

Sacred Roots Early Learning

Emergency Procedures Policy

2026-2027 School Year

Emergency Contacts

Families must provide current emergency contact information including:

- Parent/guardian names and phone numbers (both cell and work)
- At least two emergency contacts who can pick up your child if parents cannot be reached
- Your child's healthcare provider name and phone number
- Any special medical information or conditions staff should be aware of

Please notify us immediately if any contact information changes.

Emergency Drills

Sacred Roots conducts regular emergency drills to ensure children and staff are prepared:

Fire Drills

- Conducted monthly
- Children practice evacuating the building quickly and calmly
- Staff account for all children at the designated meeting location outside

Severe Weather/Tornado Drills

- Conducted quarterly
- Children practice moving to the designated safe area and taking protective positions

Lockdown Drills

- Conducted at least twice per year
- Staff practice securing the building while keeping children safe and calm with age-appropriate explanations

Emergency Response Procedures

Fire

- Evacuate immediately following the posted evacuation route
- Account for all children at the designated meeting place
- Call 911
- Do not re-enter building until authorized by fire department

Severe Weather

- Monitor weather alerts throughout the day
- Move children to designated safe area if severe weather is imminent
- Keep children in safe area until danger has passed and follow guidance from emergency officials

Medical Emergency

- Administer first aid as trained

- Call 911 for serious injuries or illness
- Contact parents immediately
- Document incident thoroughly

Evacuation and Relocation

If the building must be evacuated for an extended period:

- Staff will ensure all children are accounted for
- Emergency supplies will be taken (first aid kit, emergency contacts, cell phone)
- Children will be transported to the evacuation site (location to be determined)
- Families will be notified immediately of the situation and relocation site
- Children will only be released to authorized persons with photo ID at the relocation site

School Closures and Delays

Sacred Roots may close or delay opening due to:

- Severe weather or hazardous road conditions
- Facility emergencies (power outage, water main break, heating failure)
- Public health emergencies
- Other safety-related circumstances

Notification Process

Families will be notified at least 1 hour prior to opening of closures or delays by:

- Email sent to address on file
- Text message (if phone numbers provided)

Tuition Policy for Emergency Closures

Regular tuition remains due regardless of emergency closures. Tuition will not be prorated for individual missed days due to closures, but extended closures may be addressed on a case-by-case basis.

Emergency Authorization

By enrolling your child at Sacred Roots Early Learning, you authorize staff to seek emergency medical treatment for your child if parents cannot be reached immediately. In case of a medical emergency, we will call 911, administer first aid as trained, contact you immediately, follow any emergency medical instructions you have provided, and stay with your child until you arrive.

Family Acknowledgment and Signature

I have read and understand the Emergency Procedures Policy. I understand that Sacred Roots conducts regular emergency drills and has procedures in place for various emergency situations. I agree to:

- Keep all emergency contact information current and accurate
- Ensure emergency contacts are aware they may be called to pick up my child
- Respond promptly to emergency notifications
- Authorize Sacred Roots staff to seek emergency medical treatment if I cannot be reached

Child's Full Name: _____

Child's Date of Birth: _____

Parent/Guardian Name (printed): _____

Parent/Guardian Signature: _____ Date:

Second Parent/Guardian Name (if applicable):

Second Parent/Guardian Signature: _____ Date:
