

# Holy Martyrs ARS Ashkhen Pilavjian Preschool

## SAFETY GUIDELINES



HOLY MARTYRS A.R.S.  
**ASHKHEN PILAVJIAN**  
PRESCHOOL

*We care about children and  
strive to create a safe and  
healthy environment*



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## **SAFETY PRECAUTIONS FOR AGE RELATED ACCIDENTS**

Accidents are a major cause of death among children in this country; therefore, it is important that every adult becomes aware and alert to the needs of children.

### **Two-year-Old-Children:**

This is a climbing age. Place a protective barrier around any area that may be dangerous to climb.

This is a wandering age. Lock all exits that may lead to potential danger. Toys should not have parts that can break or splinter easily.

This is an experimental age. Sharp objects, matches, electrical plugs, and scissors should be kept where children cannot get to them. Either repair or discard splintered, rickety, or rusty objects.

### **Three-Year-Old-Children:**

Three-year-olds are always in a hurry. They don't always look where they are going. They know and understand the safety rules you have taught them, but they may be in such a hurry that they will trip over objects on the floor.

This is an experimental age. Drugs, poisons, cleaning materials, and chemicals should all be kept safely out of reach.

### **Four-Year-Old-Children:**

Four-year-olds are eager, quick, and seemingly in constant motion.

They can understand safety rules and will remind others of them, but they can't be trusted to remember them at all times. Therefore, they still require constant supervision and frequent, firm reminders about such things as running out into the street, watching out for cars coming in and out of driveways, and obeying school rules.

This is a manipulative age. Give children careful instructions for the use of tools and remind them to put tools back in their proper places after they have finished using them.

### **Five-Year-Old-Children:**

Five-year-olds are dependable, conscientious, and anxious to please; however, they are also impulsive, investigative, and full of energy.

They can help with younger children in taking necessary precautions, but since their judgment is still that of a child with a child's limited view of the world, they continue to require adult supervision.

## **PARKING AND AUTOMOBILE SAFETY**

**Please pay attention and honor City of Los Angeles traffic rules.**

- When entering the school's parking lot, please drive no more than 5 miles per hour.
- Keep your children next to you at all times.
- Park your SUV or VAN in the Hayvenhurst parking lot.
- If you do not have a handicap sign, do not park in the handicap space.
- Having good relation with the neighbors is important for the school; therefore, please do not block their driveways.



**To avoid unnecessary traffic problems, we request immediate departure after signing the child in or out.**

### **CAR SEAT LAW**

State Law requires children under the age of 6 or 60 lbs. to be seated in an approved child car seat at the time of transportation by an automobile.

## **SAFETY RULES FOR CHILD PICK-UP AND DROP-OFF**

1. According to State Licensing regulations, **parents are responsible for signing in and signing out** their children on the attendance form upon arriving and leaving the school. Attendance Forms are posted in the child's classroom.
2. ***Under no circumstances will a child be released to a person without prior written or verbal authorization from the parent/guardian. The staff will not release your child to anyone (including a staff member) without this authorization.***
3. **Note:** It is **legal** for either parent to pick-up the child, unless the school has a copy of a court order restricting visitation.
4. **The school must be notified in writing immediately if there is a permanent change in the child pick-up authorization form.**
5. The persons who have your authorization to pick-up your child, must be 18 years of age or older and have proper picture identification (i.e. driver's license or equivalent).
6. **To assure parent and child safety on campus grounds, we request immediate departure after signing the child out.**

## **CAMPUS SECURITY AND SAFETY**



### **School Gates:**

- Hayvenhurst gate will be closed from 9:15 am to 2:30 pm
- Glass door entrance on Parthenia St. will be locked from 9:15 am to 2:30 pm. To enter the school, please ring the bell and the door will be opened by a staff member.

**Persons unknown to the staff will be asked to enter from the office entrance and will be required to show a picture ID.**

### **Visitors and Volunteers:**

Visitors must check in the office and be directed to the classes accompanied by a staff member. Volunteers are also expected to check in the office and are required to have a current TB clearance and physical examination report.

**Holy Martyrs ARS Ashkhen Pilavjian preschool administration reserves the right to ask for proper identification from any UNFAMILIAR person on the school grounds, and request their departure if needed.**

***Upon picking up children in the afternoon, parents are urged to leave the campus (including playgrounds and parking lots) immediately in order to avoid accidents and parking suggestions.*** Any unusual circumstance or suspicious automobile on the campus or around it will be reported to the police by the administration.

### **Child Abuse:**

All staff members are legally mandated to report any suspected case of any type of child abuse or neglect to authorities.

### **Clothing Safety:**

Play is the language of children and their way of learning. The school's uniform is designed to accommodate children's comfort and safety. Also, the following should be considered for children's clothing.

1. Children should wear sturdy and comfortable shoes suitable for walking running and playing. Open toe shoes and sandals are not permitted in the school.

2. Common sense should be practiced for the child's hairdo, worn jewelry (especially earrings), and any other article of the child's clothing.

### **Safety Precautions for Toys:**

Children are allowed to bring a special toy for naptime and also one to share with their friends on sharing days. Other than sharing and sleeping toys, children are not allowed to bring items from home. The school does not assume responsibility for lost or broken items, including bedtime and sharing toys. However, please note that toys brought to school are subject to being damaged or lost.

**No guns or weapon toys of any kind are permitted in the school.** *Jewelry, knives, war toys, nail polish, lipsticks, money, vitamins, pills and other dangerous items should not be sent with the children.* We recommend that parents avoid the following toys to prevent injuries:

- Toys that break easily.
- Toys that cut or puncture.
- Toys that pinch.
- Toys that can be swallowed.
- Toys that are toxic or not clearly marked non toxic.

### **Field Trip Safety Procedures:**

The following procedures will be taken to safeguard the children and families on field trips:

1. Transportation will be provided only with a commercial school bus. Children will not be transported with private vehicles. In case of technical bus problems, the bus company will be contacted and a replacement will be requested.
2. For three & four year old groups, adult to child ratio will be one to three. For two year old groups, parents will accompany them on the day of the fieldtrip.
3. Children will wear the school's uniform.
4. Teachers will carry cell phones as a communication device.
5. First Aid kits will be taken.
6. Teachers will have emergency release form for each child.
7. Snack and water will provided by the school.



## **HEALTH REQUIREMENTS AND MEDICAL EMERGENCIES**

Immunizations are required to preclude the potential for spread of dangerous diseases among the children in a group setting. The State of California and NAEYC require that children receive an annual physical exam up to age 6 and a series of immunizations before entering a school or a child care facility and during school years.

1. Children will not be enrolled unless an immunization record is presented and immunizations are up-to-date.
2. Parents are required to complete the following health forms and return them to the preschool office before the school year begins:



- ✓ Child's Pre-Admission Health History – Parent's Report
- ✓ Child's Pre-Admission health Evaluation – Physician's Report
- ✓ Parent Consent to Administer Tylenol – Parent & Physician

3. **Tylenol** is the only medication that the school carries. It is considered a prescription medication. Therefore, parent's permission and a physician's consent are required. (Form Parent Permission – Physician's Order to Administer Tylenol).
4. Other than Tylenol, medication will be administered only to children with a life threatening condition, such as, allergy, asthma, seizure and other chronic conditions. Child's physician's consent is required

- to administer medication. Parents should supply the medication with the original prescription label, indicating the child's full name, physician's name, expiration date, and directions.
5. All medications are kept in a locked cabinet in the main office, or in the emergency bag. Only staff members who have been trained by a licensed health professional will administer medications.
  6. Children who exhibit signs of illness will be excluded from class and their parents will be notified immediately. While waiting in office, every attempt will be made to make the child feel comfortable.
  7. The State of California Licensing department forbids any sick child to attend the program. Parents are asked to exercise good judgment and keep children at home while ill, and seek medical attention as appropriate.
  8. The following steps will be taken to reduce occupational hazards:
    - Teaching staff and children will be trained in proper hand washing techniques.
    - On a daily basis, the playground will be inspected by the teaching staff and maintenance personnel.
    - Information will be distributed in case of any outbreak.
  9. Children's accidental injuries are documented on Accident Report Forms and parents receive a copy of that report.
  10. Emergency release forms will be kept in the office, classroom, emergency bag, and earthquake bin.
  11. A separate emergency bag for children with known medical problems will be kept in the office and in the child's class.
  12. Fully equipped First Aid kit / box are readily available in each classroom, restrooms and playground.

### **Medical & Dental Emergencies:**

In case of a true emergency, the following steps will be taken:

1. After assessing the situation, the Emergency Medical Service (EMS) will be notified immediately. While waiting for the emergency crew to arrive, one staff member may follow directions given over the phone by the emergency dispatch personnel.
2. The parent of the child or relative of a staff member will be notified immediately.
3. Upon arrival of the emergency crew, the emergency release form will be presented to them.
4. One staff member will accompany the child to the nearest hospital chosen by the emergency personnel (in Los Angeles County, patients are transported by emergency crew to the nearest hospital that would be available at that specific time).

### **HAZARDOUS MATERIALS**

At Holy Martyrs ARS Ashkhen Pilavjian Preschool the following steps are taken to control the danger of hazardous materials:

- Lead free paint is used in the school.
- Cleaning agents and housekeeping supplies are labeled and kept in locked storage.
- Drinking water and water used for cooking is purified and lead free.
- Electric outlets are covered at all times.
- First Aid supplies are kept in locked storage.
- The school has been inspected for asbestos and lead.
- Children will be kept indoors in an event of air pollution.
- Floor covering are secured to keep staff & children from tripping or slipping.
- In order to maintain a pest / insect / animal free environment, the program uses only the bait system. The program avoids pesticides and herbicides.



## DISASTER PREPAREDNESS



### General

Being prepared at the time of a disaster is an important aspect of our Preschool program operation.

- **The entire school campus is equipped with emergency disaster provisions.**
- **The school has an emergency plan. Written emergency procedures and evacuation maps are posted in each classroom.**
- **Fire and earthquake drills are practiced on an ongoing basis.**
- **All of our teachers are trained in CPR, First Aid, and certified in Disaster Preparedness Procedures by the Fire Department.**
- **We are prepared to care for the students for 72 hours after a disaster or an earthquake.** The school will remain responsible for all children on premises until they are released to a parent, guardian, or other designated person. If not picked up immediately, staff will remain with the children until all have been reunited with their families.

### A. Employees

**Employees will remain on the premises as designated by law.** Employees will be subject to complete whatever task is assigned by the person or persons in charge and may not leave the premises until the person or persons in charge give them official permission to leave.

### B. Parents

To further assure the safety of our students, parents are expected to pursue the following measures:

- Do not call the school during or immediately following a disaster. Communication lines must remain open for emergencies.
- Anticipate delays on your way to school due to cluttered streets.
- Do not block the school's driveways and entries. Please realize that all parents are trying to pick up their children at the same time, please be courteous to others needs.
- **It is very important to keep your child's Medical Consent and Emergency Release Form & all contact informations up to date.**

### C. Student Release

The school will follow these procedures at the time of student release:

- All school entrances will be closed immediately.
- A temporary **child release** station will be set up next to either **main gate**.
- Children will be released **only** to a parent or an individual designated by a parent, whose name is listed on the child's **Emergency Release Information Form** (picture identification will be requested). **With this in mind, please make sure your child's emergency form is always up to date.** All parents or designated parties, who come for students, will be asked to wait at the **child release station**. A teacher will escort children to them.
- **All parents or designated parties, who come for students, will be asked to sign the children out at the temporary student release station.**
- If evacuating the school becomes necessary, signs will be posted on the main gate notifying parents of the children's new location.

## I. EARTHQUAKE:



### A. Before the earthquake:

- Classrooms are assessed on an ongoing basis for hazards such as, unsecured toy shelves, heavy objects on shelves, inadequately supported light fixtures, hanging plants and objects blocking the exits.
- Each classroom has emergency supplies.
- The emergency evacuation plan and procedures are posted in the classrooms.
- Fire extinguishers are maintained and operational with valid expiration dates.

### B. At the time of an earthquake:

#### 1. *When shaking begins:*

- a. The teacher will call out “Duck & Cover”
- b. Children & adults within the classroom will duck and cover as practiced during earthquake drills.

#### 2. *When initial shaking stops:*

##### 2.A. Evacuation

- a. Children will be calmly escorted outside to the evacuation areas with the classroom’s emergency supply bag.
- b. After reaching the evacuation site, roll call will be taken and reported to the person in charge. All trapped & missing persons will be reported to the search & rescue teams.

##### 2.B. Emergency Duties (Teams)

- a. All gates will be locked.
- b. The search and Rescue team will search restrooms and all the rooms on the campus for trapped or separated children or adults. They will rescue trapped and injured persons.
- c. The student & staff accounting team will set up **parent check in stations** at the **main gates**. Children will be called through the talk radio and will be escorted to the main gate by designated teachers. Parents or authorized persons will be required to show picture I.D. and sign their children out on the **EMERGENCY RELEASE FORM**.

## III. FIRE

The following procedures will be followed at the time of a fire:

1. Fire alarm pull stations will be used.
2. The fire will be reported
  - We will call 911
  - One person will be assigned to meet the fire officials.
3. Children and adults will be evacuated to an area well away from the buildings. This procedure will be tested during fire drills.
  - Children will be calmly escorted outside to the evacuation areas with the classroom’s emergency supply bag
  - After reaching the evacuation site, roll call will be taken and reported to the person in charge. All trapped & missing persons will be reported to the search & rescue teams.
  - Director and teachers will reassure children of their safety.
  - First Aid will be administered as needed.
  - Buildings will not be reentered until fire officials give permission.



#### **IV. SECURITY THREATS**

In case of security threats, intruders, and unusual events outside the campus, following procedures will be taken:

1. Adults should not panic and should stay calm.
2. Lock all gates and classroom doors.
3. The office will announce a secret code over the intercom / loud speaker. This code will let the teachers know that there is a “lock-down” situation.
4. Everyone should remain in the classroom until the “lock-down” situation is lifted.

#### **V. UTILITY FAILURE**

1. In case of power failure, use the emergency lighting system and the emergency supplies.
2. In case of gas leak, the gas company should be contacted immediately.

#### **Evaluation**

*All the above Safety Guidelines are reviewed and evaluated by the Administration & Teaching Staff each year to ensure the accuracy and to spot areas of weakness or oversight to be remedied for a future disaster / emergency.*