



# HEALTH & SAFETY MANUAL

Updated July 2024

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## 1.0. Emergency Numbers

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### Emergency Services:

- Fire, Police, Medical: Call 9-1-1
- Poison Control: 1-800-222-1222

### Executive Board Contacts for Alerts:

- President: TBD, [Contact Information]
- Vice President: TBD, [Contact Information]
- Co-op Administrator: Marita Levanen - 360-852-6219 - marita@lindenhouse.org

### Landlord Contacts for Building-Related Emergencies:

- Landlord Contact: [Contact Information]
- Linden House Events Staff (for messes in the Community Center): [Contact Information]

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## 2.0. Emergency Kit and Evacuation Information

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Emergency kits containing supplies (radio, flashlight, batteries, small first aid kit, water, non-perishable food, diapers) for up to 30 people are available in the community center storage room in a large storage bin in the staff room. Go kits are available in the designated storage area in the community center storage room.

In many emergency situations, it is better to “Shelter in Place” rather than leave the building, but only if it is safe to stay. Go kits should only be used in last-resort situations.

If evacuation is necessary, the designated Safety Zone will be on the east side of the building where Canyon and 2nd Street intersect. Due to the location of a fire hydrant near the front parking lot, the evacuation route for fire emergencies is to exit through the lobby (west) door and walk east on Canyon Street. All classes will meet at the intersection of Canyon and 2nd street at the top of the hill.

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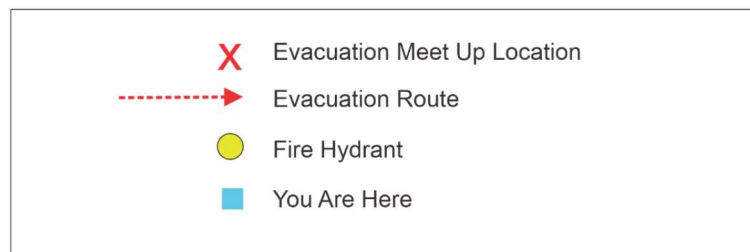
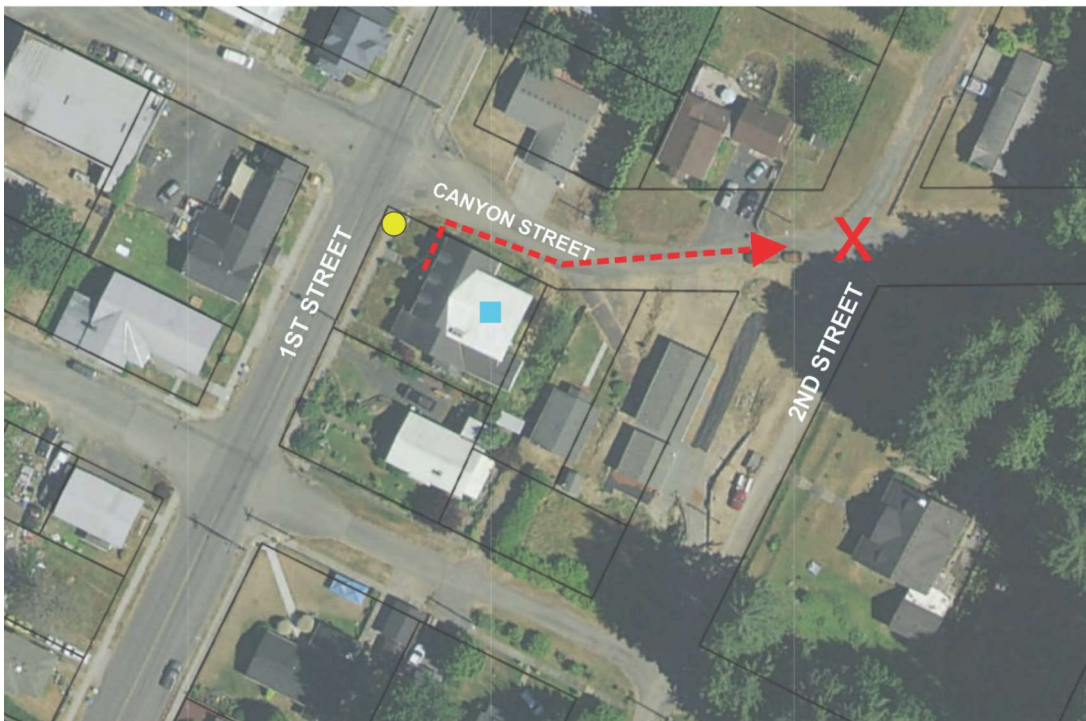
## 3.0. Emergency Evacuation Route Map

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### Kids Village Co-op Evacuation Route

402 SE 1st Street - Winlock, WA 98596



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## 4.0. Illnesses

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Your child's health is a parental responsibility. Ensure your child's immunizations are up-to-date. Kids Village Co-op does not accept personal or religious exemptions for required vaccines. A signed copy of your child's immunization record must be on file with the Co-op Administrator before the start of school or your child will not be allowed to attend class.

Children with any upper respiratory symptoms (e.g., runny nose, cough, sneezing) should stay home until:

- 24 hours free of fever without medication
- Symptoms are improved to the point of being self-managed by the child
- Energy levels have returned to normal

Children with any of these symptoms should remain home until symptoms have resolved or they have been cleared to return to class by a healthcare provider:

- Fever
- Vomiting or Diarrhea
- Earache
- Sore Throat
- Red eyes with discharge
- Unexplained skin rash
- Unusual fatigue or irritability

Parents should consult their child's health care providers with specific questions about their child's condition or recovery. Notify your teacher and the Executive Board via Brightwheel or email as soon as possible if your child develops a highly communicable disease (e.g., COVID-19, Hand-foot-and-mouth disease, chickenpox, fifth disease, impetigo, or lice) so that other parents can be made aware.

If a confirmed case of a reportable infectious disease is reported to the Executive Board, the Co-op will work with Lewis County Public Health to plan an appropriate course of action.

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## 5.0. Allergies, Medical Conditions, and Medication

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Notify your child's teacher(s) and the Vice President via email before starting school if your child has a medical condition or allergy that may affect their ability to participate in class.

For children with food allergies, a FARE Allergy form must be completed by your child's healthcare provider and a copy provided to the teacher(s) and Executive Board before the start of school. Information about food allergies shall be posted in the classroom as a guideline for the teacher and classroom volunteer. All parents at the preschool will be required to learn the preschool's allergy protocol.

### 5.1. Allergy Protocol:

- Peanut or tree nut products, and products that may contain peanuts or tree nuts, are not allowed in any snacks brought into Kids Village.
- All snacks and baked goods brought into the preschool with more than one ingredient must be accompanied by an ingredient list (original store packaging).
- Snacks brought into the school should not contain any of the items listed on your class's allergy list.
- Teachers will double-check the snack brought by the helping parent against the class allergy list. If the snack contains an ingredient(s) found on the class allergy list, the snack will not be served to the class, and a safe back-up snack will be provided.
- If the child has a serious or life-threatening allergy, the parent of the child with the allergy shall also double-check the ingredient list for the snack at the start of each class.

If your child requires daily/occasional medication, it is preferred that you arrange for administration times outside of regular school hours. If this is not possible, for your child to receive medication at school, the Authorization for Medication/Treatment at School form must be completed by the licensed health provider and the parent/legal guardian before administration of any medication (prescribed or over-the-counter) or treatment at school. All medications must be brought to the school by the parent/guardian in the original pharmacy bottle that includes labeling with your child's name. Do not send medication with your child.



Student Name: \_\_\_\_\_ School Year: \_\_\_\_\_

Parent Name: \_\_\_\_\_

## Allergy Policy

You are responsible for completing an Allergy/Medical Conditions Form and notifying the Teacher via email prior to starting school if your child has an allergy. Information about food allergies will be posted in the classroom as a guideline for the Teacher and Helping Parent. All parents at Kids Village will be required to learn the co-op's allergy protocol (see below). The parent(s) of a child with an allergy are required to be available by cell phone at all times during the time the child is at school in case of an emergency. If there is a medical emergency, 911 will be called.

### Allergy Protocol:

#### 1. Nut-Free Policy:

- Peanut or tree nut products, and products that may contain peanuts or tree nuts, are not allowed in any snacks brought into Kids Village.

#### 2. Ingredient Transparency:

- All snacks and baked goods brought into the co-op with more than one ingredient must be accompanied by an ingredient list (original store packaging or recipe if homemade).

#### 3. Class Allergy List Compliance:

- Snacks brought into the school should not contain any of the items listed on your class's allergy list.

#### 4. Teacher and Parent Verification:

- Teachers will double-check the snack brought by the helping parent against the class allergy list. If the snack contains an ingredient(s) found on the class allergy list, the snack will not be served to the class and a safe backup snack will be provided.
- If the child has a serious or life-threatening allergy, the parent of the child with the allergy shall also double-check the ingredient list for the snack at the start of each class.

**5. Restricted Areas for Food and Drink:**

- To adhere to the co-op's allergy policy, for the safety of our students and to avoid additional mess, food or drink will not be allowed in the gym and/or outside playground.

Please ensure that you understand and follow these guidelines to maintain a safe environment for all children. If you have any questions regarding the allergy policy, please contact the Co-op Supervisor.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## 6.0. Safety Procedures

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Please walk your child into and out of the school each day following our pick-up procedures. To avoid accidents with vehicles or other persons, please do not let your child(ren) run ahead of you. For safety reasons, we do not allow U-turns near the school, and only the teachers and helping parents are allowed to park in the upper lot.

For the safety of our children, classroom volunteers, and staff members, we must prevent a one-on-one situation with a child. When changing a child's diaper, the bathroom door should be propped open using the doorstop. When taking potty-trained children to the bathroom, every effort should be made to take more than one child at a time when possible.

Classroom volunteers are, by law, mandatory reporters of suspected child abuse or neglect. If you see something that leads you to suspect that a child is being abused or neglected, then you should fill out an incident report form and/or discuss the situation with the President. If the President is unreachable, the Vice President should be contacted. If the President and Vice President are both unavailable, contact another Executive Board Member. The reporting should take place within 24 hours of the incident. You also have the option of contacting Child Protective Services (CPS) directly. Contact information for CPS is also available in the Child Abuse and Neglect binder in the classroom.

Incident report forms can be found in labeled file folders in the hanging folder bins at the check-in station. You can submit an incident report form anonymously by placing the report in an envelope, in the Co-op Administrators mail box in the staff room.

If a child is in immediate danger, or if it would place a child in danger to release them at the end of class, the teacher, assistant teacher, or helping parent should call 9-1-1.

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## **7.0. Additional Health and Safety-Related Updates**

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### **7.1. Shoes**

To prevent the risk of injury by stepping on sharp objects or falls, slips, and trips, shoes are required to be worn by your student at all times. Children that come to school not wearing shoes will be sent home.

### **7.2. Handwashing/Sanitizer**

Staff, classroom volunteers, and students will frequently sanitize their hands during class time, before and after snack, and before and after using the gym or playground. Bottles of hand sanitizer will be available for helping parents and teachers to use at stations as students move between activities. Students will take trips to the bathrooms throughout the day to wash with soap and water as well.

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## 8.0. Acknowledgement of Health and Safety Manual

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I, \_\_\_\_\_, have read and understood the contents of the Kids Village Co-op Health and Safety Manual. I acknowledge that as a member of this cooperative, I am part of the responsible parties ensuring the safety and well-being of our community. I understand that my participation and adherence to the policies and procedures outlined in this manual are crucial for maintaining a safe environment for all children and staff. I recognize that as a co-op, each member, including myself, plays a vital role in the operation and success of the school. I commit to upholding these standards and actively contributing to the cooperative spirit of Kids Village Co-op.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_