

# Heidi Ho

Student-Parent Handbook



# Welcome!

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**Heidi Ho Christian Preschool, Kindergarten, & Extended Day School is a ministry of La Grande First Baptist Church. We offer a Christ-centered educational environment for your children.**

We look forward to working with you and your children, striving together to help your child grow spiritually, academically, physically, emotionally, and socially.

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## **Mission**

Heidi Ho exists to provide a Christ-centered, Bible-based educational program aimed at spiritual growth and academic excellence that honors God in all aspects.

## **Educational Philosophy**

With the principles of God's Word central to the curriculum, Heidi Ho strives to prepare each student spiritually, academically, physically, emotionally, and socially. Beginning with the youngest children, students will be challenged to achieve their fullest potential, using a variety of instructional methods to ensure success. The school adheres to curriculum aimed at academic excellence and training in Christ-like character from a Biblical worldview. Biblical principles are integrated into every subject taught in our school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life.

## **Statement of Faith**

Heidi Ho staff uses spiritual gifts to serve the Lord Jesus by serving others. God has entrusted to us a precious gospel that must be preserved and proclaimed. We are a team together in this task both locally and globally. Heidi Ho unashamedly believes, teaches and practices a literal interpretation of the Word of God (the Bible). Heidi Ho whole-heartily believes that Jesus is the one and only eternally existing Son of God, the sole Redeemer of mankind through by grace alone through His literal death, burial and resurrection as recorded in history over 2000 years ago.

It is God's desire that we serve Christ together, "being of the same mind, maintain the same love, united in spirit, intent on one purpose." (*Philippians 2:2*) Our unity is based on the never-changing truth of God's Word. As ministry leaders and staff here at Heidi Ho, it is important for us to affirm a statement of faith on which we stand protecting the gospel, promoting unity and proclaiming God's glory. Heidi Ho staff is in agreement with the Doctrinal Statement for Church Leaders as outlined in the Constitution & By-Laws of First Baptist Church. Our staff is committed to protecting truth and promoting unity for the glory of God grounded in the entire Bible but highlighted in the following scriptures:

**Retain the standard of sound words which you have heard from me, in the faith and love which are in Christ Jesus. Guard through the Holy Spirit who**

***dwells in us, the treasure which has been entrusted to you. (2 Timothy 1:13-14)***

***Pay close attention to yourself and to your teaching; persevere in these things, for as you do this you will ensure salvation both for yourself and for those who hear you. (1 Timothy 4:16)***

***Beloved, while I was making every effort to write you about our common salvation, I felt the necessity to write to you appealing that you contend earnestly for the faith which was once for all handed down to the saints. (Jude 3)***

***Now may the God who gives perseverance and encouragement grant you to be of the same mind with one another according to Christ Jesus, so that with one accord you may with one voice glorify the god and Father of our Lord Jesus Christ. (Romans 15:5- 6)***

***All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness. (2 Timothy 3:16)***

***Finally, all of you, have unity of mind, sympathy, brotherly love, a tender heart, and a humble mind. 1 Peter 3:8***

**Handbook Purpose**

The purpose of this handbook is to describe to the parents, families and students of our basic philosophy of discipline, and to let them know what is expected of them. In this handbook, we have tried to answer common questions so that students and parents will know what behavior is acceptable, and what the consequences are for unacceptable behavior. This handbook does not serve as a contract between parents and Heidi Ho and is subject to change without notice by Heidi Ho Christian School.

**Certification**

Heidi Ho is certified through the state of Oregon as a Certified Child Care Center. The license is always available to review and is posted in the hallway next to our main office.

**Director**

Hailey Wolcott is the current Heidi Ho Director. She can be reached by phone at (541) 963-8795 or by email at [hwolcott@lagrandefbc.org](mailto:hwolcott@lagrandefbc.org) . The Heidi Ho mailing address is 1110 Spring Avenue La Grande, Oregon 97850.

# Learning & Development Opportunities

**Curriculum** We utilize Abeka curriculum as foundational learning materials. In addition, supplemental resources and hands-on materials are offered as well. Bible, Mathematics, Phonics, Language and Literacy, Science, Social Sciences, Art, Music and Physical Education are areas of learning offered. Some classes also offer some Spanish integration!

**Bible** Bible lessons are taught daily in every classroom with an emphasis on Godly character and Biblical principles. Bible memory work is also encouraged.

**Worship & Chapel** Worship services are held every Thursday at the beginning of class in the main auditorium as a whole group. We welcome and encourage parents and relatives to join us during Worship services!

**Music & Movement**

Once or twice a week the kids will spend 25 minutes in Physical Education, and we also participate in music during this time where students will be preparing for Christmas Chapel and Spring Program/Graduation. Music is incorporated daily into every classroom and during Thursday worship.

**Art, Science, Sensory & Discovery**

Our Art classes are designed to honor creative expression and individuality. Our focus is the *experience and process of creating art*, and not the end product. Students also have the opportunity to explore many things in with Science, Sensory & Discovery while in this class. Although always changing, some experiences available are playdough, cornmeal "sand", water, magnets, dramatic play items, and various art supplies for open-ended creation.

**Field Trips** A variety of field trips are scheduled throughout the year to provide the students with the opportunity to learn outside the classrooms. Parent helpers are often needed and much appreciated!

**Library** Our school library is well stocked with a variety of books for differing age levels that kids will be able to check out and keep at school.

**Large Motor Skills Development** We encourage physical growth and development by providing new experiences that are supportive and challenging. Our specialized P.E. teacher coordinates games and activities that are age-appropriate and fun!

**Playground** We believe outdoor play is best! Our playground provides more opportunities for play, growth & development in a safe, well monitored outdoor environment.

# Student Admission Standards and Procedures

## Minimum Admission Standards

### Preschool

1. Must be 36 months old by September 1 of the school year
2. Must be bathroom independent and able to attend to personal needs  
(No pull-ups. Child can undress, use potty, wipe, and redress by themselves)

### Pre-Kindergarten

1. Must be 48 months old by September 1 of the school year
2. Must be bathroom independent and able to attend to personal needs  
(No pull-ups. Child can undress, use potty, wipe, and redress by themselves)

### Kindergarten

1. Must be 60 months old by September 1 of the school year
2. Must be bathroom independent and able to attend to personal needs
3. If the student is returning from the previous year, must have teacher recommendation to begin kindergarten
4. If student is new to our school an interview and readiness testing shall be administered by Heidi Ho Staff.

## Application

- Returning students receive priority over new student registration, registration will be available in February

## Information and Procedures

- General registration opens in March
- Applications are honored on a first-come, first-served basis
- Completed application forms must accompany the registration fee
- Applications may be accepted or declined for any reason
- Preliminary class lists and waiting lists are posted in late spring
- Welcome packets and letters from teachers are mailed in late July

*We reserve the right to rescind applications and/or remove students from any class or program for any reason. Our primary concern is for the safety of all children, parents, and staff.*

## Special Needs Students

While Heidi Ho supports the philosophy regarding inclusion of students with special needs in classrooms, we are not equipped nor trained to meet the needs of many of these students. We suggest contacting Intermountain ESD at 1.888.437.6892.

## Medical Information

Included in the application packet is a request for medical information. This is very important to the welfare of your child while at school. Please be sure that we are made aware of any condition that may need special attention.

The State of Oregon requires verification of immunization for admittance to school. By law, we are required to exclude every child from class who has not been properly immunized **or fulfilled waiver requirements**. When the child's immunizations are complete in accordance with Oregon law, he/she may return to class.

***If your child has maintenance medication, such as an asthma inhaler or Epi-pen, please bring an extra one to our office where we will keep it on hand for emergencies. The pharmacy prescription must remain attached to the medication. We cannot administer any over-the-counter medications for any reason.***

# Class Options and Tuition

## Class Ratios

In keeping with National and State Early Childhood Education standards, we establish classroom sizes as follows:

Preschool 13 children : 1 teacher + 1 full-time aide

Pre-Kindergarten 10 children : 1 teacher

All Day Pre-Kindergarten 10 children : 1 teacher + 1 part-time aide

Kindergarten 14 children : 1 teacher + 1 part-time aide

All Day Kindergarten 14 children : 1 teacher + 1 part-time aide

## Class Times

We have three-day and four-day classes offered in morning and afternoon sessions. All-day classes meet four days per week. School is closed on Fridays. We offer All-day classes for Pre-Kindergarten and Kindergarten only; there are no All-day Preschool classes. ***Please note that Half-Day and All-Day Kindergarten classes start 30 minutes earlier than other class times.***

### Preschool and Pre-Kindergarten

3 day classes: Tuesday, Wednesday, and Thursday

4 day classes: Monday, Tuesday, Wednesday, and Thursday

All-day class: Monday, Tuesday, Wednesday, and Thursday

Morning class: **8:30 a.m.** – 11:00 a.m.

Afternoon class: **12:15 p.m.** – 2:45 p.m.

All-day class: **8:30 a.m.** – 2:45 p.m.

### Kindergarten

4 day class only: Monday, Tuesday, Wednesday, and Thursday

Morning class: **8:00 a.m.** – 11:30 a.m.

All-day class: **8:00 a.m.** – 2:45 p.m.

## Tuition

3-day Preschool & Pre-Kindergarten Classes \$220.00/ month

4-day Preschool & Pre-Kindergarten Classes \$275.00/ month

Half-Day Kindergarten \$300.00/ month

All-Day Preschool & Pre-Kindergarten \$535.00/ month

All-Day Kindergarten \$560.00/month

## Payment

**Monthly Tuition is due on the 1<sup>st</sup> of each month.** Payments may be deposited to the Heidi Ho Payment Drop Box in front of our offices or mailed to the school at 1110 Spring Avenue, La Grande, OR 97850. Heidi Ho accepts cash, checks, money orders as payment methods. Debit/credit payments will need to be made on the Brightwheel App. ***If you plan to pay in cash, please pay directly to the office and request a receipt.***

## Other Services

### **Extended Day \$4.35/Hour or \$45/Day**

**Mon-Fri**  
**7:00 am – 5:30 pm** Extended day care services are available for your student before and after school. A sign up sheet will be sent out monthly. It is important for you to mark the days and times your child will need care so that we can be sure to staff appropriately. Please communicate to us as soon as you can if plans change and your child will not end up needing the time slots you signed up for. School days will be an hourly charge while non-school days, including Fridays, will be a daily rate.

*Extended Day for preschool siblings of kindergarten students:* Due to class start time differences, there will be no charge for preschool siblings of kindergarten students from 8:00 a.m. to 8:30 a.m., as well as 11:45 p.m. – 12:15 p.m. if they are dropped off during these times and the time is just prior to your child's start time.

### **Lunch Supplement fee**

#### **\$5.25 per day**

**We do not provide lunch.**

**Students must bring a cold lunch if attending Extended Day during lunchtime. Heidi Ho staff will not heat up lunches for students.** Lunches must include 1 serving of protein, 1 serving of grains, and 2 servings of fruit/veggies. We offer milk and water. Lunches that do not meet these USDA requirements as mandated by the State must be supplemented and will be subject to a \$5.25 fee.

### **Bus Service**

#### **\$4.50/ride per student**

Although there may be some exceptions, in general our bus offers transportation within the city limits of La Grande or Island City. During inclement weather, bus transportation may be limited or canceled if road conditions do not allow for the safe transportation of your students. We are carrying precious cargo and do not wish to take chances with their safety.

Bus services are available after school (11:00 am and 2:45 pm). Siblings riding at the same time to the same address will have a single charge. We do not pick up children before school and do not provide transportation to or from any other schools.

Due to limited space on our buses, please fill out a Bus Form and return to the office if you would like to use this service for your child(ren) as soon as possible if you desire this service. Once it is submitted, the directions are strictly followed unless we receive a written note from the appropriate adult indicating otherwise. If you need to make permanent changes to the drop-off address, you will need to complete a new bus form and return it to the office. This is to ensure the safest possible transportation for your child. It is important that we have accurate contact phone numbers, and at least two that are always available, for your child at all times.

# After School Program (BAS) (School-age students)

- Registration** An Application for Registration must be turned in to the office for approval prior to the start of any services.
- After school care is available only for current and past families of Heidi Ho.** This program includes homework assistance, snack, crafts, Bible teaching/stories, and bus services from their primary school.
- Age** This program is available for **students ages 5-10**
- Rates** This service is available at a rate of **\$5.00/hour or \$52/day**. The hourly charges shall accrue as long as the student is in our care on school days. All day care on non-school days will be a daily rate. A sign up sheet will be sent out monthly. It is important for you to mark the days and times your child will need care so that we can be sure to staff appropriately. Please communicate to us as soon as you can if plans change and your child will not end up needing the time slots you signed up for.
- Transportation** Heidi Ho will transport your student from their primary school as needed. Please notify your school that they will be going to Heidi Ho.
- Hours** After school (starting at approximately 2:30 p.m.) until **5:30 p.m.**
- Communication** **Brightwheel is used for daily attendance tracking, billing, incident notes and general notes home every day.**  
Facebook is also a great way to keep up with what is going on every day, so be sure to like us on Facebook!
- Payment** Statements will be posted to your Brightwheel account monthly based on the actual number of hours your student is present in our program. Full payment is due within 15 days of invoice.
- Registration Fee** The registration fee covers supplies, snacks and other incidentals used through the entire school year. This is a one-time nonrefundable fee which must be paid prior to the start of any services.
- Illness/sickness** If your student was absent from their school due to illness or sickness, they are not permitted to attend this program.
- Expulsion** If your student was expelled or asked to leave their primary school for any reason, they are not permitted to attend this program until the issue has been resolved with their school.



# Student Attendance

## Tardiness

Punctuality is very important in the classroom. Late arrivals disrupt the class, and also show a lack of courtesy and respect to the teacher and other students. Please teach your child the importance of being on time by making this a priority.

## Absences

Regular attendance is crucial to optimal learning; absences should be kept to a minimum. Students who must be absent for family business, or other extenuating circumstances, should arrange for class work with their teacher prior to the planned absence. Please contact our office when your child is absent. This gives us the opportunity to pray for your family, as well as keep other families protected from contagious illnesses. There are no tuition credits given for missed school days. On a daily basis, we attempt to make contact with parents whose children are absent.

## Illnesses

In the event that your child is injured or becomes ill and requires medical attention while at school, you will be called immediately. If it is an emergency, we will call 911 first, and then you. Other minor injuries are treated appropriately by First Aid trained staff. A copy of the accident report will be sent home to you, as well.

Our sick child area is not equipped to keep children more than 15 minutes. We do our best to make your child comfortable while at school, but sometimes we send them home if we believe they are not functioning well in the classroom setting or may be contagious.

Conditions under which a child **will not be admitted to school**, and will be sent home from school include, but are not limited to:

- Temperature of 100 or higher
- Vomiting
- Diarrhea
- Eye Infection
- Body rash, lice or nits
- Sore throat
- Earache
- Just not feeling very good

In order for a student to come or return to school **they must be fever/vomit free for at least 24 hours prior to arriving at our facility.**

## Our school is committed to keeping students healthy!

Handrails, light switches, doors, doorknobs, tables, hard floors, kitchen areas and bathrooms are cleaned and sanitized daily to assist in prevention of excessive spread of germs.

# Arrival and Departure

**Arrival** All Day Kindergarten and AM Kindergarten classes begins at 8:00. All Day Pre-K and all other AM classes begin at 8:30. PM Kindergarten begins at 11:45 and all other PM classes begin at 12:15. Teachers will be accepting children in their classrooms 10 minutes before the beginning of class. If you need to drop off before your child's class time, please bring them to Extended Day which is available as early as 7:00. An adult needs to accompany children to class. Each parent and those listed as contacts should have their own specific Brightwheel code to check their child in. Give this code to the teacher you are dropping off to in order to check your child in. Any unusual departure plans should be given to the teacher at this time to avoid any confusion at the end of the day. If plans change during the day, message through Brightwheel and/or call the office to communicate these changes. If children become emotional or have a hard time at drop-off, reassure them that you love them and leave them with the staff to comfort them. We encourage you not to linger.

**Departure** AM classes conclude at 11:00 and All Day and PM classes end at 2:45. You are encouraged to be on time to pick your child up. Check-in/out codes will be required to retrieve children. If no one is there to pick up, Brightwheel messages and/or phone calls will be attempted and children will be taken to Extended Day. Communication is key to an easy pick up situation. Children can become anxious when plans change unexpectedly so please communicate changes as soon as possible.

## Field Trips

Heidi Ho participates in a few field trips throughout the year. Every field trip will be communicated clearly with location, dates and times. A permission slip will go home before each field trip to ensure parents are aware that children will be taken away from Heidi Ho property. Parents are usually welcome to join but will not be allowed to ride the bus. All upcoming field trips will be posted in the facility as well as communicated through Brightwheel.

# Discounts and Miscellaneous Fees

## **Family Discount**

Heidi Ho offers a family discount of 15% off tuition of your second student (and each additional student) whose tuition is equal to or less than the first. Call the office for more information.

## **Christian Education**

Heidi Ho offers a 10% tuition discount to families with other children in 1<sup>st</sup>-8<sup>th</sup> grade who are enrolled in Grande Ronde Academy. We're sorry but enrollments in other schools, such as Little Friends, or home school, are not eligible for this discount.

## **Prepay Tuition**

Heidi Ho offers a 5% discount to families who pay for the full year by the first day of school in September.

## **Maximum Discounts**

Discounts are limited to one per family and may not be combined.

## **Returned Check Fees**

Your account will be charged \$15.00 for all returned checks.

## **Late Fees**

**A late fee of \$25 will be assessed on all accounts that are not paid in full on the 15<sup>th</sup> day of each month.** All fees for the current school year must be paid in full before a student can begin a new school year.

## **Non-Payment**

**When an account becomes 30 days past due, Heidi Ho services will be discontinued. Your child's place in class is held for 2 weeks only, after which time a child from the waiting list will take your child's place. In addition, your account will be sent to a collection agency and credit reporting bureau.**

# Student Responsibilities

**Student Behavior/Responsibilities** The school emphasizes developing Godly character in children. Students will be expected to maintain a safe, respectful, responsible, and kind environment that is honoring to the Lord, their parents, and each other. We look to Jesus and God's Word for our example in setting standards and expectations for student behavior.

**Attitude** Students are expected to demonstrate an attitude of mutual respect in all relationships. "Submit to one another out of reverence for Christ." Ephesians 5:21

1. Student to faculty
2. Student to student
3. Student to adult

**Language** Students are expected to use edifying language. "Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen." Ephesians 4:29

**We Encourage**

<input type="checkbox"/> Problem solving	<input type="checkbox"/> Constructive criticism
<input type="checkbox"/> Teamwork	<input type="checkbox"/> Opportunities to make individual choices

**We Prohibit**

- Degrading language oral or written
- Swearing or other forms of 'foul' language
- Name calling
- Destructive criticism
- Use of obscene gestures

**Safety** Students are expected to conduct themselves in a safe manner.

1. Physical safety (No pushing, shoving, wrestling or rough play)
2. Emotional safety (No intimidation, name calling or degrading talk)
3. Facility safety (Keep an orderly, clean environment. Personal property will be well cared for and will not create unnecessary temptation to others. Do not damage or deface church/school property. Students will be responsible for replacement or repair of damaged property.)

**Dress** Student clothing must be modest and honoring to the Lord Jesus. If apparel is deemed inappropriate by school administration, it will be called to the parent's attention.

1. Clothes should be appropriate for the function and occasion.
2. Hats are not acceptable in the building (except for designated hat day)
3. Clothing must not display any inappropriate words or images.
4. No spaghetti straps, bare midriffs, skirts or shorts more than 2 inches above the knee.
5. Please keep clothing simple by limiting the number of buckles, buttons, zippers and all-in-one outfits. Going to the bathroom when you are 3 or 4 is challenging enough, wouldn't you agree?

**Personal Items** Gum is not allowed at school. Although some teachers allow toys for show and tell, in general toys from home are discouraged. Cell phones, electronic games, and personal media players should not be brought to school.

# Guidance and Redirection Policies

## **Guidance**

Discipline at Heidi Ho will be carried out in a constructive manner. We believe that children learn positive behavior best through example, verbal explanation, and guidance. The classroom staff will handle most discipline within the classroom. Teachers are trained to recognize developmentally normative behaviors and are expected to relate to the students in a positive, respectful manner. They will maintain a Christ-centered, orderly learning environment where students are taught to take responsibility for their actions. If a child's attitude or behavior escalates to the point where classroom intervention is not adequate, he/she may have to be referred to the Director's office. The general policies are as follows:

## **3-4 Year Olds**

Positive reinforcement and structure are used to create positive behaviors. We use clear, simple language to explain the consequences and give students age-appropriate choices. Children are purposefully taught how to solve conflicts using words. A loss of privileges will be used to redirect behavior. Removal from the group or situation is used as a last resort to prevent injuries and protect all children.

## **4-6 Year Olds**

Positive reinforcement and classroom structure are used to create positive behaviors. Providing interesting, age-appropriate activities alleviates many problems. Classroom expectations are clearly taught. Age-appropriate choices are given to help prevent problems. Having the student explain the consequences of his/her behavior and taking responsibility for their action is helpful in guiding children to make appropriate choices. Students are encouraged to use their skills to solve their own problems by using their words and actions. This is a life skill that is important to teach and reinforce at a young age. A loss of privileges will be used to redirect behavior. If these do not produce desired results, removal from the group or situation may be required.

## **Suspension**

A trip to the Director's office may be used to remove the students exhibiting challenging behavior. A phone call to parents will be necessary in order to report behavioral incidents that are violent. If a behavior is too disruptive or involves violence a parent may have to come and pick up their child and have a conference. We recognize that many young children have a difficult time understanding the reasons for being "suspended" or sent home for behavioral reasons. Therefore, we strive to help students be successful at Heidi Ho. Occasionally, however, if your child is having an unsuccessful day at school, you may be called to take your child home. We may request a meeting with you and the child's teacher if the behavior is considered excessively harmful and/or recurring. It is our goal to keep your child in class and help them learn ways to be successful at school with appropriate behaviors, communication and social skills, and coping skills to deal with adversity. Parents are ultimately responsible in every aspect of your child's education and discipline. Heidi Ho is here to help students and parents be successful. Please discuss any concerns with the classroom staff or Director.

# Etc. Etc. Etc.

**Parents** We encourage parents to visit the classroom. Please observe and interact in a way that does not disrupt the learning environment. Please do not take class time to discuss concerns. We want to honor the children's right to learn and respect the teacher's short instructional time with them; we ask that you make specific appointments to conference with the teacher. Teachers are available before and after school to visit with you when they can give you their full attention. We request that you wait to visit the classroom after the first two weeks of school so that the teacher may establish class routines, bonds, and expectations.

**Parking** Heidi Ho has two parking lots available. One is located behind the Church building on the corner of Spring Avenue and 5<sup>th</sup> Street. The other parking lot is located across the street from the Church behind the Church offices (corner of 6<sup>th</sup> and Spring) PLEASE do not park in any handicap spots without a permit so they can be available for those who need them. PLEASE DO NOT park in the back alley – it is the main exit point for the Post Office mail trucks; we want to be good neighbors.

**Pets** **No pets are permitted into the school or facilities at any time.** We are dedicated to protecting the health and well-being of our students and staff, as well as all who enter our building. According to our State Certification, Heidi Ho is prohibited from allowing pets, even if they are on leashes, held in your arms or tucked in a “bag.” There is no way of knowing, even if you have the friendliest, cleanest pet, how it would react in a group larger than it is used to, or if provoked or frightened or what allergens it may be carrying.

**School Closures** For Heidi Ho School closures, we will communicate through Brightwheel, Elkhorn Media Group, Facebook or tune into the local radio stations (98.7 KUBE or 104.7 KCMB) for the most current report. We will post on Facebook and notify the radio stations before 7:00 a.m. the day of any closure. Tuition **will not** be refunded for closure days due to inclement weather or other unforeseen circumstances.

**Emergency Plans** Fire drills are conducted every month. Students are directed to leave the building by specific routes with the supervising staff. In the case of a power outage that occurs during the school day and is deemed to extend past one hour, school will be canceled, and you will be called to pick up your child. If the school is without power at the beginning of the day, children will not be admitted into the building until the power is restored. Without power, our building is not equipped to respond to further emergencies, such as fire. In addition, our emergency backup lights remain on for a limited time in the basement, and we cannot conduct school in the gym with the number of students attending each day. You will be notified any time a situation arises in which your child's safety is in question.

**Asbestos** “All public, private, nonprofit school buildings are required to be inspected under the

## Report

provision of the Asbestos Hazard Emergency Response Act of 1986 (AHERA).” This was completed for Heidi Ho by First Baptist Church. The complete report and management plan is available for reference in the church office located at 1110 Spring Avenue.



#1 Platform for Early Education

Heidi Ho uses a platform to help us with communication, billing and so much more...

Here's what you need to do to get started:

1. **Create a free Brightwheel account.** When you receive an invitation via email or text, please create a free parent account using either the web or mobile app. Make sure to use the same email address or cell phone number that the invitation was sent to.
2. **Confirm your child's profile.** You will see your child's profile after you create an account - you can confirm information such as birthday, allergies, and additional contacts. If you do not see your child's profile, please contact us with the email address or phone number you used to sign up. You will not see updates within Brightwheel until we start to use it regularly.
3. **Set your account preferences.** You can adjust your notification preferences within your profile settings on the app.
4. **Add your payment information.** Brightwheel offers secure, automated online payments that saves time for us and gives you advanced tools and reporting. Please add your payment information. Here is an online Payments Setup Guide with more info.

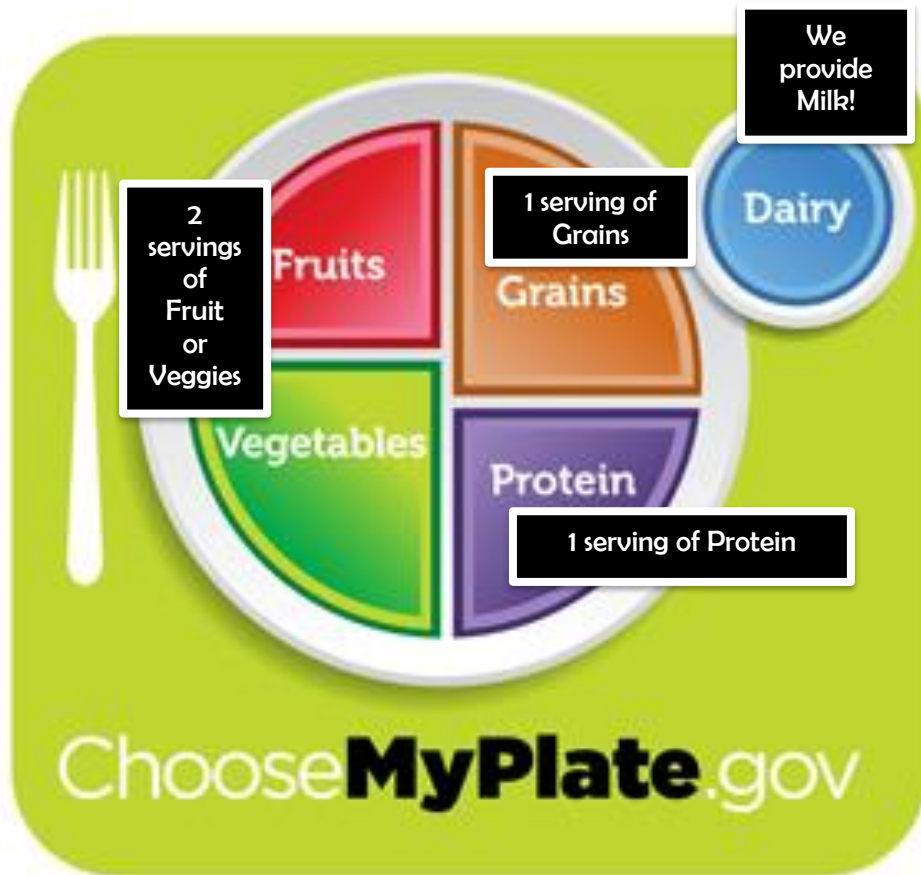
We need your help in honoring the State's "food from home" requirements. Please make yourself familiar with the USDA requirements as illustrated below and help your child pack healthy lunches and snacks!

# LUNCH

When planning and preparing your child's lunch, remember that you must provide all USDA requirements as listed to the right, *with the exception of milk.*

For most children, *half a sandwich* is adequate. This encourages your child to try other healthy foods you have provided!

If your child's lunch does not meet the minimum standards, we are required to supplement and will charge your account \$5.25 for the additional food.



# SNACKS

Snacks must be nutritious and provide at least one food group (milk is considered the 2<sup>nd</sup> food group).

Snacks from home must be commercially prepared and packaged. Alternatively, you may send food to school to be prepared in our kitchen by our staff, such as apples, cheese, etc.





# Fires and Emergencies

## IN CASE OF EMERGENCY, DIAL 911

OREGON POISON CONTROL CENTER, DIAL 1-800-452-7165; 1-800-222-1222

Heidi Ho has emergency procedures to follow in case of fire or disaster. Exits, fire extinguishers and first-aid kits are located throughout the facility. Exits and areas around fire extinguishers must be kept clear at all times.

## General Emergency Procedures

To diminish the danger inherent in emergency situations and to provide for the safety of the students and staff, an emergency plan has been developed to give organization and guidance to the personnel who may be called upon to act should the unexpected happen.

### BASIC STEPS

Step 1 – Attend to the safety of the students and staff

Step 2 – Call the appropriate local authorities. (See emergency telephone numbers)

Step 3 – Designate person to field parent's calls and relay instructions

### STANDBY

All teachers/staff will be placed on standby status if reliable information is received that there is a possible emergency condition developing. Responsible parties off campus, upon receiving information that the school is on standby alert, shall remain at a location where they can be notified by telephone or local radio station of any change of status. If telephone communication fails, information will be broadcast over local radio stations. If all communication lines break down, support personnel should report to the school immediately.

### ACTION

Conditions require emergency procedures to begin immediately if the Director designates the emergency to be of that nature.

1. **Sufficient warning:** If advanced warning is received of an impending disaster, and it is the judgment of the Director that transportation arrangements can be made in time to have children moved without being exposed to danger, parents and responsible parties will be contacted to pick up children.
2. **Insufficient warning:** If insufficient warning is received for safe transportation of the students, they will remain in the custody of the school. Efforts to contact parents or other responsible parties will be initiated after the safety of the children has been established.

### BUILDING RE-ENTRY

Should it be necessary to evacuate a building, which may have sustained damage, it should be inspected and declared safe before anyone is allowed to re-enter. In the event of a bomb threat, the

Director will make the decision for the students and other personnel to re-enter the building based upon consultation with the officers in charge of the search team.

1.045-0

## Disaster-threat Specific Plans

Specific plans and procedures for Heidi Ho Christian Preschool and Kindergarten to deal with a variety of circumstances are contained in this reference guide and will cover the following.

1. **Fire or explosion**
2. **Severe weather conditions**
3. **Bomb threat**
4. **Abduction**
5. **Chemical spill or hazardous material release**
6. **Accident/Medical emergency**
7. **Earthquake**
8. **Shelter in Place**

1.045-1

## Fire or Explosion

### ACTION PLAN

1. EVACUATE THE BUILDING
2. CALL THE FIRE DEPARTMENT – DIAL 911
3. ARRANGE FOR SAFETY OF STUDENTS
4. ARRANGE FOR TRANSPORTATION OF STUDENTS IF NEEDED
5. INSPECT BUILDING BEFORE RETURNING

**IF FIRE IS REPORTED:** If there is a fire, even in a classroom wastebasket, or a suspicion of fire through the sudden appearance or smell of smoke, the school alarm should be rung immediately and the building evacuated. As most casualties in fires are due to asphyxiation by smoke and toxic gases, time is of the essence.

**NOTIFY AUTHORITIES:** The fire department should be called immediately.

**SAFETY OF STUDENTS:** When students assemble at the designated safe areas, each teacher shall account for his/her students and prevent unauthorized return of students to the classrooms. Any student unaccounted for should be reported immediately to the school Director.

**INSPECTION OF BUILDING:** Do not enter any building that may have sustained damage until it has been examined by qualified persons and declared safe. Before reentering the building, it should be

inspected as to its structural soundness, including electrical wiring, heating and water distribution system. Clearance should be obtained from the fire or police authorities at the scene.

**CUSTODIAL RESPONSIBILITY:** Upon arrival of the fire department or other agencies, the Director will make him/herself available to the officer in charge to open any necessary doors and give assistance relating to building plans and equipment.

**FIRE SAFETY INSTRUCTION AND DRILLS:** Fires and explosions are among the most frequent causes of disaster and schools are no exception. Oregon law requires each school to instruct pupils in fire safety and fire drill procedures. **Heidi Ho Christian Preschool and Kindergarten will conduct fire drills at least once per month. Drills shall always be documented.**

1. The fire alarm will be such that it cannot be confused with other signals. It should be one that will definitely alert teachers and students to leave the building.
2. In the event of fire, the fire department will be called immediately after the evacuation alarm is sounded.
3. A school evacuation plan will be formulated to empty buildings.
4. Alternate exits will be designated in case the usual exits are blocked.
5. Instructions to students should be clear regarding coats, books, and other belongings. Evacuation must be immediate. Belongings should be left behind.
6. Certain school personnel will be designated to check all rooms, including rest rooms, so that no one remains in the building.
7. Each teacher should be responsible for the closing of doors and windows in his/her room to slow the spread of fire.
8. Building exit guards should be designated and stationed to prevent unauthorized return of students to classrooms.
9. Cooperate with local fire department in developing the plan and conducting drills.
10. Designate an assembly area so each teacher may account for his/her students.
11. Designate certain personnel to shut off the utilities.

1.045-2

## Severe Weather Conditions

Periodically, Oregon experiences severe weather conditions which might result in floods, unusually heavy snow, or strong windstorms. Usually these storms happen with sufficient warning so that precautions can be taken.

### **ACTION PLAN:**

1. ALERT STAFF MEMBERS
2. FOLLOW EMERGENCY TRANSPORTATION CONTINGENCIES IF DECISION IS MADE TO SEND STUDENTS HOME
3. NOTIFY RADIO/TV STATIONS (*See Emergency Phone Numbers List*) TO RELAY AVAILABLE INFORMATION REGARDING THE SITUATION

## **WARNING:**

When weather conditions indicate the possibility of a severe storm, the Director shall assign someone to monitor developments over radio/television stations.

The earliest possible advance warning of an impending storm shall be given to school staff to alert them to possible standby status for emergency procedures.

The Director will take the necessary steps to prepare his/her staff for emergency transportation in the event the decision to send pupil's home is made.

## **EMERGENCY TRANSPORTATION PLAN:**

At the first indication that winds may worsen to dangerous levels or that snow will become unusually heavy, the students will be sent home if, in the judgment of the director, there is sufficient time.

## **REMAINING AT SCHOOL:**

If it is decided that all or part of the students should remain in school until the threatening period is over, they should be kept away from windows (in the event of high winds), and if possible, away from the windward force of the storm. Interior hallways and lower floors are generally the safest areas in a severe windstorm. The Main Auditorium, in most cases, is considered to be the least safe.

## **CANCELING SCHOOL:**

Occasionally, severe weather conditions occur during the night, which make road conditions so hazardous that transportation to and from school could be unsafe. If, in the judgment of the Director, this condition exists, school will be canceled. This decision will be made prior to 7:00 am, if possible. Radio stations will be notified according to prearranged procedure.

1.045-3

# **Bomb Threat**

## **ACTION PLAN:**

1. DELAY CALLER TO OBTAIN ANY POSSIBLE CLUES. ASK WHERE BOMB IS LOCATED AND WHEN IT IS SET TO EXPLODE. DO NOT HANG UP THE TELEPHONE. IMMEDIATELY NOTIFY THE AUTHORITIES ON ANOTHER LINE.
2. INFORM THE DIRECTOR OR HIS/HER REPRESENTATIVE. NO OTHER PERSONNEL!
3. AREAS OF RESPONSIBILITY IF BUILDING IS NOT EVACUATED:
  - a. STUDENTS – STAFF and DIRECTOR
  - b. BUILDING – FIRE and POLICE DEPARTMENT

Should the school receive threats that a bomb has been concealed on the premises; the following procedures will be followed.

## **DELAY CALLER:**

When a bomb threat is received, the recipient of the call should attempt to delay the caller and try to determine as many facts as possible. Such clues as age, sex, mental state, voice characteristics, and other pertinent information might be obtained. As soon as possible following the conversation, a word by word record should be made. Ask the caller where the bomb is hidden and when it is set to explode. If a tracer is on the line, do not hang-up.

### **INFORM SCHOOL DIRECTOR:**

Office personnel or staff member answering a bomb threat will inform the Director about the call immediately. No one else should be informed of the call. If the Director is not available, his/her designated official should be informed. This individual shall immediately assess the urgency of the situation and then determine whether or not the building should be evacuated. If the decision is made to evacuate the building, fire and police departments should be notified immediately. The sheriff's department will, in turn, notify the state police.

### **EVACUATION OF BUILDING:**

The emergency procedure developed for evacuating the school should be followed. Announcement of evacuation should be accomplished by the same signal used for fire.

### **NOTIFY THE TELEPHONE BUSINESS OFFICE:**

If notified that a bomb threat has been received, the Telephone Company can take the necessary steps to put a tracer on the school telephone. If the caller makes a second call, it is important that the connection is not broken. Do not hang up the telephone, but by using another line; notify the business office that a second call has been made.

### **AREAS OF RESPONSIBILITY:**

If the building is evacuated, the director will remain responsible for all staff members and students. The building will be under the jurisdiction of the fire and police departments until they have completed their inspection. The Director in charge of the building will make the decision for students and other personnel to re-enter the building based upon consultation with officers in charge of the search team

**1.045-4**

## **Abduction**

### **WITNESSED:**

1. Call 911
2. Notify Director
3. Director will notify parents and siblings
4. Fill out Fact Sheet noting as many details of kidnapper and vehicle as possible
5. Provide Fact Sheet to Police
6. The Director will decide if the following actions are appropriate;
  - a. Staff meeting
  - b. Visit classrooms
  - c. Letters home to parents
  - d. Counsel friends
  - e. Designation of support faculty or board member to stay in contact with parents and serve as liaison

### **NON-WITNESSED:**

1. Verify student/staff member is missing
2. Search building and grounds

3. Convene three or four member “crisis team” to initiate the following:
  - a. Question student/faculty friends or ensure availability for police questioning
  - b. Search neighborhood, if prudent, and with police leadership
  - c. Follow “witnessed’ procedures as appropriate

## **HOSTAGE:**

1. Call 911
2. Clear area of all individuals
3. Notify Director
4. Call for building lockdown
5. Call parents, bring siblings to office
6. Follow police instructions
7. Notify staff and students in accordance with police recommendations

## **NON-CUSTODIAL INTERFERENCE:**

1. Stay with student
2. Send someone to notify Director
3. Director will call custodial parent
4. Director will call 911 as appropriate

1.045-5

# **Chemical/Gas Leak-Hazardous Materials**

## **ACTION PLAN:**

1. NOTIFY DIRECTOR
2. NOTIFY AMBULANCE AND FIRE DEPARTMENT- DIAL 911
3. BEGIN EVACUATION IF NECESSARY
4. ADMINISTER FIRST AID UNTIL AMBULANCE ARRIVES. FIRST-AID DIRECTIONS WILL THEN BE GIVEN BY THE AMBULANCE CREW
5. NOTIFY NEAREST HOSPITAL OR MEDICAL FACILITY
  - a. A list of students affected should be made immediately and given to the hospital up their arrival. The list should include the child’s name, date of birth, parent are guardian name, phone number, and any other information about the child which may be helpful.
6. BEGIN NOTIFICATION OF PARENTS OR GUARDIANS OF STATUS
7. IF HAZARD IS INSIDE DO NOT RE-ENTER BUILDING UNTIL INSPECTED BY THE FIRE DEPARTMENT AND DETERMINED TO BE SAFE.
8. IF THE HAZARD IS OUTSIDE, INITIATE BUILDING LOCKDOWN AND MAINTAIN IT UNTIL

CLEARANCE IS OBTAINED FROM FIRE OR POLICE AUTHORITIES.

**When students and staff have been determined to be out of danger, it may be advisable to contact-**

Union County Health Dept. 541.962.8801

Emergency Management 541.963.1009

Poison Control Center 1-800-452-7165

All chemicals should be properly labeled and be out of reach of children. Safety data sheets for chemicals used on premises will be posted in the office and janitorial closet for quick reference.

**1.045-6**

## **Accident/Medical Emergency**

### **MINOR:**

Follow emergency procedures as indicated by nature of accident or seek trained staff.

1. Fill out student incident report.
2. Notify Director
3. If student is unable to return to class, call parents.
4. Parents must always be notified of head injuries on matter how minor they appear.

### **MAJOR:**

1. Apply first aid and life sustaining techniques
2. Have an adult stay with the injured party
3. Call 911
4. Notify Director
5. Notify parent or guardian
6. If a student or staff member is transported to the hospital, a staff member should go with them and serve as liaison between school and hospital.
7. Complete a student incident report and have witnesses write down in detail what they observed.

**1.045-7**

## **Earthquake**

### **ACTION PLAN:**

1. IF INDOORS, TAKE COVER UNDER DESKS OR TABLES. IF OUTDOORS, MOVE AWAY FROM BUILDINGS.
2. AFTER QUAKE, EVACUATE BUILDING
3. INSPECT BUILDING BEFORE RETURNING

Should an earthquake occur, the following procedures should be followed:

## 1. **REMAIN CALM**

Staff members should take charge immediately and give instruction in firm, calm voices to reassure the nervous, thus helping to prevent the possibility of panic.

## 2. **REMAIN WHERE YOU ARE**

During the quake, under no circumstances should persons rush through or go outside of the building, exposing themselves to falling debris, live wires, etc. Experience has shown that the greatest point of danger is just outside of entrances and close to the sides of buildings.

## 3. **IF INDOORS**

Take cover under desks, table, or other heavy furniture, in interior doorways or narrow halls, or against weight bearing inside walls. Stay away from windows, light fixtures, and suspended objects. After the quake is over, evacuate the building and move personnel to a safe outdoor area until the building has been inspected and declared safe by competent personnel.

## 4. **IF OUTDOORS**

Move away from buildings. Avoid utility poles and overhead wires. Do not enter any building that may have sustained damage until competently trained personnel have examined the building and declared it safe.

## 5. **INSPECT BUILDING**

Before re-entering the building, properly trained personnel should inspect:

- a. structural soundness
- b. electrical wiring
- c. oil, gas, and other fuel systems
- d. water distribution and heating systems

1.045-8

# Shelter in Place

## **ACTION PLAN:**

1. Respond to Shelter-in Place Alert
  - a. **“Shelter-in-Place. This is not a drill.”**
  - b. Move to your assigned shelter location with your students.
  - c. Gather any students in the hallway into your shelter room.
  - d. Lock all classroom exterior doors. Lock all exterior doors near your classroom when safe to do so.
  - e. Close windows. Seal windows with tape and plastic if directed to do so.
  - f. Turn off any classroom HVAC systems; cover air vents with plastic.
  - g. Instruct students to stay calm. Share developmentally appropriate information.
  - h. Do not use the telephone system to request information.
2. Assess the situation.



- a. Inventory any injuries or other problems(panic, medical emergencies).
  - b. Communicate problems to main office.
  - c. Take a complete written roll of all students in your classroom.
3. Care for the students in your supervision.
- a. Provide first aide if needed. Calm and reassure upset students.
  - b. Use supplies in your emergency kit as needed or necessary.
  - c. Try to keep students occupied to reduce anxiety.
4. Wait for instructions.
- a. Wait for all clear signal or communications from command post or responders.
  - b. Follow any instructions on exiting or ventilating the building.
5. Recovery
- a. Contact office with names of students in attendance during the shelter-in-place.
  - b. Resume normal operations as soon as possible.
  - c. Communicate only confirmed information to parents.
  - d. Participate in a debriefing session. Provide feedback to administration to improve planning and response cycle.
  - e. Restock emergency supplies as needed.