**University Nursery School**

**Parent Handbook**

**2019**

Revised 2/27/2018

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**A little background of University Nursery School…**

In this non-profit organization, our qualified staff have been providing valuable early childhood education as well as loving care to the children of our community for the past forty five years. With four successful locations, we serve the entire Duluth area, as well as many surrounding communities.

**JEFFERSON SQUARE – est 2019**

The newest and largest of our centers boasts spacious classrooms awash in natural lighting, and two sprawling play yards on the grounds that Buffalo Bill once rode. Housed in the historic Jefferson Square building (once the Duluth Village School!), this centers offers care for infants, toddlers and preschoolers. The location, adjacent to the medical district, make this center especially convenient for any of Duluth’s hospital and downtown business employees.

Directors-Katy Das & Rachel Hilk

**COPPERTOP—est. 2001**

Coppertop is situated along Duluth’s beautiful Skyline Parkway. Children attending our Coppertop site (ages 6 weeks-6 years) take in a lovely view of our city from our windows and play yard. Our central location is convenient for families working both downtown, and further up the hill. On our main floor, our infants and toddlers enjoy a curriculum rich with hands-on experiences, as well as developmentally challenging tasks. Downstairs, our unique team-taught preschool program offers the children diverse learning experiences.

*Site Director—Channon Richardson*

**HARBOR HIGHLANDS—est. 2009**

Harbor Highlands is located in the center of the Harbor Highlands neighborhood; below the Central High School building. The boys and girls here (ages 6 weeks-33 months) have the advantage of belonging to a new community that was created to encourage strong families. Harbor Highland’s focus on infants and toddlers allows the staff here to provide an engaging, developmentally appropriate curriculum centered on the children that attend.

*Site Director—Megan Taber*

**COLLEGE STREET—est. 2011**

College Street is centered between the University of Minnesota—Duluth and the College of Saint Scholastica. It is a convenient location for staff and students of both facilities. Students and staff here enjoy a unique relationship with the property owners; working together to preserve our environment and better our future. College Street serves infants (6 weeks-16 months), toddlers (16-33 months), and preschoolers (33 months-6 years). *Site Director—Anne Koshinki*

An individual site director runs each of our four sites. The same Board of Directors governs all four sites. Kathleen Das serves all four sites as Head Director and CEO of University Nursery School, Inc.

*University Nursery Schools Inc. strives to provide quality care to all children regardless of race, religion, family background, or income level. UNS works with St. Louis County Social Services to provide for parents who cannot afford the entire tuition.*

**Program**

University Nursery School provides a balanced program of learning experiences designed to foster the cognitive, motor, as well as social, emotional and aesthetic development of the preschool aged child.

The school environment is structured to stimulate the child’s curiosity and encourage self-directed learning. Children alternate between independently exploring a planned environment and teacher led group instruction. Age and developmental level determine group placements. The children have the same teacher for small group time, language arts, and music and movement. The daily program includes outdoor play, art and music experiences, and opportunities to develop pre-academic skills in math, science, and language.

At University Nursery School we strive to provide an atmosphere, which is conducive to a sense of emotional security and self worth.

We believe the child needs such an atmosphere in order to develop new skills and abilities, which produce feelings of self-confidence and enhance self-esteem. All children are encouraged to try any new experience for which they seem ready.

**Getting to Know Us**

All children and parents are asked to visit the school prior to enrollment to familiarize them with the facility and meet the director and teachers. At this time, any questions or concerns can be discussed.

**Statement of Philosophy**

We believe that learning, for young children takes place where there is direct interaction with the environment. Our curriculum will be based on experiences that emphasize functional learning at the child’s stage of development.

We plan to structure an environment that provides natural opportunities for language development, manipulation of materials, sensing of meaning and relationships, developing work habits, and obtaining social maturity.

Our program will be sensitive to the individual needs of the child. The physical and emotional environment will be conducive to the needs of children at differing stages of cognitive and social-emotional development. The materials that are provided and the plans that are made will be appropriate to each child’s developmental level.

We feel that there will be few difficulties in achieving our goal of providing appropriate learning experiences for the individual child. The experiences that young children have today are the foundation for future learning and living. By allowing the young child to observe, experiment, and draw conclusions, we are setting these foundations. We believe that in a nurturing and caring emotional environment, such learning can take place.

**IMPLEMENTATION OF PHILOSOPHY**

1. We will provide a daily format in which the communication skills, i.e. reading, listening, speaking, spelling, and writing are applied to learning experiences in science, math, art, music, and social studies. The classroom will be organized in learning centers where children are free to create, explore, inquire, and respond in a variety of ways that will help them extend their language abilities.
2. The program will provide daily opportunities for recognition of the efforts of each individual child and for the child to experience success. Planned experiences will nurture their felling of self-worth and sense of belonging to the group. Reasonable limits of behavior will be agreed upon and relayed to the children. The expectation will then be that the child will function within those limitations.
3. Daily opportunities will provide for skill development in body movement through the use of both small and large muscles—with our ultimate goal being to provide the basic skills needed for good health and life sports.

**Grievance Procedures**

Parents and their authorized representative may file a grievance against the program by going through the following channels.

1. On-Site Director.
   1. St. Marie Street - Rachel Hilk 218-728-1888 [st.marie@universitynurseryschool.org](mailto:st.marie@universitynurseryschool.org)
   2. Coppertop - Channon Richardson, 218-727-8314 [coppertop@universitynurseryschool.org](mailto:coppertop@universitynurseryschool.org)
   3. Harbor Highlands - Megan Taber, 218-727-2699 [harborhighlands@universitynurseryschool.org](mailto:harborhighlands@universitynurseryschool.org)
   4. College Street - Anne Koshinki, 218-724-4816 [collegestreet@universitynurseryschool.org](mailto:collegestreet@universitynurseryschool.org)
2. University Nursery School Head Director, and CEO - Kathleen Das, 218-727-2699
3. President, Board of Directors - Dr. Penelope Morton, pmorton@d.umn.edu

Grievances may be submitted in written form or verbally and will be addressed in a timely manner by UNS management.

**Conferences**

Parent/teacher conferences will be made available to all parents in November and May of each year. Parents are encouraged to sign up when conference times are posted. Any parent not available during the posted conference times is invited to schedule a telephone conference with the child’s teacher. Individual conferences may be scheduled at any time throughout the year, at the parent’s request.

All conferences will include a written assessment prepared by your child’s teacher; this assessment will cover intellectual, physical, social, and emotional development. A copy of this assessment will be kept in your child’s file after the conference.

**Childrens Files**

Minnesota State Law requires that children’s files are kept complete and up to date. Your site director will notify you when we are missing reuired forms or have forms that need updating. Please comply in a timely fashion. Failure to submit required papaerwork for your child on time will result in termination of services.

The following information must be present and current in each child’s file.

\*Child’s name, date of birth, telephone number, and address

\* Name address and phone number of a t least one parent/guardian

\*Instructions on how a parent can be reached

\*Emergency contact information (2, other than parents-name, address phone number)

\* Alternate authorized pick up information (nam, phone number)

\* Scheduled days of attendance (Monday – Friday only)

\*Immunization Record

\*Health Care Summary

\* Written authorization for UNS to act on the child;s behalf in the case of an emergency

\*Name, address, and phone number of health care provider

\* Name, address, and phone number of dental care provider

\* Description of child’s eating, sleeping, toileting, communication and comforting habits/methods(infants and toddlers only)

\* Documentaion of any dietary or other special needs

\* Documentation of IEP or ICCP, if applicable

\* Documentaion of conferences, including summary of information given to parents

\*Sleep Safe Documentatio

- Parent consent for swaddling an infant

-Physician directive for alternative infant sleep position

-Optional Parent Statement – Infant Rolling Over Before 6 Months

**Infant Program Plan**

The infant program will provide for the daily needs of the infants in the center including feeding, diapering, and sleeping. The program will also provide daily sensory activities, reading activities, and large motor floor time for the infants. Weather permitting; the infants will have daily outside experience time.

As the infant progresses through the University Nursery School program we will document the child’s physical, social, intellectual, and emotional progress in the child’s record and the progress will be conveyed to the parents during caregiver-teacher conferences.

**YOUNG INFANT (6 weeks to 8months)**

**Emotional Goals:**

Kicks legs and squeals in excitement

Fidgets or cries to show discomfort

Smiles

Communicates needs both verbally and nonverbally

***Activities designed to promote the Emotional Goals are:***

Create bond with infant by meeting daily needs

Daily love and nurturing by caregiver

Daily floor time

**Social Goals:**

Watches other children

Plays peek-a-boo

Looks up when name is called

Begins to babble

Listens to adults as they speak

Begins to imitate sounds

***Activities designed to promote the Social goals are:***

Daily one-on-one time by teacher with infant

Talking to infant, calling by name

**Physical Goals:**

Holds head up without support

Rolls over

Sits alone

Begins creeping and crawling

Pulls large pegs out of pegboard

Transfers objects from one hand to the othe

***Activities designed to promote the Physical goals are:***

Daily floor time

Offer climbing, crawling, rolling environments

Offer grasping and pulling objects

**Intellectual Goals:**

Shows pleasure at reactions

Kicks mobile and smiles

Drops an object and watches it fall

Smiles and shows pleasure when talked to

***Activities designed to promote the Intellectual goals are:***

Offer objects to hold during meal times

Mobile play

Daily communication with infant

**MOBILE INFANT (8 months to 18 months)**

**Emotional Goals:**

Express themselves through emotions using gestures and sounds

Express their feelings in appropriate ways

Feels secure in their relationships

Communicates needs verbally and nonverbally

***Activities designed to promote Emotional gals are:***

Mirror activities showing facial expression

Offering a variety of foods that the child can choose from

Holding during feedings to encourage bonding between caregiver and child

Singing songs to promote language and emotional security

Social time playing in dramatic play area

**Social Goals:**

Imitates speech when babbling sounds and vowel sounds, uses one to two words

Points to pictures of family members

Shows interest in peers

Begins to communicate verbally and nonverbally with peers

Shows caring and cooperation

***Activities designed to promote Social goals are:***

Reading books daily

Showing support when frustrated or afraid

Singing together and saying hello to friends during the day

Social time playing in dramatic play area

**Physical Goals:**

Pulls self up and cruises around furniture

Walks

Stacks 3 blocks on top of one another

Scribbles with fist grip on crayon

Begins to use spoon and a sippy cup

\*Infants are encouraged to use a sippy cup after one year of age instead of the bottle

***Activities designed to promote Physical goals are:***

Daily practice walking and crawling

Floor time

Small motor development time

Art experiences promoting sensory play

Practice using a sippy cup and encouraging this from parents after 12 months

**Intellectual Goals:**

Understands basic concepts and relationships

Develops strategies for solving problems

Demonstrates an understanding of familiar and unfamiliar objects

Feels proud and competent in what he/she can do

Expresses independence

***Activities designed to promote Intellectual goals are:***

Filling and dumping buckets

Daily reading books with colors and objects

Daily communication with infant, encouraging words and exploration

Promote questions and language from infant

Allow choices in infant’s day such as choosing clothing, snack, and books

**INFANT DAILY SCHEDULE**

6:30—9:00 Arrival, AM feedings, diapering, breakfast

9:00—11:00 Sensory experience, floor time, outside time (weather permitting), feeding, diapering, and napping as needed (10 AM water Break)

11:00—12:00 Noon feeding, book time, naptime begins

12:00—3:00 Quiet time, feeding and diapering as needed (1 PM water Break)

3:00—6:00 PM feeding and diapering, outside time (weather permitting)

Waters breaks, 3 PM & 5PM

**TODDLER PROGRAM PLAN**

**Social/Emotional Goals:**

Foster independence in life skills within the child’s individual capabilities

To provide a discipline plan that is consistent

To nurture individuality

To encourage using words in conflict as opposed to force

**Physical Goals:**

To promote gross motor development through play and music and movement activities

To provide opportunities for fine motor development through manipulative materials, art activities, and life skills

To provide an environment rich in sensory stimulation

**Cognitive Goals:**

To provide opportunities to make choices during their day

To encourage children to be actively involved in their learning

To allow opportunities to solve problems in play with children and adults

To provide a curriculum in which hands-on, real experiences are offered

To plan a routine that is consistent, yet flexible

To expand children’s language and vocabulary

**CURRICULUM**

**Social/Emotional:**

Supply books, pictures, art, water, sand, blocks, dramatic play

Small, quiet areas for playing alone

Areas for play with other children

Encourage children to feed self when ready

Model appropriate words and actions to children

Expand on cues from children

**Physical:**

Objects to reach for and grasp

Furniture that enables child to pull self up, climb in and on

Objects for carrying, containers to fill up and dump out

Balls

Activity songs and finger plays

Toys to stack and put together

Objects varying in texture

Objects to shake, roll, and bounce

**Cognitive:**

Naming and hiding games

Various size containers to fill up and dump out

Set up learning centers to promote choices

**TODDLER DAILY SCHEDULE**

6:30—8:30 Arrival, free choice

8:30—9:00 Diapers, bathroom

9:00—9:30 Breakfast, Morning Clean-Up, free choice

9:30—10:00 Story time, music and movement, group activity

10 AM water Break

10:00—11:00 Outside time (weather permitting)

11:00—11:30 Diapers, bathroom

11:30—12:00 Lunch, clean-up, prepare for nap

12:00—2:30 Naptime

2:30—3:00 Diapers, bathroom, water Break

3:00—3:30 Snack time, clean-up, prepare to go outside (weather permitting)

3:30—4:30 Outside time

4:00—6:00 Music, stories, free choice (5 PM water Break)

**PRESCHOOL PROGRAM PLAN**

1. COGNITIVE GOALS (AGES 33 months—3 years)
   1. To compare size by choosing or pointing big/little
   2. To count three objects in sequence
   3. To say and respond to first and last name
   4. To identify verbally and usage of familiar objects
   5. To follow two step directions
   6. To classify by one attribute
   7. To identify verbally own sex
2. PHYSICAL GOALS (AGES 33 months—3 years)
   1. To jump in one place
   2. To balance on one foot
   3. To throw a ball overhand
   4. To walk downstairs using alternate feet
   5. To assemble parts (ex, pegs on peg board, peg puzzles, unifix cubes, etc.)
   6. To stack blocks 8 high without knocking down
3. SOCIAL/EMOTIONAL GOALS (AGES 33 months—3 years)
   1. To interact with another child
   2. To put toys away upon request
   3. To use hands, feet, and mouth gently
   4. To use toilet with little help from adults
   5. To dress oneself with little help from an adult
4. COGNITIVE GOALS (AGES 3—5 years)
   1. To identify body parts verbally
   2. To name four shapes—circle, triangle, square, rectangle
   3. To count objects in sequence
   4. To classify by color, shape and size
   5. To follow three step directions
   6. To sequence big to little, fat to thin
   7. To match two items that are the same
   8. To recognize and respond to name when written
   9. To make comparisons
   10. To solve simple problems
   11. To describe an object using six characteristics
   12. To put a five piece puzzle together
5. PHYSICAL GOALS (AGES 3—5 years)
   1. To jump on two feet hitting the floor at the same time
   2. To climb using alternate feet
   3. To hop on one foot for four steps
   4. To hold scissors properly
6. SOCIAL GOALS (AGES 3—5 years)
   1. To enter an activity independently
   2. To share toys with another child
   3. To express anger in a way that does not hurt others
   4. The maintain a friendship with another child
   5. To attend during group time
   6. To communicate feelings verbally
   7. To dress oneself

**PRESCHOOL DAILY SCHEDULE:**

6:30—9:00 Free choice/learning centers

9:00—9:30 Breakfast/clean-up

9:30—10:00 Music movement/Story time/Group Activities

10 AM water Break

10:00—11:00 Learning Stations

11:00—12:00 Outside (weather permitting)

12 PM water Break

12:00-12:30 Lunch

12:30—1:00 Music Movement/Story time

1:00—3:00 Nap time/Quiet Activities

3:00—3:30 Snack

3:30—4:30 Group time/choice time

4:30—5:30 Outside (weather permitting) (5 PM water Bintareak)

5:00—6:00 Choice time

*\*\* during very warm weather, water will be offered hourly to all children*

**THE DEVELOPMENTALLY APPROPRIATE CURRICULUM**

**ACTIVE LEARING**

1. Exploring actively with all the senses
2. Discovering relations through direct experience
3. Manipulating, transforming and combining materials
4. Acquiring skills with tools and equipment
5. Using large muscles
6. Taking care of one’s own needs

**LANGUAGE**

1. Talking with others about personal meaningful experiences
2. Describing objects, events, and relations
3. Expressing feelings in words
4. Having fun with language: rhyming, making up stories, listening to poems and stories
5. Having one’s own spoken language written down by an adult and read back

**REPRESENTING EXPERIENCES AND IDEAS**

1. Recognizing objects by sound, touch, taste, and smell
2. Imitating actions
3. Relating pictures, photographs, and models to real places and things
4. Role playing, pretending
5. Making models out of clay, blocks, etc.
6. Art

**LOGICAL REASONING**

1. Classification
   1. Investigating and labeling the attributes of things.
   2. Noticing and describing how things are the same and how they are different.
   3. Sorting and matching.
   4. Using and describing something in different ways.
   5. Describing what characteristics something does not possess or what class it does not belong to.
   6. Holding more than one attribute in mind at a time. (ex. Can you find something that is red and made of wood?)
2. Seriating
   1. Comparing: Which one is bigger/smaller; heavier/lighter; rougher/smoother?
   2. Arranging several things in order along some dimension and describing the relations (the longest one, the shortest one, etc.)
3. Number concepts
   1. Comparing number and amount: more/less (same amount); more/fewer (same number)
   2. Comparing the number of items in two sets by matching them up in one-to-one correspondence. (Ex. Are there as many crackers as there are children?)
   3. Enumerating (counting) objects, as well as counting by rote

**UNDERSTANDING TIME AND SPACE**

1. Spatial Relations

a. Fitting things together and taking them apart.

b. Rearranging a set of objects or one object in space (folding, twisting, stretching, and stacking)

c. Observing things and places from different special viewpoints.

d. Experiencing and describing the direction of movement of things and people (to, from, into, out of, toward, away)

e. Experiencing and representing one’s own body: how it is structured, what various body parts can do.

f. Experiencing and describing relative distances among things and locations (close, near, far, next to, apart).

g. Learning to locate things in the classroom, school, and neighborhood.

h. Interpreting representations of special relations in drawings and pictures.

i. Distinguishing and describing shapes.

2. Time

a. Planning and completing what one has planned.

b. Describing and representing past events.

c. Anticipating future events verbally and by making appropriate preparations

d. Starting and stopping an action on signal

e. Noticing, describing, and representing the order of events.

f. Experiencing and describing different rates of movements.

g. Using conventional time units when talking about past and future events (morning, yesterday, hour)

h. Comparing time periods (short, long, new, old, a little while, a long time)

i. Observing that clocks and calendars are used to mark the passage of time.

j. Observing seasonal changes

University Nursery School provides a daily program in which a child is encouraged to interact according to their individual ability. The rooms are divided into learning centers, where children are encouraged to explore, create, inquire and respond at their own level. Their environment is structured to provide activities for language development, manipulation of materials, developing routines and work habits and expressing feelings and ideas. The children are grouped according to their developmental age, which enables the children to grow among his/her peers. The teacher plans and implements activities that are developmentally appropriate to ensure that the children are being challenged yet are obtaining successful experiences to promote self-worth. The major components of out curriculum are: active learning, language, representing experiences and ideas, logical reasoning, understanding time and space.

**Interest Areas:**

University Nursery School is set up in a variety of interest centers. The areas include art, block, housekeeping, science, puzzles, small manipulative, large muscle equipment, a sand box and water table and practical life skills. These areas are sometime interchangeable and are changed daily, weekly, or monthly to add variety.

**PRESCHOOL SCREENING**

Minnesota State Law recommends that your child complete Preschool Screening during the year he/she is three. Preschool Screening is offered through the Duluth Public School District and all UNS sites have information about the program posted. We would appreciate a copy of that screening in your child’s file. This is not required by law or by the nursery school. Information on preschool screen ing a=can be found in the parent information area, or by asking your site director.

**BEHAVIOR GUIDANCE POLICIES**

We believe that a warm and positive emotional environment and an appropriate physical environment provide the most appropriate program for children. However, NO child whose behavior threatens the safety of other children and staff will be allowed to remain at UNS.

*Our behavior guidance policies are as follows:*

1. Implementation of an appropriate physical and emotional environment to lessen possible conflicts.
2. Instruction to teachers and other staff members that part of their job duties will be to model expected and appropriate behavior
3. Teachers plan and implement developmentally appropriate curriculum; allowing children to learn actively at their own rate, creating a positive environment for children.
4. Reinforcement of positive behavior
5. Redirection of children to constructive behaviors
6. Talking with the children and using problem solving techniques
7. Use of professional help from the community when the situation requires. Parental approval is always sought before any referral is given
8. No physical punishment, shaming, or isolation is ever used.

**BEHAVIOR MODIFICATION PLANS**

In Accordance with Minnesota State law, any child who displays repeated and persistent unacceptable behavior (behavior that is harmful to self, others, equipment, or the classroom environment) will be placed on a behavior modification plan.

1. Parents must be informed that a plan is being developed.

2. Lead teachers (with director) develop the plan

3. The plan is discussed with parents and changes are made to accommodate parent’s wishes.

4. The plan must include:

a. specific behaviors that must change

b. how these behaviors will be handled and redirected in the classroom

c. A plan for record keeping with regards to the behaviors and redirections

d. The date by which the behaviors must have ended or changed significantly.

e. The date for plan future plan assessment.

The plan will include a policy stating that if, in any one day, 3 instances of the negative behaviors are recorded, the parent will be called to pick up the child. Parents will be expected to pick up their child within 1 hour of being contacted.

**KEEPING IN TOUCH—Communication with parents.**

**Parent Review of Program**

Parents may review the program through Parent-Teacher conferences, visiting and participating in the program, and newsletters from staff and director.

During the school year there will be potluck dinners and Open Houses during the evening. This is an opportunity for all members of the family to visit UNS, meet our teachers and see the school.

The Director or another staff member will greet children when they come into the program each day. This provides an informal time for parent and teacher to get to know each other.

Monthly newsletter emails are sent to parents. Individual teacher will also send out weekly lesson plans via email to keep you informed of what is happening in your child’s classroom. Please check for emails from us often.

**Come and Visit**

Parents are encouraged to visit the school at their convenience.

Parents may visit anytime the school is in operation. We do, however, ask that you are sensitive to how a visit from you during the day may affect your child. Open Houses are scheduled at the beginning of each school year.

Parents or other visitors should always report to the Director of Head Teacher when they come to visit.

**Visitors, who are not a parent, may only visit with permission from the director.**

Minnesota State Law recommends that your child complete Preschool Screening during the year he/she is three. Preschool Screening is offered through the Duluth Public School District and all UNS sites have information about the program posted. We would appreciate a copy of that screening in your child’s file. This is not required by law or by the nursery school.

**NAPPING**

Either during the parent/child visit, or on the first day of attendance, your child’s teacher will discuss his/her napping habits with you. At anytime, should your child’s habits change, please call this to the teacher’s attention, so that we may act accordingly.

* At UNS, all the toddlers nap, as well as some of the preschoolers. After leaving the toddler room, the children’s parents decide whether or not they will nap.
* Children who do not fall asleep within ½ hour are allowed to get up and join a quiet activity.
* The nap/rest area must be physically separated from children engaged in activity in order to allow for quiet.
* Staff must continue to keep all children within eyesight during nap/rest
* All toddlers and preschoolers sleep on cots
* During nap/rest time, cots are to be placed allowing for an unimpeded walkway along at least one long edge of the cot.
* Cots and cribs must be placed directly on the ground.
* Each child uses the same cot every day, which is labled with his/her name.
* Separate crib/cot sheets are provided for each child in care. Sheets are washed weekly, and also washed when soiled or wet.
* ( Toddlers and preschoolers ONLY) If used, blankets must be provided by the parent/guardian and sent home weekly for washing. Blankets should be labled with the child’s full name.
* Blankets cannot be shared, and will not be provided by UNS.
* Cribs and cots should be sanitized regularly and kept in good repair.
* **State Law requires that a napping log be kept for all toddlers and preschoolers.**

**Infants**

- All infants nap as needed and according to their individual schedules throughout the day.

- All infants are to nap in an approved crib.

-Staff must place each infant to slepp on the infant’s back, unless a health care provider has completed and signed a Physician’s Directive for Infant Sleep Position Form.

-University Nursery School requires that a child who rolls to his/her stomach while asleep be gently returned to a supine (laying face up) position.

- Infants under one year of age will not be given a blanket or any other “soft” object while napping.

- Any blanket provided by the parent(s) for napping purposes must be similar to a receiving blanket (thin, no embroidery, embellishments, tassels, or fringes).

- All cribs used in our infant rooms are safety approved,and checked monthly by infant room staff and according to standards put forth in the Code of Federal Regulations (a list of these standards can be available upon request).

- Crib mattresses are covered with fitted sheets. These sheets are washed at least weekly and as needed. -If an infant fall asleep anywhere but their assigned crib, they must be moved to their crip and placed on their back as soon as practically possible.

-Placing a swaddled infant down to sleep is not allowed, However, with the written consent of the parent, staff may place an infant who has not yet begun to roll over in a one-piece sleeper equipped with an attached system that fastens securely only across the upper torso, with no constriction of the hips or legs to create a swaddle. Parent consent for this type of swaddle must be provided on the approved form

- Infant napping times are recorded and parents are informed of these in writing at the end of each day.

**Crib Standard**

- A crib will be provided for each infant for whom the center is licensed to provide care. The equipment must be of safe and sturdy construction that conforms to the code of Federal Regulations. (See Minnesota Statutes, section 245A.146 for additional crib safety standards, including routine crib inspection requirements.)

- UNS Staff will not not place pillows, quilts, comforters, sheepskin, pillow-like stuffed toys, or other soft products in the crib with an infant, and must place each infant in a crib with a firm mattress (Minnesota Statutes, section 245A.1435).

**DISMISSAL**

When you pick up your children from school, please allow them enough time to dress themselves and check their mailbox and cubby for all-important items. Only the parent enrolling the child or other persons listed on the emergency card shall be permitted to remove a child from nursery school. If others are to pick up a child, the parent or guardian must sign a written note authorizing this. Please call if any emergency arises and you are going to be late in picking up your child. *Anyone picking up for the first time will be asked for a picture I.D.*

***PLEASE BE SURE TO SIGN YOUR CHILD IN AND OUT EVERYDAY AT OUR PARENT INFORMATION STATION.***

*Please inform the staff if you or others will be picking up your child at an unusual time.*

**PERSONAL BELONGINGS**

*UNIVERSITY NURSERY SCHOOL ASKS THAT CHILDREN DO NOT WEAR OR BRING TO SCHOOL JACKETS WITH HOODS THAT HAVE DRAWSTRINGS OR ROPES THROUGH THE HOODS, OR MITTENS ATTACHED TO LONG STRINGS OR ROPES. WE CONSIDER THESE A SAFETY HAZARD.*

1. **Toys:** University Nursery School will not be responsible for any toys, dolls, or books children bring to school. Toys brought from home have a way of getting lost or broken and feelings are hurt. We encourage children not to bring toys from home. No guns or other toys that promote violence are allowed at school. On their share and tell days, children may store their toys and books in their backpacks. No child will be allowed to use any electronic device, including cell phones, while at Nursery School.
2. UNS has a small supply of clean clothes, underpants, socks, shirts and pants of all sizes for children who have an accident at school. If your child is sent home in UNS clothes, please wash and return them promptly. Donations of clothing, especially underpants are greatly appreciated. Please send a clean change of clothes for your child to change into. Please label this bag and contents.
3. **Labeling:** PLEASE CLEARLY LABEL ALL YOUR CHILD’S BELONGINGS—CLOTHING, JACKET, AND BACKPACK. Sweaters, sweatshirts, and jackets are hard to keep straight so your cooperation is appreciated. \*\*For your child’s safety; please label clothing and belongings in such a way that their name will not be clearly visible (i.e. on the inside of a jacket or backpack.
4. **Lost and Found:** Lost and found boxes will be located in or near each classroom.

**BECOMING INDEPENDENT**

Some of the ways we encourage independence at UNS are:

1. We encourage parents to say good-bye at the door. Prolonged good-byes increase anxiety of both parent and child. We hope that by visiting school several times prior to officially beginning school, children and parents will be more comfortable saying good-bye. If your child is having difficulty coming into the program, this is something we will need to discuss at the earliest opportunity. We invite you to spend a few minutes with your child in the classroom when dropping them off, but ask that when you tell your child you are leaving, please do so promptly. In most cases, when a child is upset at drop off, they can recover quickly once the parent leaves and we are able to get them involved in daily activities. Please do not “sneak” out of the room when your child is not looking. Let them know that you are sure they will have a good day, and that you are leaving, and then promptly do so. You are welcome to call and find out how your child is doing at anytime. ***We also ask that you allow children to dress and undress themselves and hang up their coats and put away their backpacks. We will be available to help with zippers, buttons, and boots. This is a very important part of your children becoming independent, acquiring new skills, and becoming confident.***
2. Wear comfortable clothes to school. During the winter—tights or pants should be worn with dresses. **Please no flip-flops or cowboy boots, they are dangerous for climbing and can harm other children and the equipment.** Accidents do happen, so keep those “best clothes” for other occasions. Children hang up their own coat, put away their backpacks, etc. and when boot weather comes, they will take off their own boots and put on their own shoes. Teachers are always available to help. Shoes and tennis shoes that children wear to school should be ones that they can put on by themselves. Teachers are always available to help with lacing, tying, etc.
3. Painting and artwork—Most artwork done at UNS is artwork, and not “crafts”. It allows the children to experiment with different media and create a unique product. We rarely do “projects” but we do give children many, many experiences with arts and craft materials. Using art is an opportunity for creative and emotional expression. We believe that when doing artwork, it is the “process” and not the “product” that is valuable.

**ANIMALS/PETS**

Some small animals (birds/fish) are kept at UNS, and we occasionally have special visitors (farm animals, hawks ridge, zoo mobile, pets from home). Parents will be informed in advance of any animal visitors. Please address any concerns with your child’s teacher or the program director.

**MEALS/SNACKS**

University Nursery School will provide breakfast, lunch, and one snack a day for all children registered in the program. UNS is a participant in the USDA Child Food Program.

Meals at UNS will meet the content guidelines of the Department of Agriculture. Menus for all meals and snacks are posted on the parent bulletin board located in the entrance hallway and will be available for you to take.

All meals at UNS are served “family-style”, allowing the child to serve themselves, and have control over their meals. Children are encouraged to try some of every food served in each ,meal

***Please inform both the director and your child’s teacher immediately of any allergies or dietary restrictions your child may have. A special diet form is usually required and must be signed by a physician.***

**INFANT FEEDING**

UNS will provide both Enfamil Lipil and Enfamil Soy in our infant rooms. If you wish your child to use an alternative brand of formula, you will need to provide it. UNS is happy to accept expressed breast milk for your child. Breast milk may be brought to school fresh or frozen, in a plastic container. Each container must be labeled with your child’s first and last name, and the date the milk was expressed. UNS also welcomes our infant mothers to come and breastfeed their child at their convenience. If needed, a private area will be provided for this purpose.

**CHILDREN WITH SPECIAL NEEDS**

The Duluth Public Schools may place children with special needs at UNS. The Public Schools in cooperation with a team of parents, staff and special needs consultants, write an Individual Education Plan (IEP) on each child and it is placed in the child’s nursery school file.

Implementation of the IEP is the responsibility of the teachers and special needs teacher placed at UNS by the public schools. Special needs children are mainstreamed into the Nursery School and also work one-on-one and in small groups with the Special Needs teachers.

When UNS admits a child with special needs, UNS will ensure that an individual childcare program plan is developed to meet the child’s individual needs. The individual child care program plan will be in writing and specify methods of implementation and will be reviewed and followed by all staff that interacts with the child.

**BILLING/PAYMENT POLICIES**

* Tuition is prebilled weekly and is due upon receipt of bill.
* All billing and billing related notices are delivered via email. Paper invoices can be delivered upon request.
* Payment can be made in one of the following ways:
  + Cash, check, or money order payments can be made at the centers, using the locked payment boxes. Please use the preprinted envelopes provided at each box.
  + Credit or debit card paymens can be made by following the “pay now” link in your invoice email.
  + Credit or debit card payments can be made over the phone by calling 218-727-2699
  + Via the paypal link on our website [www.universitynurseryschool.org](http://www.universitynurseryschool.org)
  + Pre-authorized recurring payments

\* please request a signature form from Tracy 218-727-2699 [universitynurseryschoolinc@gmail.com](mailto:universitynurseryschoolinc@gmail.com)

* Tuition 2 or more weeks behind is considered past due.
* Non-payment will result in termination of services.
* Individualized payment plans may be agreed upon with the head director or business manager.
* UNS is a private non-profit operation.
* Accounts left unpaid upon termination of contract will be referred to our collection agency, Range Credit Bureau, Inc.
* Business Manager – Tracy Goulet; 727-2699 [universitynurseryschoolinc@gmail.com](mailto:universitynurseryschoolinc@gmail.com)

**HOLIDAYS**

University Nursery School does charge regular tuition for the following holidays, July 4th, Labor Day, Thanksgiving (Thursday and Friday) Christmas Eve, Christmas Day, New Years Day, Memorial Day.

**SICK DAYS/VACATION DAYS**

After one full year of full time attendance, each child will become eligible for 2 weeks per year of unpaid vacation time. Vacation time must be taken in a 1 week increment and vacation requests must be submitted at least two full weeks in advance. Refunds for sick days are given only if the child is ill for six weeks or more.

**INCLEMENT WEATHER**

University Nursery Schools will make every effort to remain open during bad weather.

Parents should watch for closure/late start notices when an emergency such as the following examples occurs:

* Snow accumulation totals of over 12” overnight – as reported by NOAA.
* Loss of electricity for more than 2 hours during normal business hours
* Loss of running water for more than 2 hours during normal business hours
* Loss of heat for more than 2 hours during winter months
* State/city officials and /or MNDOT declare a weather emergency which requires people to stay off the roads.

Outside of these extreme situations, parents can expect that our centers will remain open, however, please call your center before arriving to assure that the staff have arrived. If a closure is to occur, it will be announced of Facebook, WDIO and KBJR by 5:30am. ***Tuition for these days will not not be refunded.*** UNS will never close because of extreme cold weather. In cases of extreme weather when traffic conditions are such that parents are unable to pick up their children, staff will remain with the children in school until such time conditions permit the child to safely get home.

**OTHER CLOSURES**

Upon occasion, one or more of our centers may close for one or more days due to circumstances outside our control (Facility closures due to utility work or damage, property work or damage, etc) ***Tuition for these days will not be refunded.***

**CALENDAR**

UNS is open 52 weeks each year, with the exection of the following days: New Year’s Day, Memorial Day, July 4th, Labor Day, Thanksgiving (Thursday AND Friday) Christmas Eve, Christmas Day. If one of these holidays fall on a day your child is normally scheduled to attend, regular tuition will be charged.

**PUBLIC RELATION ACTIVITES—EDUCATIONAL RESEARCH**

University Nursery School will ensure that written permission is obtained from a parent before a child is involved in experimental research, experimental procedure, or public relations activity involving a child at the center. A separate permission form must be obtained before each occasion of experimental research, experimental procedure, or public relations activity.

**TRANSPORTATION**

UNS does not arrange for transportation of its students.

**FIELD TRIPS**

Parents are notified in writing prior to each field trip and a permission slip must be signed. Children do not travel in a car driven by a staff member. All field trips will be within walking distance of the center.

**INSURANCE COVERAGE ON CHILDREN**

The staff and students at UNS are covered by a Pre-School Accident Insurance policy with the Hartford Accident and Indemnity Company. It provides Accidental Death Benefits, Medical Expenses resulting from injuries received in school, or during supervised school activities outside the school, and $250.00 maximum for dental injuries received during school activities. This insurance is for the staff and the students of the school ($300,000 maximum coverage).

**FIRE AND EMERGENCY POLICY**

The director will conduct fire dills once a month. A log is kept of the date and time of the drill. Fire drills procedures are posted in each room and teachers are knowledgeable of these procedures. Primary and secondary fire exit routs will be clearly marked. (The staff reviews Health and safety procedures annually.)

In case of an emergency, (tornado, etc.) the staff will take the children to a designated safe protected place in their building. Children and staff will bring available clothing and food. During a tornado watch, parents should come to pick up their child. During a tornado warning, parents are advised to stay home or at work until the all clear signal is sounded.

**EMERGENCY PREPAREDNESS PLAN**

Each University Nursery School center has an emergency preparedness plan in place. Along with the Emergency Risks and Response Guide, the plans cover, in detail, how our staff are to react to weather, structural, environmental and other emergencies. The emergency preparedness plan is reviewed once each year, and each staff member receives annual training.

Both the Emergency Risks and Response Guide and the Emergency Preparedness Plans can be found at the back of this handbook and are aways available in the center offices.

**ILLNESS AT SCHOOL**

Parents must provide UNS with the name, office phone number and address, and emergency phone number of the child’s physician, dentist, and hospital they prefer in case of an emergency. The parents must also provide UNS with their home and work phone numbers as well as the name and phone number of two other persons to contact if the parents cannot be reached.

When a child becomes ill in school, the parent is contacted; this child is isolated from other children, with a staff member present, until the parent arrives. **For the health and safety of all the children in our program, please be sure to pick up your child within one hour if you are contacted regarding an illness.**

If a child becomes seriously ill or injured at Nursery School and requires immediate or emergency medical care, UNS staff will first call 911 for transport to the preferred hospital stated on your registration and emergency contact forms. The parent/guardian will be contacted immediately afterwards. A UNS staff member will accompany the child to the hospital and remain with the child until a parent/guardian arrives.

**PARENTS MUST NOTIFY THE NURSERY SCHOOL WITHIN 24 HOURS AFTER THEIR CHILD HAS CONTRACTED A COMMUNICABLE DISEASE.**

**UNIVERSITY NURSERY SCHOOL “COMMON COLD” AND VIRUS POLICY**

**A child suffering from a “just” a common cold or similar virus may still be too sick to** attend Nursery School.  
Your child must be well enough to comfortable participate throughout the day.  
Children suffering from a common cold will be assessed on an individual basis.   
Factors of consideration include the developmental level of your child in congruence with our ability to limit the spread of germs.  
The younger your child, the more difficult it is to keep the spread of germs down. For example: hand to face contact, mouthing of toys, uncontrolled nasal discharge, uncovered sneezing and coughing etc.  
 (Also when caring for an ill child, the ability to provide high quality care to all of the other children must be considered)  
In any case of serious or unexplainable illness, a doctor’s medical clearance may be required prior to admission back into care.  
  
If you have any questions concerning this policy and whether your child should attend, please call us before bringing your child.   
  
PLEASE BE COURTEOUS OF ALL CHILDREN AND STAFF IN OUR PROGRAM, AND REFRAIN FROM BRINGING AN ILL CHILD UNTIL 24 HOURS HAVE PASSED SINCE ANY FEVER, VOMITING, DIARRHEA, OR ANY OTHER COMMUNICABLE SYMPTOMS HAVE OCCURRED

**ADMINISTRATION OF MEDICINE**

UNS will administer medicine, diapering products, sunscreen, lotions and insect repellents. To administer the above UNS must have the following:

1. **Prescription Medicine:** instructions and signature from the physician or dentist (medicine with the child’s name and current prescription information on the label constitutes instruction). Medicine must be kept in original container. Medicine will only be given to the child whose name is on the label. Parents or guardians need to fill out medication permission forms before medicine can be administered.
2. Please label sunscreen lotions, insect repellents, and diaper rash control products with your child’s first and last name. Send these products in their original containers. These medicines will be used according to directions on container.
3. UNS will administer non-prescription (OTC) medication only with written permission from both the physician/nurse practitioner and the parent/guardian.

**HEALTH CARE AND IMMUNIZATIONS**

University Nursery School requires that each child attending UNS have a physical prior to his or her entrance to the school. Appropriate medical forms, to be signed by a licensed physician will be available upon registration. These forms, including the Immunization Record and the Health Care Summary, must be complete, signed by a physician and on record at University Nursery School **on or before the child’s first day of** **attendance.** The State of Minnesota requires the name and both office phone number and emergency phone number for your child’s Dr. and Dentist are on file at the nursery school. When children move from one age group to another (i.e. infant to toddler, toddler to preschooler, preschooler to school age), an updated physical examination and updated medical immunization record is required.

*University Nursery School does require that all children enrolled in our programs be immunized as suggested by the Department of Health and the CDC. This requirement does no apply to those children with a medical exemption.*

**CHILDHOOD ILLNESSES—EXCLUSION OF SICK CHILDREN**

A child with any of the following condition or behaviors is a sick child and must be excluded from University Nursery School. If the child becomes sick while at the center, the child must be isolated from other children in care and the parents called immediately. A sick child will be supervised at all times. ***If your child becomes ill at home with any of the following conditions please call the director (within 24 hours) at home or at school. The nursery school will inform other parents of the illness. The confidentiality of the child will always be kept.*** University Nursery School will exclude a child:

* + 1. With a reportable illness or condition that the commissioner of health determines to be contagious and a physician determines has not had sufficient treatment to reduce the health risk of others.
    2. With chicken pox until the child is no longer infectious or until the lesions are crusted over.
    3. Who has vomited one or more time since admission that day;
    4. Who has three or more abnormally loose stools since admission that day;
    5. Who has contagious conjunctivitis or pus draining from the eye;
    6. Who has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy;
    7. Who has unexplained lethargy;
    8. Who has lice, ringworm or scabies that is untreated and contagious to others;
    9. Who has a 100-degree Fahrenheit auxiliary or higher temperature of undiagnosed origin before fever-reducing medication is given;
    10. Who has an undiagnosed rash or a rash attributable to a contagious illness or condition;
    11. Who has significant respiratory distress;
    12. Who is not able to participate in a childcare program with reasonable comfort;
    13. Who requires more care than the program staff can provide without compromising the health and safety of other children in care.

***A child who has vomited or displayed a temperature of more than 100 degrees Fahrenheit must be excluded from the program for the following 24 hours.***

**In any case, when the Nursery School is informed of a communicable illness, the instance, name of illness, and date will be posted outside the affected classroom(s).**

**FIRST AID/EMERGENCY CARE**

1. All University Nursery School staff are trained and certified in CPR and First Aid training using standards set by the American Red Cross. These standards are avaible at <https://www.redcross.org/images/MEDIA_CustomProductCatalog/m4240175_Pediatric_ready_reference.pdf>
2. In case of an emergency resulting from a fall, burns, poisoning, aspiration or choking, convulsions, serious injuries or illness the staff of the nursery school will proceed as instructed: call an emergency vehicle, contact the parents, and accompany the child in the emergency vehicle to the hospital of the parents’ choice.
3. Staff will immediately heed any additional instructions given by emergency personnel

An emergency card is on file for each child registered at UNS. Parents are to provide phone numbers where they can be contacted; alternate names and numbers if they cannot be reached, name of the child’s physician and dentist, numbers and emergency phone number of child’s physician and dentist. We will also have on record the hospital of your choice and its number. We will also contact you and the child’s physician. Emergency numbers used by the nursery school are as follows:

Emergency: 911

Poison Control: 1-800-222-1222

Essentia Health-St. Mary’s Medical Center (218) 786-4000

If medications are to be given at school, UNS requires written and signed notification from the physician as to name of medication, amount of dosage and time of dosage. ALL medicines must be sent in original containers. Staff members will record time and amount of dosage and that record will be available for parents to see. All medications will be stored out of reach of children or in a refrigerator if needed.

HEALTH CONSULTATION

University Nursery School is required by law to have a health consultant who must review our health and safety practices and policies, and certify that they are adequate to protect the health and safety of the children in our care. This review is completed before initial licensure, and repeated monthly. Additionally, this review will be done at any time if there is a proposed change in our policies and/or outbreak of contagious, reportable disease. A record of this review will be kept in the administrative records.

The Health Consultant review will include the following:

* First aide and safety policies and procedures:
* Diapering policies and procedures;
* Sanitation procedures:
* Practices for food not prepared by the Nursery School

The name and contact information for the University Nursery School Health Consultant can be obtained by contacting our main office (218-727-2699)

**CHILDCARE PROGRAM MALTREATMENT OF MINORS REPORTING NOTIFICATION**

**Who should report child abuse and neglect?**

\* Any person may voluntarily report child abuse and neglect.

\* If you work with children in a licensed facility you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your facility. If you know or have reason to believe that a child has or is being neglected or physically or sexually abused within the preceding three years, you must immediately (within 24 hours) make a report to an outside agency.

**Where to report:**

\* If you know or suspect that a child is in immediate danger, call 911.

\* All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division’s Maltreatment Intake Line at: 1-651-297-4123.

\* Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the St. Louis County Social Services Agency at: 218-726-2012; or to local law enforcement at: 218-730-5400.

\* If your report does not involve possible abuse or neglect but does involve possible violations Minnesota Statutes and Rules that govern the facility, you should call the Department of Human Services, Licensing Division at: 1-651-296-3971.

**What to report:**

\* Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and are included in this policy book.

\* A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

\* An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

**Failure to Report:**

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

**Retaliation Prohibited:**

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Definitions of Maltreatment (Minnesota Statutes, section626.556)

***All University Nursery School staff are mandatory reporters of suspected abuse and neglect.***

**CHILD INTAKE:**

**Coppertop:**

24 infants (6weeks—16 months)

21 toddlers (16months—33 months)

49 preschool (33months—6 years)

*Total capacity: 94*

**Jefferson:**

56 infants (6weeks—16 months)

56 toddlers (16months—33 months)

67 preschool (33months—6 years)  
 *Total capacity: 179*

**Harbor Highlands:**

14 infants (6weeks—16 months)

24 toddlers (16months—33 months)

*Total capacity: 38*

**College Street:**

10 infants (6weeks—16 months)

14 Toddlers (16months—33 months)

40 Preschool (33months—6 years)

*Total capacity: 64*

**HOURS OF OPERATION: 6:30am—6:00pm**

*A late pick up fee of $25 per child will be charged after 6:00pm and $50 per child after 6:15pm. Payment of this fee is due before the next day of attendance. Families will be asked to leave the program upon the third (3rd) late pick up.*

College Street: 6:30—6:00

Coppertop: 6:30—6:00

Harbor Highlands: 6:30—6:00

Jefferson: 6:30—6:00

University Nursery School is a private non-profit, non-denominational corporation. Enrollment is open to all children, regardless of race, color, creed, or sex.

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In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sing Language, etc.) should contact the responsible State or local agency that administers the program or USDA’s TARGET Center at **(202) 720-2600** (voice and TYY) or contact USDA through the Federal Relay Service at **(800) 877-8339**. Additionally, program information is available in languages other than English.

To file a complaint alleging discrimination, complete the USDA Program Discrimination Form, AD-3027, found online at [**http://www.ascr.usda.gov/complaint\_filing\_cust.html**](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office or write a letter addressed to USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form of letter to USDA by:

mail:

U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410

fax:

(202) 690-7442 or

email:

[Program.intake@usda.gov](mailto:Program.intake@usda.gov)

This institution is an equal opportunity employer.

**EMERGENCY RISKS AND RESPONSE GUIDE**

**University Nursery School Staff:** Should any of the following emergencies occur, *all staff present* will be responsible for carrying out the response plans listed. All staff are required to be familiar with the response plans and MUST be able to act quickly and correctly in the case of a drill or real emergency. Failure to do so will result in a work performance write-up, and noted in the staff’s file.

**FIRE**

If you see flames or smell smoke in the center:

* REMAIN CALM
* Before you open a door, feel for heat on the surface. If it is hot, DO NOT open the door. Use an alternate exit.
* Immediately get yourself and the children in your care out of the building.
  + Encourage the children to remain calm
  + Help children stay as low to the ground as possible, crawling if neccessary
* Gather all the children in your care at the designated evacuation spot. Count heads and check names against your attendance list.
* When evacuating, always be sure to take your emergency kit. The kit must include:
  + The Childcare Emergency Plan, to include Center information and emergency response numbers
  + This Risks and Response Guide
  + Emergency contact forms for every child in your room
  + Battery / crank operated radio/cell phone charger
  + Cell Phone charging cord
  + Flashlight / batteries
  + Notebook / pens
* When evacuating, always be sure to take the locked medications bag. This will be stored with the emergency kit.
* Call 9-1-1 to report the fire
* DO NOT re-enter the center for ANY reason until fire responders say it is safe to do so.
* After the immediate emergency has ended, contact parents/guardians, all center directors, and the licensor.If you are trapped inside the building:
* REMAIN CALM
* Try to get everyone to a safe place inside the center, as far away from the flames as possible.
* Count heads and check names against your attendance list.
* Seal any doors between you and the fire, by placing wet (if possible) blankets or clothing at the bottom of the door. This will stop/slow smoke from entering the room.
* Open/Close windows as appropriate; close them to prevent smoke or dangerous fumes from blowing in; open them if they can be used to escape or the signal your location.
* Contact the fire department any way possible
* After the immediate emergency has ended, contact parents/guardians, all center directors, and the licensor.

**FLOODS**

Floods in our area can occur from heavy snow melt or heavy snow melt or heavy rain.

* REMAIN CALM
* Listen to weather reports and follow the advice of emergency broadcasts and emergency responders.
* If needed, evacuate to higher levels of the building, or to higher ground.
* Monitor local radio and television (including NOAA Weather Radio), internet, and social media for information and updates
* Don't go into a basement, or any room, if water covers the electrical outlets or if cords are submerged. If you see sparks or hear buzzing, crackling, snapping or popping noises - get out! Stay out of water that may have electricity in it!
* Do not walk through flood waters. It only takes six inches of moving water to knock you off your feet. If you are trapped by moving water, move to the highest possible point and call 911 for help.
* After the immediate emergency has ended, contact parents/guardians, all center directors, and the licensor.

**GAS/CHEMICAL LEAKS**

**Recognizing a natural gas leak:**

* Look for Signs
  + Persistent bubbling in standing water
  + Discolored or dead vegetation around a pipeline area
  + Dense white cloud or fog
  + Slight mist of ice ​
  + Unexplained frozen ground near a pipeline
* Listen for Signs
  + Unusual whistling, hissing or roaring sounds
* Smell for signs
  + Distinctive, strong odor, often compared to rotten eggs or sulfur

**If you smell gas or chemical fumes inside your center:**

REMAIN CALM

* Evacuate the building
* When evacuating, always be sure to take your emergency kit. The kit must include:
  + The Childcare Emergency Plan, to include Center information and emergency response numbers
  + This Risks and Response Guide
  + Emergency contact forms for every child in your room
  + Battery / crank operated radio/cell phone charger
  + Cell Phone charging cord
  + Flashlight / batteries
  + Notebook / pens
* When evacuating, always be sure to take the locked medications bag. This will be stored with the emergency kit.
* Do not use any light switches, telephones (including cell phones) or anything that could cause a spark.
* Gather all the children in your care at the designated evacuation spot. Count heads and check names against your attendance list.
* Call the gas company emergency line and 9-1-1 as soon as possible, but AFTER exiting the building.

**If you smell gas or chemical fumes outside your center:**

* Call the gas company emergency line and 9-1-1 as soon as possible.
* If possible, move upwind from the fumes.

**HAZARDOUS MATERIALS**

Hazardous materials accidents can happen where these materials are manufactured, transported, stored, used, or disposed of.

If you see a hazardous materials accident, spill or leak;

REMAIN CALM

* As quickly and safely as possible, evacuate the children away from the area, moving inside if possible, or upwind. Keep constant count of the children in your care, checking faces against names on your attendance list. Try to get at least one-half mile (10 city blocks) from the danger area
* Avoid any contact with hazardous substance; do not eat or drink anything that may have been contaminated

**HIGH TEMPERATURES**

Minnesotans are used to cooler weather, so heat waves can hit hard. Small children are especially at risk for heat reactions. To protect children, make sure they:

* Slow down, especially during the hottest part of the afternoon. Offer quiet, sit down activities.
* Stay in the coolest place available.
* Dress for hot weather. Wear lightweight, light colored clothing. Remove layers.
* Eat less or eat lighter foods.
* Drink lots of water, even if they say they are not thirsty. Offer fluid heavy snacks (i.e. fruits instead of crackers)
* Stay out of the sun, play outside for short periods only, offer water play while outside.
* Use sunscreen when outside, reapply sunscreen according to the directions provided on packaging.
* Recognize the signs and symptoms of heat exhaustion/heatstroke; be prepared to respond appropriately.

**I**

**INFECTIOUS DISEASES**

Serious infectious diseases are transmitted in several different ways, including physical contact with an infected person or animal or their bodily fluids, or through:

* Objects the infected person has touched.
* Airborne droplets carrying the disease, spread by coughing or sneezing.
* Bug bites and stings
* Food / water contamination

**Limiting the spread of germs prevents the spread of infectious disease**.

You and the childen should routinely:

* Wash hands frequently with soap and water, following the University Nursery School hand washing procedure.
* Wash hands before and after using shared materials, such as toys, playdough – especially with infants and young toddlers who tend to put things into their mouths.
* Avoid coughing or sneezing into your hands. Cover coughs and sneezes with a tissue or the inside of your elbow. Put used tissues immediately into a covered waste basket. Wash your immediately hands after coughing or sneezing. Train children to follow these practices.
* Keep plenty of hygiene supplies handy, such as soap and tissues.
* Keeps toys and equipment clean and sanitized.
* Use clean and safe food preparation techniques.
* Keep diaper changing areas separate from areas occupied by children and food preparation areas. Sanitize diaper changing areas frequently. ***NOTHING other than diaper changing supplies should be stored or placed on diaper changing tables.***
* Avoid sharing personal items (clothing, bottles, pacifiers, blankets, etc.)
* Maintain required vaccination records, updating regularly.
* Give medication to children ONLY with a doctor’s prescription and signed parent/guardian permission

If a child gets sick while at Nursery School:

* Isolate the child from other children.
* Check the child regularly for any changes in condition
* Call the parent/guardian to request that they pick up the child as soon as possible, and within the hour.
* Inform parent/guardian of Nursery School policies regarding when the child may return to the center.
* Post any communicable diseases in outside the classroom.
* Report any Minnesota Department of Health reportable diseases as instructed on center postings.

If you become ill:

* Report the illness to your director
* Do not return to work until any communicable illness passes.
* Report any Minnesota Department of Health reportable diseases as instructed on center postings

If an infectious disease threat arises, such as an outbreak:

* The Department of Public Safety will issue directions on how to protect yourself and the children.
* Schools and child care centers may be closed in infected areas

If a pandemic flu epidemic threat arises:

* The governor and the Department of Public Safety will issue instructions designed to prevent the spread of disease.
* Schools and child care centers may be closed in affected areas

**SEVERE WINTER WEATHER**

Severe winter weather can bring strong winds, blizzard conditions, and dangerous cold.



* Keep children inside. *University Nursery School policy states that children will not go outside unless the temperature is 18° Fahrenheit or warmer, including wind-chill.*
* Children should also stay inside during severe snow or ice events, or warnings of such events.
* During winter weather events, watches, warnings, or advisories, listen to NOAA weather radio, or a local station for updated weather reports and emergency information.
* Make preparations to shelter in place, should travel become dangerous or impossible.
* Assign one staff member, preferably the director, to field all phone calls.
* Keep children busy and continually reassure them of their safety.
* Dress children warmly to go outside: several layers, snow pants, jackets, boots, hats, and mittens.
* Limit outside playtime.
* Be aware of the surfaces children will be playing on. Restrict play in icy areas. Pack down deep snow to prevent children sinking or becoming stuck.

**THUNDERSTORMS**

Thunderstorms have the potential to produce lightning strikes, heavy rain, strong winds, hail, and tornadoes.

***Children in our care must NEVER be outside when thunderstorms are seen, heard, or reported in the area.***

* When a potential for a developing thunderstorm exists, tune into NOAA weather radio or to a local radio station for current weather developments.
* If weather becomes severs, ensure immediately that all children are indoors.
* Be prepared to move the children in your care to the designated on site storm shelter.
* Follow any emergency broadcast instructions.

**TORNADOES**

A tornado is a violently rotating column of air that extends from the base of a thunderstorm to the ground. In Minnesota, tornadoes strike most often between June and August, but have been known to strike from mid-March to mid-November.

**Tornado Watch:** conditions in the area are such that a tornado may develop.

**Tornado Warning:** Issued when a tornado is imminent. The community outdoor warning siren (three -five-minute steady blast) will sound, and you will get alerts from NOAA and other warning systems. TAKE SHELTER IMMEDIAETLY.

**Remember:**  a WATCH means to watch the sky for a possible tornado. A WARNING means a tornado has been spotted nearby.

As dark clouds and storms move in:

* Tune in to NOAA or a local weather station for weather updates
* Take shelter with the children if the skies appear threatening, even if the warning siren has not sounded. These storm systems can move more quickly than the warning system can be activated.
* When moving to the shelter, always be sure to take your emergency kit. The kit must include:
  + The Childcare Emergency Plan, to include Center information and emergency response numbers
  + This Risks and Response Guide
  + Emergency contact forms for every child in your room
  + Battery / crank operated radio/cell phone charger
  + Cell Phone charging cord
  + Flashlight / batteries
  + Notebook / pens
* When moving to the shelter, always be sure to take the locked medications bag. This will be stored with the emergency kit.
* When it is safe to do so, contact parents/guardians to let them know the children are safe.

**VIOLENT INCIDENTS**

Although they are rare, it is important to plan ahead for violent incidents as, when they do occur, the action can be very sudden and fast-braking.

There are two types of violent incidents:

1. Incidents that start outside your center (i.e. a robbery suspect fleeing for cover in the building)
2. Incidents where someone in the center is the target (i.e. custody or other domestic disputes)

If you are confronted with either of these types of situations:

* Avoid any confrontation with an individual who is armed or who appears altered or agitated.
* Immediately grab a phone (cell phone if possible) and take the children to your predesignated shelter-in-place location.
* Lock down the shelter in place location: lock doors, cover windows if it is safe to do so, turn down lights.
* Keep children away from doors and windows.
* Call 9-1-1 to report the incident and your location. Follow their instructions.
* Try to keep the children as quiet and calm as possible.
* Contact the CEO, center directors, and parents/guardians when the danger has passed.

**Child Care Emergency Plan**

### Instructions: State law requires the following providers to use this form to create an emergency preparedness plan: (1) licensed child care centers (Minn. Stat. 245A.41, Subd. 3), (2) licensed family child care providers (Minn. Stat. 245A.51, Subd. 3), and (3) certified child care centers (Minn. Stat. 245H.15). Please refer to the Keeping Kids Safe planning guide for guidance in creating your emergency preparedness plan.

|  |  |
| --- | --- |
| **1. Provider Information** | |
| DATE CREATED  3/22/17 | DATE(S) REVISED  2/14/19 |

PROVIDER NAME

University Nursery School-College Street

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ADDRESS  835 West College Street | | CITY  Duluth | | STATE  MN | ZIPCODE  55811 |
| PHONE NUMBER  218-724-4816 | EMERGENCY PHONE  218-728-1888, 218-727-8314, 218-727-2699 | | | | |
| **2. Shelter-in-Place / Lockdown Procedures** If we need to stay in the building due to an emergency, the following procedures will be followed | | | | | |
| LOCATION 1 (IN-BUILDING)  Women’s bathroom located in main hallway | | | LOCATION 2 (IN-BUILDING)  Underground Parking Area | | |

PROCEDURES FOR SHELTER-IN-PLACE / LOCKDOWN Describe your procedures (who, what, where, when)

*The Senior-most staff member on site will determine when to shelter-in-place/lockdown*

1. Keep calm
2. Gather the Emergency Kit, the Medications bag, your current attendance log and a phone (cell phone, if possible)
3. Gather all the children in your care and proceed quickly but calmly the location above.
4. Contact the appropriate Emergency Responders, using the phone numbers listed on page 6 of this plan.
5. Once at the location, count the children, match faces to the names on your attendance list.
6. Using the batter- operated radio in the kit, tune in to emergency broadcast station.
7. Follow any special procedures laid out in the “Emergency Risks and Response Guide”
8. When it is safe to do so, contact CEO, office, center directors, and children’s parents/guardians; in that order
9. Remain in location until you are instructed to leave by emergency personnel.
10. Regardless of time of day, staff are to stay with the children, maintaining state mandated staff/children ratio, while awaiting parent arrival.



SHELTER-IN-PLACE / LOCKDOWN FOR CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS

Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions

1 Gather any necessary special equipment, medications and supplies

2. Follow the procedure listed above.



## Notification



EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

The children are removed from the emergency to the best of your ability



PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

The following have occurred:

1. The children are removed from the emergency to the best of your ability

2. The appropriate emergency responders have been notified

3. The CEO, Office, and Center Directors have been notified.



## Emergency Kit for Shelter-in-Place / Lockdown Situations

PLEASE DESCRIBE YOUR EMERGENCY KIT. Please see Keeping Kids Safe for more information about how to use your emergency kit during shelter-in-place and lockdown situations

* The Emergency Kit will be kept in a red backpack, clearly labeled “EMERGENCY KIT”.
* The Emergency Kit will be kept in the office, On a hook to the left of the entry door
* The senior-most staff member present will be responsible for gathering the Emergency Kit in an emergency.
* The Emergency Kit contents will include:
  + Emergency contact information for all children in the center
  + A list of emergency phone numbers.
  + A copy of the Child Care Emergency Plan
  + A copy of the Emergency Risks and Response Guide
  + A battery or crank operated radio/phone charger
  + A flashlight and extra batteries
  + A first aid kit (to be separate from the center ‘s) first aid kit
  + A cell phone charger
  + Notebook & Pens



IF WE NEED TO EVACUATE OUR SITE AND RELOCATE TO ANOTHER SITE, THE FOLLOWING PROCEDURES WILL BE FOLLOWED



EVACUATION ROUTES AND EXITS Show how you and the children will leave from any room in the building

Please See Route maps at the end of this plan

*The Senior-most staff member on site will determine when to evacuate / relocate*

1. Keep calm
2. Gather the Emergency Kit, the Medications Bag, your current attendance log and a phone (cell phone, if possible)
3. Gather all the children in your care and proceed quickly but calmly ON FOOT to one of the relocation sites. *Use the emergency exit routes posted in each classroom and attached to this Emergency Plan.*
4. When traveling outside the center, all staff and children will remain together in one large group.
5. Children will walk in lines, assisted by staff.
6. Staff will position themselves throughout the line, with one staff in the front of the line, and one staff at the end of the line. *No two staff persons should be walking together.*
7. When necessary follow traffic and pedestrian laws and rules.
8. Contact the appropriate Emergency Responders, using the phone numbers listed on page 6 of this plan.
9. While traveling, count the children, match faces to the names on your attendance list. *Complete a count at least once every five minutes.*
10. Once at the location, count the children, match faces to the names on your attendance list.
11. Using the battery-operated radio in the kit, tune in to emergency broadcast station.
12. Follow any Emergency Broadcast instructions
13. Follow any special procedures laid out in the “Emergency Risks and Response Guide”
14. When it is safe to do so, contact CEO, office, center directors, and children’s parents/guardians; in that order.
15. Remain in location until you are instructed to leave by emergency personnel.
16. Regardless of time of day, staff are to stay with the children, maintaining state mandated staff/children ratio, while awaiting parent arrival.



EVACUATIING INFANTS AND TODDLERS Describe any special circumstances or procedures needed for evacuating infants and toddlers from the building

**In addition to the above listed procedures:**

* Evacuate infants using the evacuation cribs. If safe to do so, grab blankets/jackets on the way to keep infants warm while traveling.
* Evacuate the youngest toddlers using the centers 2,4 or 6 seat strollers.
* While traveling outside the center ALL toddlers traveling on foot must be holding a staff member’s hand at ALL times



EVACUATIING CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS Describe any special circumstances or procedures needed for

evacuating children with disabilities or chronic medical conditions from the building including procedures for storing a child’s medically necessary medicine

Gather any necessary special equipment, medications and supplies

Follow the procedure listed above.



## Notification



EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

As soon as safely possible



PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

The following have occurred:

1. The appropriate emergency responders have been notified

2. The children are removed from the emergency and have arrived at the relocation site

3. The CEO, Office, and Center Directors have been notified.



## Emergency Kit for Evacuation and Relocation Situations

DESCRIBE YOUR EMERGENCY KIT. Please review Keeping Kids Safe for more information about how to use your emergency kit during evacuation and

relocation situations

* The Emergency Kit will be kept in a red backpack, clearly labeled “EMERGENCY KIT”.
* The Emergency Kit will be kept in the office, On a hook to the left of the entry door
* The senior-most staff member present will be responsible for gathering the Emergency Kit in an emergency.
* The Emergency Kit contents will include:
  + Emergency contact information for all children in the center
  + A list of emergency phone numbers.
  + A copy of the Child Care Emergency Plan
  + A copy of the Emergency Risks and Response Guide
  + A battery or crank operated radio/phone charger
  + A flashlight and extra batteries
  + A first aid kit (to be separate from the center ‘s) first aid kit
  + A cell phone charger
  + Notebook & Pens



## Relocation - Location 1

|  |  |  |  |
| --- | --- | --- | --- |
| BUILDING NAME  Duluth Fire Department Station #4 | REASON(S) TO EVACUATE TO LOCATION 1  Fire, CO2 danger, violent incident | | |
| ADDRESS  425 West College Street | CITY  Duluth | STATE  MN | ZIP CODE  55811 |
| PHONE NUMBER  218-723-3214 | EMERGENCY PHONE  911 | | |

TRANSPORTATION TO LOCATION 1

On Foot ONLY



## Relocation - Location 2 (optional)

|  |  |  |  |
| --- | --- | --- | --- |
| BUILDING NAME  College of St. Scholastica – Tower Hall | REASON(S) TO EVACUATE TO LOCATION 2  Bomb threat, gas leak, or if location 1 is not available for: Fire, CO2 danger, violent incident | | |
| ADDRESS  1200 Kenwood Ave | CITY  Duluth | STATE  MN | ZIP CODE  55811 |
| PHONE NUMBER  218-723-5937 | EMERGENCY PHONE  218-723-6175 | | |

TRANSPORTATION TO LOCATION 2

On Foot ONLY









If we need to evacuate, shelter-in-place, or when parents/guardians are unable to get to children, the following procedures will be followed to reunite

children with parents/guardians or designated contacts as soon as it is safe. PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

The following have occurred:

1. The appropriate emergency responders have been notified

2. The children are removed from the emergency and have arrived at the relocation/shelter site

3. The CEO, Office, and Center Directors have been notified.

PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

* COPY 1: will be held in the individual children’s files in the center office
* COPY 2: will be held in alphabetical order, and in water tight storage, in the center’s Emergency Kit
* COPY 3: will be held, in alphabetical order, in the classroom notebook to which the child is assigned.

**Release** Children will only be released to parents/guardians or other individuals listed on the child’s form (with proper identification)

OTHER DETAILS ABOUT REALEASE OR REUNIFICATION

* *Children will only be released to parent/guardians or other individuals listed on the child’s emergency contact form. (with proper identification)*
* *Staff will be responsible for recording pick-up time, location, and person for each child.*
* *Regardless of time of day, staff are to stay with the children, maintaining state mandated staff/children ratio, while awaiting parent arrival.*



In the period during and after a crisis, the following procedures will be followed regarding continuing operations



## Notification and Decision Making

THE FOLLOWING PEOPLE WILL NEED TO BE NOTIFIED AND BE A PART OF THE DECISION-MAKING PROCESS REGARDING CONTINUED OPERATIONS DURING A CRISIS

|  |  |  |
| --- | --- | --- |
| Name | Ph number(s) | position |
| Kathleen Das | 218-728-3557 218-391-8159 | CEO |
| Tracy Goulet | 218-590-6135 | Business Manager |
| Ann Koshinski | 218-343-9102 | Site Director |
| UUCD | 218-464-4110 | Property Owner |



THE FOLLOWING PEOPLE WILL NEED TO BE NOTIFIED AND BE A PART OF THE DECISION MAKING-PROCESS REGARDING CONTINUED

OPERATIONS AFTER A CRISIS

|  |  |  |
| --- | --- | --- |
| Name | Ph number(s) | position |
| Kathleen Das | 218-728-3557 218-391-8159 | CEO |
| Tracy Goulet | 218-590-6135 | Business Manager |
| Ann Koshinski | 218-343-9102 | Site Director |
| UUCD | 218-464-4110 | Property Owner |
| Jay Condon | 651-431-5715 | Human Services Licensor |
| Penny Morton | 218-726-7962 | UNS Board President |





**For Emergencies - Dial 911**



## Law Enforcement Agencies

|  |  |  |
| --- | --- | --- |
| CITY (if applicable)  Duluth Police Department | CONTACT NAME  Mike Tusken (Duluth Chief of Police) | |
| NON-EMERGENCY NUMBER  218-730-5400 | | 24-HOUR EMERGENCY NUMBER  911 |
| CITY (if applicable) | CONTACT NAME  Duluth Sheriff’s Office | |
| NON-EMERGENCY NUMBER  218-726-2340 | | 24-HOUR EMERGENCY NUMBER  911 |

**Utility Emergency Phone Numbers**

|  |  |  |
| --- | --- | --- |
| ELECTRIC  218-722-2625 | COMPANY  MN Power | |
| CONTACT PERSON  N/A | | 24-HOUR EMERGENCY NUMBER  1-800-307-6937 |
| GAS  218-730-4050 | COMPANY  Comfort Systems | |
| CONTACT PERSON  N/A | | 24-HOUR EMERGENCY NUMBER  218-730-4100 |
| WATER  218-730-4050 | COMPANY  Comfort Systems | |
| CONTACT PERSON  N/A | | 24-HOUR EMERGENCY NUMBER  218-730-4000 |

**General Emergency Resource Numbers**

|  |  |
| --- | --- |
| MINNESOTA POISON CONTROL | PHONE NUMBER  800-222-1222 |
| CRIME VICTIM SERVICES | PHONE NUMBER  218-726-9777 |
| POST-CRISIS MENTAL HEALTH HOTLINE | PHONE NUMBER  218-723-0099 |
| FIRE DEPARTMENT | PHONE NUMBER  218-730-4394 |

**Duluth Public Safety** 218-302-6127

**NOAA / Weather Reports** 218-729-6697

**Poison Control** 1-800-222-1222

**Centers for Disease Control** 1-800-232-4636

University Nursery School Numbers

College Street 218-724-4816

Coppertop 218-727-8314

Harbor Highlands 218-727-2699

Jefferson Center 218-728-1888

Kathy Das 218-728-3557 / 218-391-8159

Tracy Goulet 218-590-6135

Channon Richardson 218-940-6359

Rachel Hilk 952-452-6446

Ann Koshinski 218-343-9102

Megan Taber 218-213-7480

NAME OF INSURANCE AGENCY

Otis-Magie

## Licensing or Certification Information



LICENSING OR CERTIFICATION NUMBER

1059112-5-CCC



LICENSED OR CERTIFIED BY STATE OR COUNTY

Minnesota

LICENSOR NAME LICENSOR PHONE 1-651-431-7673

Jay Condon

**Child Care Assistance Program (CCAP) Information** (If applicable)

CCAP PROVIDER ID CCAP AGENCIES REGISTERED WITH CCAP AGENCY PHONE NUMBER

26340 St. Louis County (218) 726-2064

**ASSIGNED RESPONSIBILITES DURING AN EMERGENCY**

|  |  |
| --- | --- |
| Action | Position Designated Responsible |
| Protecting the Children | ALL STAFF PRESENT |
| Notifying Authorities | Senior-most staff person present in the room |
| Notifying CEO, Other Staff, Other Centers | Senior-most staff person present in the room |
| Communicating with Parents/guardians, including reunification | Any Teachers present, alternatively, an assistant teacher or aid may assist in this action IF they have been delegated to do so by a teacher/director present. |

**Method of communication**

* As soon as it is safe to do so, contact emergency personnel.
* Once Emergency personnel have been contacted, began contacting others in the following order, using the phone numbers provided.

1. Kathy Das
2. Tracy Goulet

Tracy will put pertinent information out on Facebook, and send an email to parents.

3. Channon Richardson

In the event that Tracy is unavailable, Channon will put pertinent information out on Facebook, and send an email to parents.

4. Ann Koshinki

5. Megan Taber

6. Rachel Hilk

7. Parents (it is important that information is shared with other centers before calling parents so that parents calling other centers can be helped)

* In an emergency involving another center, only 1 staff member (preferably the director) will man the phone at each of the other centers, answering any and all incoming calls.
* No staff member may alert or communicate with traditional or social media regarding an emergency situation at one of our centers, unless express permission is given by Kathy Das or her equivalen

**Child Care Emergency Plan**

### Instructions: State law requires the following providers to use this form to create an emergency preparedness plan: (1) licensed child care centers (Minn. Stat. 245A.41, Subd. 3), (2) licensed family child care providers (Minn. Stat. 245A.51, Subd. 3), and (3) certified child care centers (Minn. Stat. 245H.15). Please refer to the Keeping Kids Safe planning guide for guidance in creating your emergency preparedness plan.

|  |  |
| --- | --- |
| **1. Provider Information** | |
| DATE CREATED  3/7/17 | DATE(S) REVISED  2/18/19 |

PROVIDER NAME

University Nursery School – Coppertop

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ADDRESS  230 East Skyline Parkway | | CITY  Duluth | | STATE  MN | ZIPCODE  55811 |
| PHONE NUMBER  218-727-8314 | EMERGENCY PHONE  218-728-1888, 218-724-4816, 218-724-2699 | | | | |
| **2. Shelter-in-Place / Lockdown Procedures** If we need to stay in the building due to an emergency, the following procedures will be followed | | | | | |
| LOCATION 1 (IN-BUILDING)  Upstairs – Toddler Classroom –(shelter-in-place, lock down)  Downstairs – Preschool Classroom – (shelter-in-place, lock down, violent storm, tornado) | | | LOCATION 2 (IN-BUILDING)  Fallout/Storm Shelter – (UPSTAIRS classrooms – violent storm or tornado) | | |

PROCEDURES FOR SHELTER-IN-PLACE / LOCKDOWN Describe your procedures (who, what, where, when)

*The Senior-most staff member on site will determine when to shelter-in-place/lockdown*

Keep calm

Gather the Emergency Kit, the Medications bag, your current attendance log and a phone (cell phone, if possible)

Gather all the children in your care and proceed quickly but calmly the location above.

Contact the appropriate Emergency Responders, using the phone numbers listed on page 6 of this plan.

Once at the location, count the children, match faces to the names on your attendance list.

Using the batter- operated radio in the kit, tune in to emergency broadcast station.

Follow any special procedures laid out in the “Emergency Risks and Response Guide”

When it is safe to do so, contact CEO, office, center directors, and children’s parents/guardians; in that order

Remain in location until you are instructed to leave by emergency personnel.

Regardless of time of day, staff are to stay with the children, maintaining state mandated staff/children ratio, while awaiting parent arrival.



SHELTER-IN-PLACE / LOCKDOWN FOR CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS

Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions

Gather any necessary special equipment, medications and supplies

Follow the procedure listed above.



## Notification



EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

The children are removed from the emergency to the best of your ability



PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

The following have occurred:

1. The children are removed from the emergency to the best of your ability

2. The appropriate emergency responders have been notified

3. The CEO, Office, and Center Directors have been notified.



## Emergency Kit for Shelter-in-Place / Lockdown Situations

PLEASE DESCRIBE YOUR EMERGENCY KIT. Please see Keeping Kids Safe for more information about how to use your emergency kit during shelter-in-place and lockdown situations

* The Emergency Kit will be kept in a red backpack, clearly labeled “EMERGENCY KIT 1” and “EMERGENCY KIT 2”.
* Emergency Kit 1 (for infants and toddlers) will be kept in the non-mobile infant room; in the right side of the closet.
* Emergency Kit 2 (for preschool) will be kept on a hook to the right of the main entrance to the classroom.
* The senior-most staff member in the non-mobile infant room will be responsible for gathering Emergency Kit 1 in an emergency.
* The senior-most staff member in the preschool room will be responsible for gathering Emergency Kit 2 in an emergency.
* The Emergency Kit contents will include:
  + Emergency contact information for all children in the center
  + A list of emergency phone numbers.
  + A copy of the Child Care Emergency Plan
  + A copy of the Emergency Risks and Response Guide
  + A battery or crank operated radio/phone charger
  + A flashlight and extra batteries
  + A first aid kit (to be separate from the center‘s) first aid kit
  + A cell phone charger
  + Notebook & Pens



IF WE NEED TO EVACUATE OUR SITE AND RELOCATE TO ANOTHER SITE, THE FOLLOWING PROCEDURES WILL BE FOLLOWED



EVACUATION ROUTES AND EXITS Show how you and the children will leave from any room in the building

Please See Route maps at the end of this plan

*The Senior-most staff member on site will determine when to evacuate / relocate*

Keep calm

Gather the Emergency Kit, the Medications Bag, your current attendance log and a phone (cell phone, if possible)

Gather all the children in your care and proceed quickly but calmly ON FOOT to one of the relocation sites. *Use the emergency exit routes posted in each classroom and attached to this Emergency Plan.*

When traveling outside the center, all staff and children will remain together in one large group.

Children will walk in lines, assisted by staff.

Staff will position themselves throughout the line, with one staff in the front of the line, and one staff at the end of the line. *No two staff persons should be walking together.*

When necessary follow traffic and pedestrian laws and rules.

Contact the appropriate Emergency Responders, using the phone numbers listed on page 6 of this plan.

While traveling, count the children, match faces to the names on your attendance list. *Complete a count at least once every five minutes.*

Once at the location, count the children, match faces to the names on your attendance list.

Using the battery-operated radio in the kit, tune in to emergency broadcast station.

Follow any Emergency Broadcast instructions

Follow any special procedures laid out in the “Emergency Risks and Response Guide”

When it is safe to do so, contact CEO, office, center directors, and children’s parents/guardians; in that order.

Remain in location until you are instructed to leave by emergency personnel.

Regardless of time of day, staff are to stay with the children, maintaining state mandated staff/children ratio, while awaiting parent arrival.



EVACUATIING INFANTS AND TODDLERS Describe any special circumstances or procedures needed for evacuating infants and toddlers from the building

**In addition to the above listed procedures:**

* Evacuate infants using the evacuation cribs. If safe to do so, grab blankets/jackets on the way to keep infants warm while traveling.
* Evacuate the youngest toddlers using the centers 2,4 or 6 seat strollers.
* While traveling outside the center ALL toddlers traveling on foot must be holding a staff member’s hand at ALL times



EVACUATIING CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS Describe any special circumstances or procedures needed for

evacuating children with disabilities or chronic medical conditions from the building including procedures for storing a child’s medically necessary medicine

Gather any necessary special equipment, medications and supplies

Follow the procedure listed above.



## Notification



EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

As soon as safely possible



PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

The following have occurred:

1. The appropriate emergency responders have been notified

2. The children are removed from the emergency and have arrived at the relocation site

3. The CEO, Office, and Center Directors have been notified.



## Emergency Kit for Evacuation and Relocation Situations

DESCRIBE YOUR EMERGENCY KIT. Please review Keeping Kids Safe for more information about how to use your emergency kit during evacuation and

relocation situations

* The Emergency Kit will be kept in a red backpack, clearly labeled “EMERGENCY KIT 1” and “EMERGENCY KIT 2”.
* Emergency Kit 1 (for infants and toddlers) will be kept in the non-mobile infant room; in the right side of the closet.
* Emergency Kit 2 (for preschool) will be kept on a hook to the right of the main entrance to the classroom.
* The senior-most staff member in the non-mobile infant room will be responsible for gathering Emergency Kit 1 in an emergency.
* The senior-most staff member in the preschool room will be responsible for gathering Emergency Kit 2 in an emergency.
* The Emergency Kit contents will include:
  + Emergency contact information for all children in the center
  + A list of emergency phone numbers.
  + A copy of the Child Care Emergency Plan
  + A copy of the Emergency Risks and Response Guide
  + A battery or crank operated radio/phone charger
  + A flashlight and extra batteries
  + A first aid kit (to be separate from the center ‘s) first aid kit
  + A cell phone charger
  + Notebook & Pens



## Relocation - Location 1

|  |  |  |  |
| --- | --- | --- | --- |
| BUILDING NAME  MNDOT District 1 Headquarters | REASON(S) TO EVACUATE TO LOCATION 1  Fire, CO2 danger, violent incident | | |
| ADDRESS  1123 Mesaba Aveenue | CITY  Duluth | STATE  MN | ZIP CODE  55811 |
| PHONE NUMBER  218-725-2708 | EMERGENCY PHONE  218-725-2700 | | |

TRANSPORTATION TO LOCATION 1

On Foot ONLY



## Relocation - Location 2 (optional)

|  |  |  |  |
| --- | --- | --- | --- |
| BUILDING NAME  Harbor Highlands -Community Center | REASON(S) TO EVACUATE TO LOCATION 2  Bomb threat, gas leak, or if location 1 is not available for: Fire, CO2 danger, violent incident | | |
| ADDRESS  28 East Village View Drive | CITY  Duluth | STATE  MN | ZIP CODE  55806 |
| PHONE NUMBER  218-722 -4745 | EMERGENCY PHONE  218-206-1833 | | |

TRANSPORTATION TO LOCATION 2

On Foot ONLY









If we need to evacuate, shelter-in-place, or when parents/guardians are unable to get to children, the following procedures will be followed to reunite

children with parents/guardians or designated contacts as soon as it is safe. PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

The following have occurred:

1. The appropriate emergency responders have been notified

2. The children are removed from the emergency and have arrived at the relocation/shelter site

3. The CEO, Office, and Center Directors have been notified.

PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

* COPY 1: will be held in the individual children’s files in the center office
* COPY 2: will be held in alphabetical order, and in water tight storage, in the center’s Emergency Kit
* COPY 3: will be held, in alphabetical order, in the classroom notebook to which the child is assigned.

**Release** Children will only be released to parents/guardians or other individuals listed on the child’s form (with proper identification)

OTHER DETAILS ABOUT REALEASE OR REUNIFICATION

* *Children will only be released to parent/guardians or other individuals listed on the child’s emergency contact form. (with proper identification)*
* *Staff will be responsible for recording pick-up time, location, and person for each child.*
* *Regardless of time of day, staff are to stay with the children, maintaining state mandated staff/children ratio, while awaiting parent arrival.*



In the period during and after a crisis, the following procedures will be followed regarding continuing operations



## Notification and Decision Making

THE FOLLOWING PEOPLE WILL NEED TO BE NOTIFIED AND BE A PART OF THE DECISION-MAKING PROCESS REGARDING CONTINUED OPERATIONS DURING A CRISIS

|  |  |  |
| --- | --- | --- |
| Name | Ph number(s) | position |
| Kathleen Das | 218-728-3557 218-391-8159 | CEO |
| Tracy Goulet | 218-590-6135 | Business Manager |
| Channon Richardson | 218-940-6359 | Site Director |
| First United Methodist Church | 218-727-5021 | Property Owner |



THE FOLLOWING PEOPLE WILL NEED TO BE NOTIFIED AND BE A PART OF THE DECISION MAKING-PROCESS REGARDING CONTINUED

OPERATIONS AFTER A CRISIS

|  |  |  |
| --- | --- | --- |
| Name | Ph number(s) | position |
| Kathleen Das | 218-728-3557 218-391-8159 | CEO |
| Tracy Goulet | 218-590-6135 | Business Manager |
| Channon Richardson | 218-940-6359 | Site Director |
| First United Methodist Church | 218-727-5021 | Property Owner |
| Jay Condon | 651-431-5715 | Human Services Licensor |
| Penny Morton | 218-726-7962 | UNS Board President |





**For Emergencies - Dial 911**



## Law Enforcement Agencies

|  |  |  |
| --- | --- | --- |
| CITY (if applicable)  Duluth Police Department | CONTACT NAME  Mike Tusken (Duluth Chief of Police) | |
| NON-EMERGENCY NUMBER  218-730-5400 | | 24-HOUR EMERGENCY NUMBER  911 |
| CITY (if applicable) | CONTACT NAME  Duluth Sheriff’s Office | |
| NON-EMERGENCY NUMBER  218-726-2340 | | 24-HOUR EMERGENCY NUMBER  911 |

**Utility Emergency Phone Numbers**

|  |  |  |
| --- | --- | --- |
| ELECTRIC  218-722-2625 | COMPANY  MN Power | |
| CONTACT PERSON  N/A | | 24-HOUR EMERGENCY NUMBER  1-800-307-6937 |
| GAS  218-730-4050 | COMPANY  Comfort Systems | |
| CONTACT PERSON  N/A | | 24-HOUR EMERGENCY NUMBER  218-730-4100 |
| WATER  218-730-4050 | COMPANY  Comfort Systems | |
| CONTACT PERSON  N/A | | 24-HOUR EMERGENCY NUMBER  218-730-4000 |

**General Emergency Resource Numbers**

|  |  |
| --- | --- |
| MINNESOTA POISON CONTROL | PHONE NUMBER  800-222-1222 |
| CRIME VICTIM SERVICES | PHONE NUMBER  218-726-9777 |
| POST-CRISIS MENTAL HEALTH HOTLINE | PHONE NUMBER  218-723-0099 |
| FIRE DEPARTMENT | PHONE NUMBER  218-730-4394 |

**Duluth Public Safety** 218-302-6127

**NOAA / Weather Reports** 218-729-6697

**Poison Control** 1-800-222-1222

**Centers for Disease Control** 1-800-232-4636

**First United Methodist Church** (Property owner) 21-727-5021

University Nursery School Numbers

College Street 218-724-4816

Coppertop 218-727-8314

Harbor Highlands 218-727-2699

Jefferson Center 218-728-1888

Kathy Das 218-728-3557 / 218-391-8159

Tracy Goulet 218-590-6135

Channon Richardson 218-940-6359

Rachel Hilk 952-452-6446

Ann Koshinski 218-343-9102

Megan Taber 218-213-7480

NAME OF INSURANCE AGENCY

Otis-Magie

## Licensing or Certification Information



LICENSING OR CERTIFICATION NUMBER

1012862-7--CCC



LICENSED OR CERTIFIED BY STATE OR COUNTY

Minnesota

LICENSOR NAME LICENSOR PHONE 1-651-431-7673

Jay Condon



**Child Care Assistance Program (CCAP) Information** (If applicable)

CCAP PROVIDER ID CCAP AGENCIES REGISTERED WITH CCAP AGENCY PHONE NUMBER

26340 St. Louis County (218) 726-2064

**ASSIGNED RESPONSIBILITES DURING AN EMERGENCY**

|  |  |
| --- | --- |
| Action | Position Designated Responsible |
| Protecting the Children | ALL STAFF PRESENT |
| Notifying Authorities | Senior-most staff person present in the room |
| Notifying CEO, Other Staff, Other Centers | Senior-most staff person present in the room |
| Communicating with Parents/guardians, including reunification | Any Teachers present, alternatively, an assistant teacher or aid may assist in this action IF they have been delegated to do so by a teacher/director present. |

**Method of communication**

* As soon as it is safe to do so, contact emergency personnel.
* Once Emergency personnel have been contacted, began contacting others in the following order, using the phone numbers provided.

1. Kathy Das
2. Tracy Goulet

Tracy will put pertinent information out on Facebook, and send an email to parents.

3. Channon Richardson

In the event that Tracy is unavailable, Channon will put pertinent information out on Facebook, and send an email to parents.

4. Megan Taber

5. Ann Koshinki

6. Rachel Hilk

7. Parents (it is important that information is shared with other centers before calling parents so that parents calling other centers can be helped)

* In an emergency involving another center, only 1 staff member (preferably the director) will man the phone at each of the other centers, answering any and all incoming calls.
* No staff member may alert or communicate with traditional or social media regarding an emergency situation at one of our centers, unless express permission is given by Kathy Das or her equivalent.



**Child Care Emergency Plan**

### Instructions: State law requires the following providers to use this form to create an emergency preparedness plan: (1) licensed child care centers (Minn. Stat. 245A.41, Subd. 3), (2) licensed family child care providers (Minn. Stat. 245A.51, Subd. 3), and (3) certified child care centers (Minn. Stat. 245H.15). Please refer to the Keeping Kids Safe planning guide for guidance in creating your emergency preparedness plan.

|  |  |
| --- | --- |
| **1. Provider Information** | |
| DATE CREATED  3/22/17 | DATE(S) REVISED  2/14/19 |

PROVIDER NAME

University Nursery School-Harbor Highlands

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ADDRESS  1115 North Lake Avenue | | CITY  Duluth | | STATE  MN | ZIPCODE  55806 |
| PHONE NUMBER  218-727-2699 | EMERGENCY PHONE  218-728-1888, 218-727-8314, 218-724-4816 | | | | |
| **2. Shelter-in-Place / Lockdown Procedures** If we need to stay in the building due to an emergency, the following procedures will be followed | | | | | |
| LOCATION 1 (IN-BUILDING)  Infant Room Bathrooms | | | LOCATION 2 (IN-BUILDING)  Toddler Room Bathrooms | | |

PROCEDURES FOR SHELTER-IN-PLACE / LOCKDOWN Describe your procedures (who, what, where, when)

*The Senior-most staff member on site will determine when to shelter-in-place/lockdown*

Keep calm

Gather the Emergency Kit, the Medications bag, your current attendance log and a phone (cell phone, if possible)

Gather all the children in your care and proceed quickly but calmly the location above.

Contact the appropriate Emergency Responders, using the phone numbers listed on page 6 of this plan.

Once at the location, count the children, match faces to the names on your attendance list.

Using the batter- operated radio in the kit, tune in to emergency broadcast station.

Follow any special procedures laid out in the “Emergency Risks and Response Guide”

When it is safe to do so, contact CEO, office, center directors, and children’s parents/guardians; in that order

Remain in location until you are instructed to leave by emergency personnel.

Regardless of time of day, staff are to stay with the children, maintaining state mandated staff/children ratio, while awaiting parent arrival.



SHELTER-IN-PLACE / LOCKDOWN FOR CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS

Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions

Gather any necessary special equipment, medications and supplies

Follow the procedure listed above.



## Notification



EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

The children are removed from the emergency to the best of your ability



PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

The following have occurred:

1. The children are removed from the emergency to the best of your ability

2. The appropriate emergency responders have been notified

3. The CEO, Office, and Center Directors have been notified.



## Emergency Kit for Shelter-in-Place / Lockdown Situations

PLEASE DESCRIBE YOUR EMERGENCY KIT. Please see Keeping Kids Safe for more information about how to use your emergency kit during shelter-in-place and lockdown situations

* The Emergency Kit will be kept in a red backpack, clearly labeled “EMERGENCY KIT”.
* The Emergency Kit will be kept in the infant room closet, on the right side of the top shelf.
* The senior-most infant room staff will be responsible for gathering the Emergency Kit in an emergency.
* The Emergency Kit contents will include:
  + Emergency contact information for all children in the center
  + A list of emergency phone numbers.
  + A copy of the Child Care Emergency Plan
  + A copy of the Emergency Risks and Response Guide
  + A battery or crank operated radio/phone charger
  + A flashlight and extra batteries
  + A first aid kit (to be separate from the center ‘s) first aid kit
  + A cell phone charger
  + Notebook & Pens



IF WE NEED TO EVACUATE OUR SITE AND RELOCATE TO ANOTHER SITE, THE FOLLOWING PROCEDURES WILL BE FOLLOWED



EVACUATION ROUTES AND EXITS Show how you and the children will leave from any room in the building

Please See Route maps at the end of this plan

*The Senior-most staff member on site will determine when to evacuate / relocate*

Keep calm

Gather the Emergency Kit, the Medications Bag, your current attendance log and a phone (cell phone, if possible)

Gather all the children in your care and proceed quickly but calmly ON FOOT to one of the relocation sites. *Use the emergency exit routes posted in each classroom and attached to this Emergency Plan.*

When traveling outside the center, all staff and children will remain together in one large group.

Children will walk in lines, assisted by staff.

Staff will position themselves throughout the line, with one staff in the front of the line, and one staff at the end of the line. *No two staff persons should be walking together.*

When necessary follow traffic and pedestrian laws and rules.

Contact the appropriate Emergency Responders, using the phone numbers listed on page 6 of this plan.

While traveling, count the children, match faces to the names on your attendance list. *Complete a count at least once every five minutes.*

Once at the location, count the children, match faces to the names on your attendance list.

Using the battery-operated radio in the kit, tune in to emergency broadcast station.

Follow any Emergency Broadcast instructions

Follow any special procedures laid out in the “Emergency Risks and Response Guide”

When it is safe to do so, contact CEO, office, center directors, and children’s parents/guardians; in that order.

Remain in location until you are instructed to leave by emergency personnel.

Regardless of time of day, staff are to stay with the children, maintaining state mandated staff/children ratio, while awaiting parent arrival.



EVACUATIING INFANTS AND TODDLERS Describe any special circumstances or procedures needed for evacuating infants and toddlers from the building

**In addition to the above listed procedures:**

* Evacuate infants using the evacuation cribs. If safe to do so, grab blankets/jackets on the way to keep infants warm while traveling.
* Evacuate the youngest toddlers using the centers 2,4 or 6 seat strollers.
* While traveling outside the center ALL toddlers traveling on foot must be holding a staff member’s hand at ALL times



EVACUATIING CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS Describe any special circumstances or procedures needed for

evacuating children with disabilities or chronic medical conditions from the building including procedures for storing a child’s medically necessary medicine

Gather any necessary special equipment, medications and supplies

Follow the procedure listed above



## Notification



EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

As soon as safely possible



PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

The following have occurred:

1. The appropriate emergency responders have been notified

2. The children are removed from the emergency and have arrived at the relocation site

3. The CEO, Office, and Center Directors have been notified.



## Emergency Kit for Evacuation and Relocation Situations

DESCRIBE YOUR EMERGENCY KIT. Please review Keeping Kids Safe for more information about how to use your emergency kit during evacuation and

relocation situations

* The Emergency Kit will be kept in a red backpack, clearly labeled “EMERGENCY KIT”.
* The Emergency Kit will be kept in the infant room closet, on the right side of the top shelf.
* The senior most infant room staff will be responsible for gathering the Emergency Kit in an Emergency.
* The Emergency Kit contents will include:
  + Emergency contact information for all children in the center
  + A list of emergency phone numbers.
  + A copy of the Child Care Emergency Plan
  + A copy of the Emergency Risks and Response Guide
  + A battery or crank operated radio/phone charger
  + A flashlight and extra batteries
  + A first aid kit (to be separate from the center ‘s) first aid kit
  + A cell phone charger
  + Notebook & Pens



## Relocation - Location 1

|  |  |  |  |
| --- | --- | --- | --- |
| BUILDING NAME  Harbor Highlands Community Center | REASON(S) TO EVACUATE TO LOCATION 1  Fire, CO2 danger, violent incident | | |
| ADDRESS  28 East Village View Drive | CITY  Duluth | STATE  MN | ZIP CODE  55806 |
| PHONE NUMBER  218-722-4745 | EMERGENCY PHONE  218-206-1833 | | |

TRANSPORTATION TO LOCATION 1

On Foot ONLY



## Relocation - Location 2 (optional)

|  |  |  |  |
| --- | --- | --- | --- |
| BUILDING NAME  First United Methodist Church (Coppertop) | REASON(S) TO EVACUATE TO LOCATION 2  Bomb threat, gas leak, or if location 1 is not available for: Fire, CO2 danger, violent incident | | |
| ADDRESS  230 East Skyline Parkway | CITY  Duluth | STATE  MN | ZIP CODE  55811 |
| PHONE NUMBER  218-727-8314 | EMERGENCY PHONE  218-727-5021 | | |

TRANSPORTATION TO LOCATION 2

On Foot ONLY









If we need to evacuate, shelter-in-place, or when parents/guardians are unable to get to children, the following procedures will be followed to reunite

children with parents/guardians or designated contacts as soon as it is safe. PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

The following have occurred:

1. The appropriate emergency responders have been notified

2. The children are removed from the emergency and have arrived at the relocation/shelter site

3. The CEO, Office, and Center Directors have been notified.

PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

* COPY 1: will be held in the individual children’s files in the center office
* COPY 2: will be held in alphabetical order, and in water tight storage, in the center’s Emergency Kit *The Emergency Kit will be kept in the infant middle room, on a hook behind the* door leading to infant room 3

*at all times.*

* COPY 3: will be held, in alphabetical order, in the classroom notebook to which the child is assigned.

**Release** Children will only be released to parents/guardians or other individuals listed on the child’s form (with proper identification)

OTHER DETAILS ABOUT REALEASE OR REUNIFICATION

* *Children will only be released to parent/guardians or other individuals listed on the child’s emergency contact form. (with proper identification)*
* *Staff will be responsible for recording pick-up time, location, and person for each child.*
* *Regardless of time of day, staff are to stay with the children, maintaining state mandated staff/children ratio, while awaiting parent arrival.*



In the period during and after a crisis, the following procedures will be followed regarding continuing operations



## Notification and Decision Making

THE FOLLOWING PEOPLE WILL NEED TO BE NOTIFIED AND BE A PART OF THE DECISION-MAKING PROCESS REGARDING CONTINUED OPERATIONS DURING A CRISIS

|  |  |  |
| --- | --- | --- |
| Name | Ph number(s) | position |
| Kathleen Das | 218-728-3557 218-391-8159 | CEO |
| Tracy Goulet | 218-590-6135 | Business Manager |
| Megan Taber | 218-213-7480 | Site Director |
| DW Jones Management (John) | 218-206-1833 | Property Manager |



THE FOLLOWING PEOPLE WILL NEED TO BE NOTIFIED AND BE A PART OF THE DECISION MAKING-PROCESS REGARDING CONTINUED

OPERATIONS AFTER A CRISIS

|  |  |  |
| --- | --- | --- |
| Name | Ph number(s) | position |
| Kathleen Das | 218-728-3557 218-391-8159 | CEO |
| Tracy Goulet | 218-590-6135 | Business Manager |
| Megan Taber | 218-213-7480 | Site Director |
| DW Jones Management (John) | 218-206-1833 | Property Manager |
| Jay Condon | 651-431-5715 | Human Services Licensor |
| Penny Morton | 218-726-7962 | UNS Board President |

**For Emergencies - Dial 911**





## Law Enforcement Agencies

|  |  |  |
| --- | --- | --- |
| CITY (if applicable)  Duluth Police Department | CONTACT NAME  Mike Tusken (Duluth Chief of Police) | |
| NON-EMERGENCY NUMBER  218-730-5400 | | 24-HOUR EMERGENCY NUMBER  911 |
| CITY (if applicable) | CONTACT NAME  Duluth Sheriff’s Office | |
| NON-EMERGENCY NUMBER  218-726-2340 | | 24-HOUR EMERGENCY NUMBER  911 |

**Utility Emergency Phone Numbers**

|  |  |  |
| --- | --- | --- |
| ELECTRIC  218-722-2625 | COMPANY  MN Power | |
| CONTACT PERSON  N/A | | 24-HOUR EMERGENCY NUMBER  1-800-307-6937 |
| GAS  218-730-4050 | COMPANY  Comfort Systems | |
| CONTACT PERSON  N/A | | 24-HOUR EMERGENCY NUMBER  218-730-4100 |
| WATER  218-730-4050 | COMPANY  Comfort Systems | |
| CONTACT PERSON  N/A | | 24-HOUR EMERGENCY NUMBER  218-730-4000 |

**General Emergency Resource Numbers**

|  |  |
| --- | --- |
| MINNESOTA POISON CONTROL | PHONE NUMBER  800-222-1222 |
| CRIME VICTIM SERVICES | PHONE NUMBER  218-726-9777 |
| POST-CRISIS MENTAL HEALTH HOTLINE | PHONE NUMBER  218-723-0099 |
| FIRE DEPARTMENT | PHONE NUMBER  218-730-4394 |

**Duluth Public Safety** 218-302-6127

**NOAA / Weather Reports** 218-729-6697

**Poison Control** 1-800-222-1222

**Centers for Disease Control** 1-800-232-4636

**DW Jones (John)** (Property manager) 218-206-1833

University Nursery School Numbers

College Street 218-724-4816

Coppertop 218-727-8314

Harbor Highlands 218-727-2699

Jefferson Center 218-728-1888

Kathy Das 218-728-3557 / 218-391-8159

Tracy Goulet 218-590-6135

Channon Richardson 218-940-6359

Rachel Hilk 952-452-6446

Ann Koshinski 218-343-9102

Megan Taber 218-213-7480

NAME OF INSURANCE AGENCY

Otis-Magie

## Licensing or Certification Information



LICENSING OR CERTIFICATION NUMBER

1054576-4-CCC



LICENSED OR CERTIFIED BY STATE OR COUNTY

Minnesota

LICENSOR NAME LICENSOR PHONE 1-651-431-7673

Jay Condon

**Child Care Assistance Program (CCAP) Information** (If applicable)

CCAP PROVIDER ID CCAP AGENCIES REGISTERED WITH CCAP AGENCY PHONE NUMBER

26340 St. Louis County (218) 726-2064

**ASSIGNED RESPONSIBILITES DURING AN EMERGENCY**

|  |  |
| --- | --- |
| Action | Position Designated Responsible |
| Protecting the Children | ALL STAFF PRESENT |
| Notifying Authorities | Senior-most staff person present in the room |
| Notifying CEO, Other Staff, Other Centers | Senior-most staff person present in the room |
| Communicating with Parents/guardians, including reunification | Any Teachers present, alternatively, an assistant teacher or aid may assist in this action IF they have been delegated to do so by a teacher/director present. |

**Method of communication**

* As soon as it is safe to do so, contact emergency personnel.
* Once Emergency personnel have been contacted, began contacting others in the following order, using the phone numbers provided.

1.Kathy Das

2. Tracy Goulet

Tracy will put pertinent information out on Facebook, and send an email to parents.

3. Channon Richardson

In the event that Tracy is unavailable, Channon will put pertinent information out on Facebook, and send an email to parents.

4. Megan Taber

5. Ann Koshinki

6. Rachel Hilk

7. Parents (it is important that information is shared with other centers before calling parents so that parents calling other centers can be helped)

* In an emergency involving another center, only 1 staff member (preferably the director) will man the phone at each of the other centers, answering any and all incoming calls.
* No staff member may alert or communicate with traditional or social media regarding an emergency situation at one of our centers, unless express permission is given by Kathy Das or her equivalent.



**Child Care Emergency Plan – Jefferson Square**

### Instructions: State law requires the following providers to use this form to create an emergency preparedness plan: (1) licensed child care centers (Minn. Stat. 245A.41, Subd. 3), (2) licensed family child care providers (Minn. Stat. 245A.51, Subd. 3), and (3) certified child care centers (Minn. Stat. 245H.15). Please refer to the Keeping Kids Safe planning guide for guidance in creating your emergency preparedness plan.

|  |  |
| --- | --- |
| **1. Provider Information** | |
| DATE CREATED  12/3/2018 | DATE(S) REVISED  12/21/2018 |

PROVIDER NAME

University Nursery School

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ADDRESS  916 East 2ND Street | | CITY  Duluth | | STATE  MN | ZIPCODE  55803 |
| PHONE NUMBER  218-728-1888 | EMERGENCY PHONE  218-727-2699, 218-727-8314, 218-724-4816 | | | | |
| **2. Shelter-in-Place / Lockdown Procedures** If we need to stay in the building due to an emergency, the following procedures will be followed | | | | | |
| LOCATION 1 (IN-BUILDING)  Toddler 1 Classroom | | | LOCATION 2 (IN-BUILDING)  Storage Area Behind Kitchen | | |

PROCEDURES FOR SHELTER-IN-PLACE / LOCKDOWN Describe your procedures (who, what, where, when)

*The Senior-most staff member on site will determine when to shelter-in-place/lockdown*

Keep calm

Gather the Emergency Kit, the Medications bag, your current attendance log and a phone (cell phone, if possible)

Gather all the children in your care and proceed quickly but calmly the location above.

Contact the appropriate Emergency Responders, using the phone numbers listed on page 6 of this plan.

Once at the location, count the children, match faces to the names on your attendance list.

Using the batter- operated radio in the kit, tune in to emergency broadcast station.

Follow any special procedures laid out in the “Emergency Risks and Response Guide”

When it is safe to do so, contact CEO, office, center directors, and children’s parents/guardians; in that order

Remain in location until you are instructed to leave by emergency personnel.

Regardless of time of day, staff are to stay with the children, maintaining state mandated staff/children ratio, while awaiting parent arrival.



SHELTER-IN-PLACE / LOCKDOWN FOR CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS

Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions

Gather any necessary special equipment, medications and supplies

Follow the procedure listed above.



## Notification



EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

The children are removed from the emergency to the best of your ability



PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

The following have occurred:

1. The children are removed from the emergency to the best of your ability

2. The appropriate emergency responders have been notified

3. The CEO, Office, and Center Directors have been notified.



## Emergency Kit for Shelter-in-Place / Lockdown Situations

PLEASE DESCRIBE YOUR EMERGENCY KIT. Please see Keeping Kids Safe for more information about how to use your emergency kit during shelter-in-place and lockdown situations

* The Emergency Kit will be kept in a red backpack, clearly labeled “EMERGENCY KIT 1” and “EMERGENCY KIT 2”.
* Emergency Kit 1 (for all infant rooms and Toddler Room 2) will be kept in the infant middle room, on a hook behind the door leading to infant room 3.
* Emergency Kit 2 (for Toddler Room 1 and Preschool Room) will be kept in the main office, on a hook just to the left of the entrance.
* The senior most infant room staff will be responsible for gathering Emergency Kit 1 in an Emergency.
* The senior most preschool room staff will be responsible for gathering Emergency Kit 2 in an Emergency.
* The Emergency Kit contents will include:
  + Emergency contact information for all children in the center
  + A list of emergency phone numbers.
  + A copy of the Child Care Emergency Plan
  + A copy of the Emergency Risks and Response Guide
  + A battery or crank operated radio/phone charger
  + A flashlight and extra batteries
  + A first aid kit (to be separate from the center ‘s) first aid kit
  + A cell phone charger
  + Notebook & Pen



IF WE NEED TO EVACUATE OUR SITE AND RELOCATE TO ANOTHER SITE, THE FOLLOWING PROCEDURES WILL BE FOLLOWED



EVACUATION ROUTES AND EXITS Show how you and the children will leave from any room in the building

Please See Route maps at the end of this plan

*The Senior-most staff member on site will determine when to evacuate / relocate*

Keep calm

Gather the Emergency Kit, the Medications Bag, your current attendance log and a phone (cell phone, if possible)

Gather all the children in your care and proceed quickly but calmly ON FOOT to one of the relocation sites. *Use the emergency exit routes posted in each classroom and attached to this Emergency Plan.*

When traveling outside the center, all staff and children will remain together in one large group.

Children will walk in lines, assisted by staff.

Staff will position themselves throughout the line, with one staff in the front of the line, and one staff at the end of the line. *No two staff persons should be walking together.*

When necessary follow traffic and pedestrian laws and rules.

Contact the appropriate Emergency Responders, using the phone numbers listed on page 6 of this plan.

While traveling, count the children, match faces to the names on your attendance list. *Complete a count at least once every five minutes.*

Once at the location, count the children, match faces to the names on your attendance list.

Using the battery-operated radio in the kit, tune in to emergency broadcast station.

Follow any Emergency Broadcast instructions

Follow any special procedures laid out in the “Emergency Risks and Response Guide”

When it is safe to do so, contact CEO, office, center directors, and children’s parents/guardians; in that order.

Remain in location until you are instructed to leave by emergency personnel.

Regardless of time of day, staff are to stay with the children, maintaining state mandated staff/children ratio, while awaiting parent arrival.



EVACUATIING INFANTS AND TODDLERS Describe any special circumstances or procedures needed for evacuating infants and toddlers from the building

**In addition to the above listed procedures:**

* Evacuate infants using the evacuation cribs. If safe to do so, grab blankets/jackets on the way to keep infants warm while traveling.
* Evacuate the youngest toddlers using the centers 2,4 or 6 seat strollers.
* While traveling outside the center ALL toddlers traveling on foot must be holding a staff members hand at ALL times



EVACUATIING CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS Describe any special circumstances or procedures needed for

evacuating children with disabilities or chronic medical conditions from the building including procedures for storing a child’s medically necessary medicine

Gather any necessary special equipment, medications and supplies

Follow the procedure listed above.



## Notification



EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

As soon as safely possible



PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

The following have occurred:

1. The appropriate emergency responders have been notified

2. The children are removed from the emergency and have arrived at the relocation site

3. The CEO, Office, and Center Directors have been notified.



## Emergency Kit for Evacuation and Relocation Situations

DESCRIBE YOUR EMERGENCY KIT. Please review Keeping Kids Safe for more information about how to use your emergency kit during evacuation and

relocation situations

* The Emergency Kit will be kept in a red backpack, clearly labeled “EMERGENCY KIT 1” and “EMERGENCY KIT 2”.
* Emergency Kit 1 (for all infant rooms and Toddler Room 2) will be kept in the infant middle room, on a hook behind the door leading to infant room 3.
* Emergency Kit 2 (for Toddler Room 1 and Preschool Room) will be kept in the main office, on a hook just to the left of the entrance.
* The senior most infant room staff will be responsible for gathering Emergency Kit 1 in an Emergency.
* The senior most preschool room staff will be responsible for gathering Emergency Kit 2 in an Emergency.
* The Emergency Kit contents will include:
  + Emergency contact information for all children in the center
  + A list of emergency phone numbers.
  + A copy of the Child Care Emergency Plan
  + A copy of the Emergency Risks and Response Guide
  + A battery or crank operated radio/phone charger
  + A flashlight and extra batteries
  + A first aid kit (to be separate from the center ‘s) first aid kit
  + A cell phone charger
  + Notebook & Pen



## Relocation - Location 1

|  |  |  |  |
| --- | --- | --- | --- |
| BUILDING NAME  St. Luke’s Hospital, Emergency Center/Trauma Center | REASON(S) TO EVACUATE TO LOCATION 1  Fire, CO2 danger, violent incident | | |
| ADDRESS  915 East First Street | CITY  Duluth | STATE  MN | ZIP CODE  55805 |
| PHONE NUMBER  218-249-5180 | EMERGENCY PHONE  218-249-5555 | | |

TRANSPORTATION TO LOCATION 1

On Foot ONLY



OTHER DETAILS

Enter the hospital from the First Street Emergency Room Door only

## Relocation - Location 2 (optional)

|  |  |  |  |
| --- | --- | --- | --- |
| BUILDING NAME  Essentia Health  **St. Mary’s Medical Center** | REASON(S) TO EVACUATE TO LOCATION 2  Bomb threat, gas leak; or Fire, CO2 danger, violent incident, if location 1 is not available. | | |
| ADDRESS  407 East 3rd Street | CITY  Duluth | STATE  MN | ZIP CODE  55805 |
| PHONE NUMBER  218-786-8376 | EMERGENCY PHONE  1-855-469-6532 | | |

TRANSPORTATION TO LOCATION 2

On Foot ONLY



OTHER DETAILS

Enter the Hospital from the 2nd Street Location







If we need to evacuate, shelter-in-place, or when parents/guardians are unable to get to children, the following procedures will be followed to reunite

children with parents/guardians or designated contacts as soon as it is safe. PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

The following have occurred:

1. The appropriate emergency responders have been notified

2. The children are removed from the emergency and have arrived at the relocation/shelter site

3. The CEO, Office, and Center Directors have been notified.

PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

* COPY 1: will be held in the individual children’s files in the center office
* COPY 2: will be held in alphabetical order, and in water tight storage, in the center’s Emergency Kits
* COPY 3: will be held, in alphabetical order, in the classroom notebook to which the child is assigned.

**Release** Children will only be released to parents/guardians or other individuals listed on the child’s form (with proper identification)

OTHER DETAILS ABOUT REALEASE OR REUNIFICATION

* *Children will only be released to parent/guardians or other individuals listed on the child’s emergency contact form. (with proper identification)*
* *Staff will be responsible for recording pick-up time, location, and person for each child.*
* *Regardless of time of day, staff are to stay with the children, maintaining state mandated staff/children ratio, while awaiting parent arrival.*



In the period during and after a crisis, the following procedures will be followed regarding continuing operations



## Notification and Decision Making

THE FOLLOWING PEOPLE WILL NEED TO BE NOTIFIED AND BE A PART OF THE DECISION-MAKING PROCESS REGARDING CONTINUED OPERATIONS DURING A CRISIS

|  |  |  |
| --- | --- | --- |
| Name | Ph number(s) | position |
| Kathleen Das | 218-728-3557 218-391-8159 | CEO |
| Tracy Goulet | 218-590-6135 | Business Manager |
| Rachel Hilk | 952-452-6446 | Site Director |
| Coloma Property Services | 218-382-6967 218-380-9846 | Property Owner / Manager |



THE FOLLOWING PEOPLE WILL NEED TO BE NOTIFIED AND BE A PART OF THE DECISION MAKING-PROCESS REGARDING CONTINUED

OPERATIONS AFTER A CRISIS

|  |  |  |
| --- | --- | --- |
| Name | Ph number(s) | position |
| Kathleen Das | 218-728-3557 218-391-8159 | CEO |
| Tracy Goulet | 218-590-6135 | Business Manager |
| Rachel Hilk | 952-452-6446 | Site Director |
| Coloma Property Services | 218-382-6967 218-380-9846 | Property Owner / Manager |
| Jay Condon | 651-431-5715 | Human Services Licensor |
| Penny Morton | 218-726-7962 | UNS Board President |





**For Emergencies - Dial 911**



## Law Enforcement Agencies

|  |  |  |
| --- | --- | --- |
| CITY (if applicable)  Duluth Police Department | CONTACT NAME  Mike Tusken (Duluth Chief of Police) | |
| NON-EMERGENCY NUMBER  218-730-5400 | | 24-HOUR EMERGENCY NUMBER  911 |
| CITY (if applicable) | CONTACT NAME  Duluth Sheriff’s Office | |
| NON-EMERGENCY NUMBER  218-726-2340 | | 24-HOUR EMERGENCY NUMBER  911 |

**Utility Emergency Phone Numbers**

|  |  |  |
| --- | --- | --- |
| ELECTRIC  218-722-2625 | COMPANY  MN Power | |
| CONTACT PERSON  N/A | | 24-HOUR EMERGENCY NUMBER  1-800-307-6937 |
| GAS  218-730-4050 | COMPANY  Comfort Systems | |
| CONTACT PERSON  N/A | | 24-HOUR EMERGENCY NUMBER  218-730-4100 |
| WATER  218-730-4050 | COMPANY  Comfort Systems | |
| CONTACT PERSON  N/A | | 24-HOUR EMERGENCY NUMBER  218-730-4000 |

**General Emergency Resource Numbers**

|  |  |
| --- | --- |
| MINNESOTA POISON CONTROL | PHONE NUMBER  800-222-1222 |
| CRIME VICTIM SERVICES | PHONE NUMBER  218-726-9777 |
| POST-CRISIS MENTAL HEALTH HOTLINE | PHONE NUMBER  218-723-0099 |
| FIRE DEPARTMENT | PHONE NUMBER  218-730-4394 |

**Duluth Public Safety** 218-302-6127

**NOAA / Weather Reports** 218-729-6697

**Poison Control** 1-800-222-1222

**Centers for Disease Control** 1-800-232-4636

**Coloma Property Services** (building owner/manager) 218-382-6967 / 218-380-9846

University Nursery School Numbers

College Street 218-724-4816

Coppertop 218-727-8314

Harbor Highlands 218-727-2699

Jefferson Center 218-728-1888

Kathy Das 218-728-3557 / 218-391-8159

Tracy Goulet 218-590-6135

Channon Richardson 218-940-6359

Rachel Hilk 952-452-6446

Ann Koshinski 218-343-9102

Megan Taber 218-213-7480



NAME OF INSURANCE AGENCY

Otis-Magie

## Licensing or Certification Information



LICENSING OR CERTIFICATION NUMBER

802580-5-CCC



LICENSED OR CERTIFIED BY STATE OR COUNTY

Minnesota

LICENSOR NAME LICENSOR PHONE 1-651-431-7673

Jay Condon

**Child Care Assistance Program (CCAP) Information** (If applicable)

CCAP PROVIDER ID CCAP AGENCIES REGISTERED WITH CCAP AGENCY PHONE NUMBER

26340 St. Louis County (218) 726-2064