for delayed treatment. Assigns personnel to assess and check in victims and keep records where located. Team members will re-triage victims, do a head to toe exam and provide first aid treatment within their training. Have on site, first aid procedures for injuries including bee stings, shock, splinters, etc. First Aid coordinator/assistant will search for victims not accounted for on roll call. Room to Room search will coordinate with EMS and victims will be triaged evaluated for RPM and shock, Searched buildings are tagged for time and date and in a set pattern.

Food/Supplies Coordinator - gathers supplies from storage area and sets up temporary camp, if needed. Moves food from storage and sets up cooking area and supervises the preparation of food. Brings children's individual personal clothing and various items to assembly area.

Assembly Coordinator - oversees the assembly and dismissal of children. Parents must show proper ID and sign out their children. Security will check for proper ID before releasing children to leave the premises. If a person is not listed on the Check Out Center master roster (information taken from Emergency contact sheets) or is unable to show proper ID, s/he will be sent to the Command Center check out team for emergency card verification. The Check out team will be responsible for accountability and release of students to adults not listed in the check out center master rosters or those unable to provide proper ID.

Transportation coordinator - will report to EMS and assign teams to move minor injured victims to first aid stations or prepare seriously injured victims for hospital transportation. Victims are moved on stretchers and marked immediate and delayed. Immediate tagged victims receive priority treatment.

Security coordinator - assigned by Westwood Club management to maintain security during evacuation and dismissal.

Sanitation coordinator - is a Westwood Club management assigned person in charge of creating male/female bathroom facilities using tarps for screens and commercial toilets/trash cans for facilities. Preschool staff will monitor children who come and go from the area.

Quick and Easy Disaster Prep. Plan

- Classes evacuate buildings and playground and assemble on Ball Fields or gazebo grass or tennis courts.
- Teachers must carry the following with them.
 - Roll book
 - Emergency release forms (on Blue cart)
 - Cell phone (Nancy Da Silva)
 - First aid kit from classroom or kitchen
 - All required forms as noted in Emergency Preparedness Book
- Teachers take head count in designated relocation area.
- Designated jobs. Flexible according to need. *2 teachers stay with children during set up times.*

Command Center	Director or Asst Director
Telephone Tree	1 teacher per class
Head counts	1 teacher per class
Release of children	1 teacher per class
Food/water set up	1 teacher
First Aid	1 teacher
Transportation	1 teacher

Substitutes fill in primary teacher's responsibility. All teachers are required to stay until children are released or re-assigned to another location. Teachers are required to follow children to a designed disaster center. Staff released after kids sent home or command center clears us.

- Keys to unlock WWC Emergency Kit and shut off gas, water and electricity handled by WWC Staff

Backpack Kit for Preschool

Stored in classroom, kitchen or reading room

Contains the following items:

- Children's emergency & medical release forms
Stored at sign in station (blue cart)
- Family Signed Student Release Form
- Roll book – Stored in Classroom
- EMS telephone numbers
- First Aid kit/scissors/knives/
- Pens, pencils, paper
- Flashlight
- Radio set to KWIZ 1480 or KEZY 1190 AM
Stored in gym by volunteer EMS personnel

Backpack kit for staff (individual teachers)

- sensible working shoes, gloves, jacket
- personal hygiene items/medications
- glasses (extra pairs)
- hat or head gear (helmet)

Backpack for School or barrel

- solar blankets
- water/food
- tools, camp style gear
- can opener, matches, and scissors
- EMS telephone numbers

Reference Telephone Numbers

- State Office of Emergency Services (916) 427-4201
- City/County Office of Emergency Services (858) 565-3490
- American Red Cross - So Calif (909) 986-6651 Local - Escondido (760) 745-3221
- Federal Emergency Management Agency (202) 646-2812
- Governor's Office of Emergency Services (916) 427-6659
- California Earthquake Preparedness Project - (415) 642-6017 So Calif (SCEPP) - (818) 795-9055
- California Emergency Services Association (415) 646-5908
- California Specialized Training Institute (805) 549-3541
- QuakeSafe Resource Center for Schools (213) 825-4191
- GAS AND ELECTRIC 1-800-415-7343
- Fire Department (858) 489-0170/(760) 489-0170
- AMBULANCE (760) 489-0170
- Police Department (858) 531-2000
- Poison Control (1-800) 876-4766
- Hospitals Pomerado (858) 485-6511 Palomar (760) 734-3000
- Child Protective Services (858) 560-2191 - 1-800-344-6000
- Crisis Center 1-800-479-3339
- Ambulance/Police 9-1-1 (760) 489-0170

Addendum #1 – Earthquake Preparedness Checklist (LIC 1940)

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

EARTHQUAKE PREPAREDNESS CHECKLIST (EPC) *

Health & Safety Code 1596.867 requires an Earthquake Preparedness Checklist Emergency Disaster Plan (LIC 610, LIC 610A and 610A (SP)) and be made accessible to meet this requirement.

A. ELIMINATE POTENTIAL HAZARDS IN CLASSROOMS AND THROUGHOUT THE SCHOOL

- | | |
|---|---|
| <input checked="" type="checkbox"/> Bolt bookcases in high-traffic areas securely to wall studs. | <input checked="" type="checkbox"/> Assess and de |
| <input checked="" type="checkbox"/> Move heavy books and items from high to low shelves. | <input checked="" type="checkbox"/> Enlist parent securing emergency care site. |
| <input checked="" type="checkbox"/> Secure and latch filing cabinets. | <input checked="" type="checkbox"/> Store a 3-day juice, canned f |
| <input checked="" type="checkbox"/> Secure cabinets in high traffic areas with child safety latches. | <input checked="" type="checkbox"/> Store a 3-day : |
| <input checked="" type="checkbox"/> Secure aquariums, computers, typewriters, TV/VCR equipment to surfaces (e.g., by using Velcro tabs). | <input checked="" type="checkbox"/> Store food an portable plasti |
| <input checked="" type="checkbox"/> Make provisions for securing rolling portable items such as TV/VCRs, pianos and refrigerators. | <input checked="" type="checkbox"/> Store other em with extra batt |
| <input checked="" type="checkbox"/> Move children's activities and play areas away from windows, or protect windows with blinds or adhesive plastic sheeting. | <input checked="" type="checkbox"/> Maintain a c emergency nu room stored w |
| <input checked="" type="checkbox"/> Secure water heater to wall using plumber's tape. | |

B. ESTABLISH A COORDINATED RESPONSE PLAN INVOLVING ALL OF THE FOLLOWING

CHILDREN:

- Teach children about earthquakes and what to do (see resource list below).
- Practice "duck, cover, and hold" earthquake drills under tables or desks no less than 4 times a year.

PARENTS:

- Post, or make earthquake sa parents or alti planned evacu and communic

C. CHILD CARE PERSONNEL AND LOCAL EMERGENCY AGENCIES:

- Identify and assign individual responsibilities for staff following an earthquake (including injury control and damage assessment).
- Involve and train all staff members about the earthquake safety plan, including locating gas.
- Contact nearby agencies (including police, fire, Red Cross, and local government) for

Addendum #2 – Emergency Disaster Plan for CCC (LIC 610)

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

**EMERGENCY DISASTER PLAN FOR
CHILD CARE CENTERS**

INSTRUCTION
Post a copy in
Licensee is res
Return a copy

NAME OF FACILITY Westwood Club Preschool Program		ADMINISTRATOR OF FACILITY Nancy Da Silva
FACILITY ADDRESS (NUMBER, STREET, 17394 West Bernardo Dr	CITY, San Diego	STATE, CA

I. ASSIGNMENTS DURING AN EMERGENCY (USE REVERSE SIDE IF ADDITIONAL STAFF)

NAME(S) OF STAFF	TITLE
1. Da Silva/Ater/Salomon	Director/Teacher
2. Lazaroiu/Cheruku	Teachers
3. Salomon	Teachers
4. Salomon	Teachers
5. Fluss	Club Manager
6.	

II. EMERGENCY NAMES AND TELEPHONE NUMBERS (IN ADDITION TO 9-1-1)

POLICE OR SHERIFF 858-531-2000	OFFICE OF EMERGENCY SERVICES
RED CROSS 1-760-745-3221	POISON CONTROL
HOSPITAL(S) Pomerado 858-485-8511	OTHER AGENCY/PERSON
CHILD PROTECTIVE SERVICES 1-619-528-4000	

III. FACILITY EXIT LOCATIONS (USING A COPY OF THE FACILITY SKETCH [LIC 999] INDICATE EXIT LOCATIONS)

1. Gazebo Lawn	2. Tennis Courts
3. Ball Fields	4.

IV. TEMPORARY RELOCATION SITE(S) (IF AVAILABLE, SUBMIT LETTER OF PERMISSION FROM LOCAL AGENCY)

NAME RB Swim & Tennis	ADDRESS 16955 Bernardo Oaks Dr. San Diego, CA 92128
NAME Qualcomm Stadium	ADDRESS 9449 Friars Rd. San Diego, CA 92111

V. UTILITY SHUT—OFF LOCATIONS (INDICATE LOCATION(S) ON THE FACILITY SKETCH [LIC 999])

ELECTRICITY Utility Room (#1)
WATER Parking Lot - NW corner (#2)
GAS Parking Lot - street NW corner (#3)

VI. FIRST AID KIT (LOCATION) Preschool Director Office, Classroom (in cabinet closet)

VII. EQUIPMENT

**Addendum #3 –WWC Preschool Annual Notification of Pesticide Management
Healthy Schools Act of 2000, Amended 2007**

Dear Parent or Guardian,

The California State Healthy Schools Act of 2000 was signed into law in September 2000 (amended in January 2007). It requires all public and private schools including day care centers and preschools to provide parents/guardians of students with an annual written notification of pesticide use on school sites and identifying the active ingredients in each pesticide product. For more information on pesticides and their alternatives please visit the Department of Pesticide Regulation's School Integrated Pest Management (IPM) at www.schoolipm.com. Notifications are sent out at the beginning of each school year in September.

Pesticide application dates will be posted on the school bulletin board and at the club office **24 hours** prior to application and will remain posted **72 hours** following the application date. Parents or guardians may request prior individual notification of pesticide applications at the Westwood Club. If you would like to be notified every time an approved pesticide will be applied please ask for the form from our Preschool Director, Nancy Da Silva.

The Westwood Club is committed to providing a safe and healthy school site while maintaining attractive grounds. Our pesticide management company, R & D Pesticide Services Inc. (License # 020230001, expiration date 12/09) uses products with a caution label. Additional information may be found on their website at www.RDPest.com or telephone (858) 487-4779.

R & D Pesticide Services Inc. may apply all or some the following products.

Advance (Abamectin)	Fumitoxin(Aluminum Phosphide)	Talstar (Bifenthrin)
Bifenthrin T/F (Spekoz)	Maxforce FC (Fipronil)	Termidor(Fipronil)
ContraC (Bromadiolone)	Maxforce (Hydramethynon)	Terro (Sodium Tetraborate)
Demand CS (Cyhalothrin)	PCQ Bait (Diphacinone)	Ultracide (Pyriproxyfen/Permethrin)
Drione (silica Gel, Pyrethrins)	Phantom (Chlorfenapyr)	Wasp Freeze (Allethrin/Phenothrin)
Fluorguard (Sulfuramid)	Talon (Brodifacoum)	ZP Bait (Zinc Phosphide)

Pesticide management applications are typically applied around the 3rd Wednesday of each month, before the Westwood Club opens in the morning.

If you have any other questions, please contact your school director, Nancy Da Silva at preschool@RBWestwoodClub.com or by telephone, (858) 618-2159.

Sincerely,
Steve Fluss Westwood Club Manager
Nancy Da Silva Preschool Director