



# Policies & Information Handbook 2022-2023

Stanley & Elizabeth Evans Preschool  
Central Presbyterian Church  
2901 Rogers Avenue • Fort Smith, Arkansas  
479.434.2020 • [www.csafortsmith.org](http://www.csafortsmith.org)



## **Our Mission**

To develop the whole child socially, emotionally, mentally, & physically through the visual performing arts.

## **Our Beliefs**

- In a developmentally appropriate setting, all children can learn.
- Preschool education balances structured and open-ended activities.
- By working in groups, children learn teamwork and problem solving.
- Children need to move, learning through kinesthetic experiences.
- Participation in the arts develops confidence.
- Performing arts experiences provide a rich context for developing literacy skills.
- The visual arts develop fine motor skills, hand-eye coordination, shape, color, and pattern recognition.
- Music explores listening and aural skills, communication, rhythm, and movement.
- Dance develops the large motor skills, teamwork, and mutual support.
- Drama draws out the imagination, expression and fosters communication and social skills.

## **Why Arts?**

We believe participation in the arts develops creativity. In the coming age of global communication and rapid technology advances, our society will value creative abilities as never before. Through the arts, children can easily access basic skills necessary for academic success in kindergarten and beyond.

**Through hands-on, meaningful experiences in the arts, children at CSA Preschool for the Creative Arts are able to explore the world through their inherent and natural curiosities; the arts provide a playground for the mind of the child. Arts education is the answer to preparing young minds and bodies for a creative world.**

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## **PROGRAM INFORMATION**

### **Curriculum**

The CSA Preschool for the Creative Arts is a wonderful new arts-based preschool that offers a creative, developmentally appropriate approach to early childhood education. Children are immersed into all types of arts activities as they learn and discover new ideas and the world around them. The program nurtures creative thinking, problem solving, imagination, communication, motor skills, and social/emotional skills that last a lifetime. In fact, studies have shown that children who participate in the arts at an early age develop at a faster rate than those who do not. Children who participate in this type of program truly enjoy learning and have an extra reason to love coming to school!

### **The Create Curriculum**

#### **C is for Community**

The world outside our doors is filled with wonders that preschoolers can enjoy in group excursions. Field trips to museums, performances, and visiting guest artists are in store for the Preschool for the Creative Arts Preschoolers with permission to participate.

#### **R is for Red, Yellow, and Blue**

Daily art class provides an engaging pathway to cognitive development in young children. In addition to strengthening hand-eye coordination and fine motor skills, students learn color, shape and pattern recognition, independent work, and problem-solving skills. Equipped like a working art studio, Community School of the Arts Preschool offers children the opportunity to experiment with a broad range of materials and media, including paper, glue, paints, clay, collage, sculpture and printmaking.

#### **E is for Excellence in Performance**

Learning culminates in twice-yearly performances, where children can participate according to their individual preferences. Cooperation, teamwork, sharing, mutual support and achievement come into play as the classroom community works together to realize its own creative vision for the session. We expect no two performances to be alike and celebrate every child's contribution to the whole.

#### **A is for ABC's and 123's**

Our students' day begins with Greetings and Group learning throughout each week. Preschoolers connect and reinforce literacy and numeracy concepts during their Visual Arts, Drama, and Dance classes.

#### **T is for Timbre, Rhythm, Form, Pitch and Harmony**

Children discover these musical elements through play and exploration. The CSA Preschool for the Creative Arts embraces Orff Schulwerk approach to early music education. Children actively participate in music making through games, chants, rhymes, songs, and dances. The use of voice, movement, and simple instruments allow students to discover music fundamentals in a personally meaningful way.

#### **E is for Energy in Dance and Drama**

The Preschool for the Creative Arts offers daily dance and drama class. Dance introduces movement in rhythm and in sync and provides a joyful way to develop large motor skills, coordination, fitness, and balance. Drama, like story time in live action, draws preschoolers deep into classic narratives, while fostering imagination, language development, social skills and expressiveness.

## GENERAL INFORMATION

### Tuition, Fees & Eligibility

- For enrollment, completed registration forms and a Registration and Supply Fee of \$150.00 per year (non-refundable) must be received by August 1. Students are accepted on a first served basis:
  - The \$150.00 registration fee will hold your place in our program.
  - The first month's tuition is due August 1.
- Tuition - 5-day program (M/T/W/R/F):
  - **7:30-12:30pm: \$600/per child/per month**
  - **7:30-2:30pm: \$720/ per child/per month**
  - **7:30-5:30pm: \$800/ per child/per month**
  - **2:30-5:30pm: \$180/per child/per month**
- Tuition is due at the first of each month and will be automatically withdrawn from your account.
- If a transaction is declined, you will be charged a fee of \$25.00.
- Statements will not be sent as a monthly reminder; please note when tuition is due.
- Paid tuition is non-refundable. Tuition will not be adjusted for days your child does not attend. This includes the first month's tuition due August 1. If you withdraw your child from the program after August 1, September tuition is non-refundable.
- Billing questions can be sent to [info@csafortsmith.org](mailto:info@csafortsmith.org).
- Tuition is not refunded for absences, illness, vacation, or otherwise.
- Students must be age 3 by September 1 or 5 after August 31.
- Late enrollment is possible through the second week of January, if there is a spot available. All late enrollments require completed registration forms and fees to be turned in no later than a week prior to the desired start date. Students wishing to enroll after the school year has begun must meet program requirements of eligibility as described below. In January, late enrollment also requires that students are 3, 4, or 5 by November 15 the prior fall and have had preschool experience the prior fall. No students can be enrolled after the second week of January deadline, but instead are encouraged to register for the following school year.
- Students must be dropped off by 9am every day or they may be denied school for the day.
- Late pick-up fee of \$5 will be charged per child after 5:45pm and \$5 for every 5 minutes after.

### Placement Policy

- For all preschool enrollment, all students must complete and submit \$150.00 Registration and Supply fee and the following forms:
  - Health Form (completed by doctor and parent/guardian)
  - Certificate of Immunization Form (completed by doctor)
  - Consents and Releases Form
  - Recurring Payment Form
  - Student Registration Form
- To be placed on the waiting list, parents must complete a Registration Form at no cost. When an opening becomes available, families will be notified in the order of registration, at which time all forms and a \$150.00 Registration and Supply fee become due.

- Registration for the following Fall sessions opens the second week of January of each year (February 15 for waitlist or new students). Priority of placement is as follows:
  - Current CSA Preschool for the Creative Arts student
  - Sibling of current CSA Preschool for the Creative Arts student
  - Sibling of previous CSA Preschool for the Creative Arts student
  - All new applicants accepted on a first come, first served basis

**Discontinuation Policy**

If the need arises to leave our program, please notify staff at least one month prior to leaving. Tuition and fees paid up to date are non-refundable.

If a child is having difficulty adjusting to the program or has ongoing problems, there will be a conference between Preschool Director and parent. A plan to help the child be successful will be developed, and a copy of this plan will be placed in the child’s file. If a plan can’t be agreed on, CSA reserves the right to withdraw child from the preschool.

CSA may also withdraw a child if:

- There is failure to pay
- There is failure to follow policies

**School Attire**

When your child comes to school, please make sure they are wearing comfortable clothes, appropriate for movement, outdoor play, paint, messy activities, and appropriate for the weather. On the first day, please provide us with a full change of clothes for your child to keep at school in case of an accident, label each item with your child’s name, and place them in a gallon Ziploc bag.

**Inclement Weather**

CSA Preschool for the Creative Arts will decide by one (1) hour prior to opening if the preschool will be closed due to inclement weather. If the Fort Smith School District (FSSD) announces a delayed start, CSA Preschool for the Creative Arts will also have a delayed start. If the FSSD cancels school for the whole day, CSA Preschool for the Creative Arts will also cancel. However, if 5 days are missed due to inclement weather, any further closures will be made up at the end of the preschool year. Closing information will be posted on the CSA Preschool for the Creative Arts Facebook and Instagram page online.

**Playground**

The CSA Preschool for the Creative Arts provides children with ample outdoor space to meet their physical needs. The school is equipped with a playground containing play structures and educational opportunities. Children are given the chance to learn about their physical abilities and to play with other students in both structured and unstructured activities. Children play on the playground every day, weather permitting. When it is below 20 degrees, either the true temperature or the wind chill, the children will not play outdoors during recess. If it is 20-32 degrees or over 90 degrees, the children will be permitted to go outdoors for 15-20 minutes. Indoor activities will be provided the remainder of the time.

**Communication with the Preschool**

If you have questions or concerns about your child’s experience at CSA Preschool for the Creative Arts, please feel free to email the Preschool Director anytime. You have the opportunity to sign up for parent-teacher conferences each year. At the end of the school year, you can take an online survey evaluating the programs, staff, and policies at CSA Preschool for the Creative Arts.

## **Accommodations**

If your child has special needs, please discuss them with the preschool director before the child begins attending school. This way all staff will be able to meet your child's needs effectively by making the appropriate accommodations.

## **NUTRITION, SNACKS & LUNCHESES**

### **Snack**

Children are to bring a well-balanced snack, in compliance with healthy food guidelines for mid-morning snack time. Staff provides supervision at the table during snack.

### **Lunch**

Children are to bring a sack lunch, in compliance with healthy food guidelines as determined by the USDA Child and Adult Care Food Program (CACFP). Staff provides supervision at the table during lunch. They will typically eat lunch 12-12:30pm in the classroom. Please do not bring foods needing refrigeration or microwaving, as these services are not provided. Do not include a dessert in sack lunches.

### **Food for Special Occasions**

Parents are welcome to bring special treats to the preschool for birthdays, however, these items must be **prepackaged as tree-nut and peanut-free** or fresh fruit or veggies. Please avoid choking hazards as specified. Special treats will supplement, not replace, the usual snack of the day.

### **Choking Hazards**

Please do not provide foods that pose choking hazards to young children, including grapes (unless sliced), cherry tomatoes (unless sliced), popcorn, and clementines. The size, shape, and consistency of food contribute to its ability to choke small children. Pieces of food that are approx. ½ inch to 1½ inches in diameter, are round, or are tough and do not easily break apart pose serious risk to children.

### **Allergies/Dietary Restrictions**

Please notify the Preschool Director if your child has dietary restrictions (allergies, religious, medical), and include them on the appropriate forms at the time of enrollment. Before bringing special food items to the preschool, check with the Preschool Director in case of food allergies other students may have.

**We are a tree-nut and peanut-free preschool. Please do not send birthday treats or lunches that contain any kind of nuts or are processed with nuts.**

### **Creative Quiet Time**

Children will participate in a creative quiet/rest time for one (1) to one and a half (1 ½) hour (s) each day. During this time student will listen to classical music and rest. Children will need to bring a rest mat.

## **POLICIES**

### **Arkansas Licensing Handbook**

Available for your review on our website is the [Arkansas DHS Handbook of Child Care Centers and Preschools Licensing Standards and Procedures](#). The CSA Preschool for the Creative Arts is a licensed preschool through the state of Arkansas and adheres to all licensing standards and procedures.

## **Discipline and Positive Guidance**

CSA Preschool for the Creative Arts believes that, in most cases, children who are engaged and active participants in their learning have very few discipline problems. When needed, we carry out discipline focusing on positive practice.

The staff is trained to give a verbal re-direct that contains positive guidance and an opportunity for the appropriate behavior to take place. There are clear-cut limits set that assist the child in developing socially acceptable behavioral and emotional controls. The goal of disciplining children is to help them develop self-discipline and skills for school success, not to adhere to a rigid set of rules. Staff will sing directions and engage in role playing to discuss behavior.

- Positive reinforcement is the first practice in any discipline scenario: staff is trained to emphasize a job well done and to verbally praise children for positive and wanted behaviors. This often solves behavioral problems with most children.
- Sometimes a child may continue to exhibit a problem behavior. In this case, staff are trained to follow the process outlined here:
  - After positive reinforcement has proven to be ineffective, the staff will give a reminder to the child phrased as a positive re-direction, using a conversational tone.
  - If this re-direction is ineffective, the staff member will then tell the student in a conversational tone if they continue the behavior, they will either (a) lose the privilege of playing with or doing something that they like for 5 minutes or (b) take a break for 3-4 minutes before being able to return to play.
  - If this second re-direction is ineffective, the child will then be told in a conversational tone that they lose their privilege or must take a break.
  - After the specified time, the child will be allowed to resume activities with a clean slate. Staff is trained to start afresh with children after disciplining them.
- Any discipline issues that occur with your child will be reported the same day to parents. Any serious issues, (such as biting, hitting, temper tantrums, throwing toys, etc.) will be written up in an Incident Report. If a child accrues more than 2 Child Injury/Incident Report, a conference between the teacher, parent, and Preschool Director will be held to create an action plan for moving forward. This action plan will be put into writing, and a copy will be given to the parent, and one will be put in the child's file.
- CSA Preschool for the Creative Arts does not use any form of corporal punishment to discipline children (e.g. spanking, slapping, shaking) or any punishment that is humiliating, frightening, or causes pain or discomfort to a child. Children are not restrained mechanically or locked in a room as a form of discipline. No child shall be subjected to verbal abuse, threats, or derogatory remarks about the child or their family.

## **Biting**

When children bite, their parents are informed personally and privately the same day. All information is confidential, and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on our Child Injury/Incident Report, which is completed and signed by teacher and parents, and the Preschool Director is notified. One copy is given to the parent and one copy is kept in a locked file cabinet in our main office. When biting occurs, here's what you can expect from us:

- We put the child's safety first and provide first aid as well as comfort, support, and advice to any child who is bitten.
- We provide appropriate programming for children to help prevent biting.



- We make current information and resources on biting available to you.
- We provide teachers with adequate knowledge and training to deal properly and effectively with biting.
- We take your concerns seriously and treat them with understanding and respect.
- We tell you what specific steps we are taking to address biting and explain the reasoning behind those steps.
- We respond to your questions, concerns, and suggestions.
- We work to schedule conferences about biting with you, at a time you can attend.
- We keep your child's identity confidential if he or she bites. This helps avoid labeling or confrontations that may prolong the behavior.

### **Abuse**

- Criminal and child abuse record checks are required for staff leading children at CSA Preschool for the Creative Arts. Individuals are prohibited from involvement with childcare when they have the following convictions or founded child abuse reports:
  - Founded child or dependent abuse that was determined to be sexual abuse
  - Placement on the sex offender registry
  - Felony child endangerment or neglect or abandonment of a dependent person
  - Felony domestic abuse
  - Felony crime against a child including but not limited to sexual exploitation of a minor
  - Forcible felony
- There is a time-limited prohibition from involvement with childcare when a founded child abuse is determined to be physical abuse and when there is a conviction for a controlled substance offense. In these circumstances, individuals are prohibited from involvement with childcare for five years from the date of the conviction or founded child abuse report.
- The Department of Human Services will notify all parents if founded abuse ever occurs at the preschool.
- All full-time preschool staff are trained in mandatory reporting and update it every 5 years.
- In the very unlikely event that you as parent/guardian suspect any abuse or neglect to your child from a staff member at CSA Preschool for the Creative Arts, please immediately report these suspicions to the Preschool Director. The Preschool Director will investigate the report and involve the Department of Human Services and/or the police as necessary. While this investigation is under way, the Preschool Director and administrative team will determine whether the staff member should be suspended from their position until the investigation is complete.

## **SAFETY AND STAFF TRAINING**

### **Enrollment Forms**

- Parents/guardians are required to provide names, relationships, and phone numbers of people authorized to pick up a child from the preschool at the time of enrollment by filling out the appropriate forms.
- If any of the information changes, parents/guardians must notify the school immediately, so that the information on file is up to date. These forms are updated regularly at the beginning of each school year.

- All forms are kept in the children’s files at the CSA Preschool for the Creative Arts, and parent/guardian contact information, emergency contacts, and medical and dental information are kept in a central place for easy access in case of emergency.

### Visitors

No unauthorized visitors are allowed to enter classrooms at The CSA Preschool for the Creative Arts. All visitors must sign in and out on the visitor’s log. They must wear a visitors’ badge.

### Access Policy

- Any person in the preschool who is not a CSA administration, a staff member, or subcontracted staff who has had a record check and approval to be involved with childcare **shall not** have **“unrestricted access”** to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.  
**\*“ Unrestricted access” means that a person has contact with a child alone or is directly responsible for childcare.**
- Persons who do not have unrestricted access will be under the direct **“supervision”** and **“monitoring”** of a paid staff member at all times and will not be allowed to assume any childcare responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he/she delegates it to the teacher assistant due to a conflict of interest with the person.  
**\*“ Supervision” means to oversee an individual engaged with children in an activity or task and ensure that they perform it correctly.**  
**\*“ Monitoring” means to be in charge of ensuring proper conduct of others.**
- CSA Preschool for the Creative Arts staff will approach anyone who is on the property of the school without their knowledge to ask what their purpose is. If staff is unsure about the reason they will contact the Preschool Director, the Director of Operations, or the Executive Director of Community School of the Arts to get approval for the person to be on-site. If it becomes a dangerous situation staff will follow the “intruder in the center” procedures. Non-school persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.
- A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Arkansas sex offender registry:
  - Shall not operate, manage, be employed by, or act as a contractor or volunteer at the preschool.
  - Shall not be on the property of the preschool without the written permission of the Preschool Director, except for the time reasonably necessary to transport the offender’s own minor child to and from the school.
    - The Preschool Director is not obligated to provide written permission and must consult with their DHS licensing consultant first.
    - If written permission is granted it shall include the conditions under which the sex offender may be present, including:
      - The precise location in the school where the sex offender may be present.
      - The reason for the sex offender’s presence at the facility.
      - The duration of the sex offender’s presence.

- Description of how the preschool staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
- The written permission shall be signed and dated by the director and sex offender and kept on file for review by the preschool licensing consultant.

### **Injury**

- A quiet area is provided for injured or ill children.
- Each child is observed for signs of injury upon arrival, and unusual injuries are reported on an Injury/Incident/Illness Report. All injuries requiring treatment are reported on an Injury/Incident/Illness Report; parents receive a copy of this form.
- Minor injuries are treated with soap and water, a band-aid, and ice as needed by staff members trained in First Aid.
- If a serious injury, including a head injury or dental injury, occurs, we call 911 and the child requiring emergency care is transported by ambulance to your preferred hospital as reported on the emergency medical and dental information form. Staff vehicles will not be used to transport children in any case.
- Parents are contacted as soon as possible after calling 911.
- If a parent cannot be reached immediately, the emergency contact person is notified.
- Payment of any bills or charges incurred from the ambulance and/or other medical/dental care is the responsibility of the parent.

### **First Aid Kit**

The preschool has a clearly labeled first-aid kit available and easily accessible to staff at all times whenever children are inside the preschool and outdoors in the play area. The kit contains sufficient supplies to address first aid related to minor injury or trauma and is stored in a place inaccessible to children.

### **Staff Training**

- During their first six months of employment, the Preschool Director, the lead teacher, and all staff counted as part of the staff-student ratio receive training in mandatory reporting of child abuse and training regarding universal precautions and infectious disease control, as well as an “Essentials” training provided by DHS.
- All full-time staff at CSA Preschool for the Creative Arts is certified in CPR and First Aid.
- Certification in mandatory reporting, universal precautions, CPR, and First Aid are maintained annually so they remain current.
- All staff attends an orientation upon hire where they review in detail all emergency procedures for preschool. Emergency plans are reviewed annually at the beginning of the school year.
- Staff orientation upon hire also includes reviewing all CSA Preschool for the Creative Arts policies and information as written in this handbook, as well as the CSA Preschool for the Creative Arts Staff Handbook. Each staff member signs a form stating that they have read and understood the CSA Preschool for the Creative Arts Policies and Information Handbook and Staff Handbook.
- In addition to training in CPR, First Aid, mandatory reporting, and universal precautions, all full-time staff are required to receive 15 contact hours yearly of training in one or more of the following areas:

- Child development
- Guidance and discipline
- Developmentally appropriate practices
- Nutrition
- Health and safety
- Communication skills
- Professionalism
- Business practices
- Cross-cultural competence
- Some staff training takes place in a DHS-approved group setting, and some training takes place on an individual basis and will be tailored to the interests and needs of each staff member.
- All professional development and training are documented and kept in the personnel files at the CSA Preschool for the Creative Arts.

### **Health and Hygiene**

- All children must have a current physical examination report, submitted within 30 days from the date of admission, signed by a legal guardian and a licensed medical doctor, doctor of osteopathy, physician's assistant, or advanced registered nurse practitioner. The physical examination must have been performed within 12 months prior to the first day of school. The report must include past health history, status of present health including allergy medication, and acute or chronic conditions, and recommendations for continued care when necessary. The report must be updated when there are any changes to the original report.
- Staff will help children with handwashing to minimize the spread of illness and promote good hygiene. Children's hands will be washed before eating and after using the restroom, nose-blowing, and playing outside.
- Staff will wash their hands upon arrival at the school, before serving food to the children, before and after administering first aid, and after blowing their nose and using the restroom.
- Toys and surfaces used by the children are disinfected regularly, and any toys that are mouthed are disinfected as soon as possible.
- Disposable gloves will be used by staff when cleaning contaminated surfaces or in contact with blood or other body fluids. All accidents (vomit, feces, urine, blood) will be cleaned up with soap and water and disinfected with a bleach and water solution. Any material contaminated with blood will be disposed of in a double-layer bag with a secure tie.
- Daily Health Check: Each child shall have direct contact with a staff person upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior that may adversely affect the child or the group.
- Illness:
  - *Communicable disease*: State law requires that we report any confirmed cases of chicken pox, measles, mumps, scarlet fever, infectious hepatitis or meningitis to all enrolled families, our licensing specialist, and the Sebastian Count Health Department. All communicable disease reports will be posted on the door of all classrooms. The notice will include the disease, the symptoms, and the period communicability.

- *Exclusion from the preschool due to illness:* We want to provide a healthy environment for the children and staff at CSA Preschool for the Creative Arts. Children might be excluded from school until the following symptoms or conditions are resolved or until the child's doctor has determined the child can return to school:
  - Fever of 101 degrees or above: Child must be fever-free for 24 hours and the child must not be in danger of dehydration before returning to preschool.
  - Vomiting: Child must have stopped vomiting for 24 hours and the child must not be in danger of dehydration before returning to school. It must be determined that diarrhea is not due to a communicable condition.
  - Diarrhea: Child must have stopped having diarrhea for 24 hours and the child must not be in danger of dehydration before returning to school. It must be determined that diarrhea is not due to a communicable condition.
  - Skin rash associated with other signs of illness: Child can return once the illness has been determined not to be communicable.
  - Whooping cough, strep throat, or other specific contagious infection: Child may return to school once a doctor has determined they are no longer contagious.
  - Evidence of head lice, impetigo, scabies, ringworm, etc.: Child can return to school 24 hours after treatment has begun.
  - Measles, Chicken Pox, or Rubella: Child may return to school 6 days after the rash appears.
  - Mumps: Child may return 9 days after the onset of parotid gland swelling.
  - Hepatitis Virus A Infection: Child may return one week after the onset of the illness or after immune serum globulin has been given to appropriate children and staff at the school as dictated by the Arkansas Department of Public Health.
  - Evidence of severe illness such as lethargy, unusual sleepiness, prolonged crying, obvious discomfort, difficulty breathing, uncontrollable coughing or wheezing: Child may return when symptoms have resolved.
  - Mouth sores or ulcers with drooling: Child may return when the doctor or local Health Department authority states the child is noninfectious.
  - A quiet area is provided for injured or ill children. An Illness Report is filled out as needed.
- If a child is sent home, an Illness Report is filled out by staff. Upon pick-up, the form is signed by the parent, and a copy will be made for the child's file and a copy will be sent home.
- If your child is absent for any reason, please email your child's teacher to let us know why he or she is staying home.
- If a child misses a day of school, he/she may not make up that day by attending another program for a day.

### **Dispensing, Storing and Recording Medication**

- We administer medicine to your child only if you have completed, signed, and submitted a Medication Authorization Form and the Preschool Director as approved the administration plan.

- Both prescription and non-prescription medications must be in the original container with the original label, and have your child's name, the correct dosage and administration directions written on it.
- All medicine is stored so it is inaccessible to children and non-school personnel.
- All medication administered is recorded in the medical log, along with the dosage and time it was administered. Parents have access to medical log entries concerning their child.
- Medications will only be administered through the duration of the prescription.
- Only the Preschool Director (trained in First Aid) has the authorization to administer medication to children. The Preschool Director administers the medication, and if the Preschool Director is away from the CSA Preschool for the Creative Arts, the lead teacher administers the medication.

### **Smoking**

Smoking and the use of tobacco is prohibited at all times in the preschool, as well as in the outdoor play area during hours of operation.

### **EMERGENCY GUIDELINES & PROCEDURES**

All emergency procedures concerning fire and tornado are practiced monthly. Records of fire and tornado drills are kept by the Preschool Director. The Preschool Director checks every exit daily to make sure that they are not obstructed in case of emergency.

- **Emergency Plan for Fire**

Fire escape routes are clearly marked and posted in each room of the building. Staff and children are trained through monthly drills to react quickly and efficiently to the building's fire alarm system. Drills are conducted once a month at different times of the day to ensure that all children and staff are familiar with all the exit points. The teacher's aide will hold the door open as the children and remaining staff exit the building. The Preschool Director will lead the children out of the building. The children and staff will meet on the sidewalk to the west of the building. Staff will ensure that all children are accounted for. The aid will shut all windows, turn out the lights, close the doors, and then proceed to the meeting place. The Administrative Assistant will check all bathrooms for children and then proceed to the meeting place. No one will re-enter the building until the "All-Clear" signal has been given. Drills are recorded with time and locations used also noted.

In the event of a real fire, 911 will be called and children and staff will exit the building as stated above. Classroom staff will be responsible for taking the attendance books and emergency phone list for his or her class outside. The Preschool Director will be responsible for the emergency bag containing a list of children and phone numbers; first aid kit, cell phone, and flashlights. The children and staff will remain in their designated area until emergency vehicles arrive. Parents will be notified, and children will remain on the premises at the designated area until parents arrive. If evacuation of the premises is necessary, the children and staff will walk to a safe place. Parents will be contacted and made aware of the alternate pick-up site. Children and staff will return to the building when fire officials have determined it is safe to do so.

- **Emergency Plan for Tornado**

Emergency tornado routes are clearly marked and posted in every room of the building. Tornado drills will be conducted once a month at different times of the day to ensure that all children and staff are familiar with the emergency procedure. The signal for the tornado drill is a blown whistle. The whistle is used only for this purpose. Designated staff from each room will

be responsible for taking the attendance books and emergency phone lists with them. The staff will lead the children into the windowless hallway and have them sit along the walls. Drills are recorded with time and locations used also noted.

In the event of a real tornado, the above procedures will be followed. In addition, the Preschool Director will have their phone to listen to the latest news and weather alerts. The staff and children will remain in the designated area until the "All-Clear" has been sounded. If there is structural damage to the building, 911 will be called and determination will be made if it is safe to exit the building. If it is necessary to leave the building, staff will follow the evacuation guidelines as set out in the Emergency Plan for Fire.

- **Emergency Plan for Severe Weather**

CSA Preschool for the Creative Arts will decide by one (1) hour prior to opening if the preschool will be closed due to inclement weather. If the Fort Smith Public School District cancels school **or** announces a delayed start, CSA Preschool for the Creative Arts **will not** open that day. Closing information will be posted on the preschool's Facebook & Instagram pages online & the school answering machine.

Should severe weather develop while the preschool is open and need arises to close early, parents will be contacted by telephone and asked to pick-up their children as soon as possible. Parents may give permission for another designated adult to pick up their child. If road conditions are such that driving is difficult or impossible, children, staff, and any parents in the building will remain inside until roads are passable.

- **Emergency Plan for Earthquake or Structural Damage**

In the event of an earthquake, or if structural damage occurs for any reason, staff will direct inside children to take cover under tables and away from windows. For children outside the building, staff will instruct the children to move away from the building and sit down together with staff. Preschool Director will call 911. Structural damage will be assessed by official personnel and the Preschool Director before children are allowed to remain in or re-enter the building. If it is necessary to evacuate the premises, the evacuation procedure as set out in the Emergency Plan for Fire will be followed.

- **Emergency Plan for Power Outage**

The building is set up with emergency backup lights. Flashlights will be available in the preschool room for use, as necessary. The Administrative Assistant will inform the power company of the outage. If it has been determined that the outage will interfere with continued operation of the preschool, parents will be contacted to pick up their children.

- **Emergency Plan for Chemical Spills**

If the staff witnesses a toxic spill in or near the building, staff will call 911 immediately. Staff and children will cooperate with official personnel. Official personnel and the Preschool Director will take staff and children to a safe location as determined. Staff and children will remain at the designated location until the "All-Clear" is given by officials. If evacuation is necessary, staff will follow the evacuation guidelines set out in the Emergency Plan for Fire.

- **Emergency Plan for Bomb Threat**

The Emergency Plan for Fire will be followed. The Preschool Director will call 911 and inform the emergency personnel that a bomb threat has been received and will communicate as much information as possible about the caller and the message. Any instructions given by the emergency

personnel will be followed. Staff and children will return to the building once the search has stopped and the building has been declared safe.

- **Emergency Plan for Lost or Abducted Child**

No children shall be outside or inside without the prescribed ratio of staff supervision. In the event the program is unable to locate a child, all children will be brought into the inner classroom. Non-ratio staff will immediately and completely search the grounds and the building while the other children are being supervised. If the child is not found within 10 minutes, parents will be called and 911 will be notified. A detailed description of the child, including what they are wearing and places they might have gone, will be given to emergency officials. If the child is observed being abducted, 911 will be called immediately and a complete description of the child and the abductor will be given, if possible. If advance warning is received that someone is coming to take a child, the child will be taken to the staff room where a staff member will stay with the child and the door locked. When the person arrives to attempt to take the child, they will be encouraged to leave the premises. If the person refuses, 911 will be called. No staff or children will leave the preschool until authorities have arrived.

- **Emergency Plan for Intruder**

An intruder or dangerous adult would include an adult exhibiting inappropriate behavior, bearing arms, and/or showing signs of intoxication by either drugs or alcohol. This also includes any person who is prohibited by court order (copy of which must be in the child's file) to see or transport the child.

Staff will alert the Preschool Director should an intruder enter the building at which time they will approach the intruder and inquire as to why they are on the premises. During this time, staff will ensure that all children are accounted for. If it is determined the intruder should not be on the premises, they will be asked to leave. If the intruder refuses to exit the building or uses force or threat of force, 911 will be called. If it is determined the intruder's intent is to leave with a child or staff unlawfully, staff will take the child or other staff member into the staff room, lock the door, and call 911. In the event that the person leaves the CSA Preschool for the Creative Arts before the officials arrive, staff will write down the license plate of their vehicle and full description of the individual.

CSA Preschool for the Creative Arts is a secure and coded facility and is locked at all times.



# **Community School of the Arts Preschool**

## **Faculty & Staff**

Dr. Rosilee Russell, Executive Director

Judy Riley, Director - Music, Theatre

Sherry Jones - Visual Arts, Music

Rachel Burgos – Music, Movement

Wendy Dane – Suzuki Strings

Dylan Blackwood – Dance