

Safety Policies

1. No child will be left alone or unsupervised.
2. Parents are asked to escort their child into the center each morning and **sign the child's time of arrival in the sign-in book located at the desk in the front lobby. The same procedure should be followed when signing the child out in the evening.** Any time that an alternative person will be picking up your child, please let teachers and administrators know and make a note of the change in the sign-in book.
3. Parents should escort their child to his/her classroom. Parents are responsible for the child until he or she has reached the classroom and the teacher is made aware of his or presence. Please **DO NOT** drop your child off outside on in the lobby. Always be certain that the teacher responsible for your child at the end of the day is aware that you are picking up. (This is especially important if you arrive while the children are outside on our playground.).
4. Each classroom is equipped with a telephone so that all staff persons have access to communication in the event of an emergency.
5. Accident/incident report forms will be completed and available to parents in accordance with state licensing regulations. Parents are asked to sign the form and they will receive a copy. The original form will be put on file at the center.
6. Staff members will immediately notify the owner/director or the Public Children's Service Agency at (614) 833-2300 of suspected child abuse or neglect.
7. Periodic fire and severe weather safety drills are held to familiarize children and staff with appropriate procedure during an emergency. Medical/Dental and General Emergency plans, as well as emergency evacuation routes/procedures are posted in each classroom, lobby and kitchen areas. In the case that evacuation of the building would be necessary, Hugs-n-Hearts will walk the students to the H-n-H Campus building at 9005 Antares Ave.

Safety Policies Cont.

8. Parents are asked to notify the director of any change of address or place of employment so that we are able to reach you in the event of an emergency.

9. The Hugs-n-Hearts buildings are constructed to facilitate one main entrance from which parents and visitors may enter. Each main entrance is equipped with a security systems which requires a code to enter the building. Parents are asked **NOT** to give out building security codes. Please have alternate pickups ring the doorbell and a staff member will let them in. This ensures that all persons entering and exiting the buildings pass through the main lobby where a staff person is on duty at all times and will screen unfamiliar individuals/check ID's before being allowed to continue on to the classrooms.

*Emergency doors are locked when not in use.

10. Please be aware, if when picking up your child and you do not see his/her teacher (whether they have left for the day or have stepped out of the room) please be sure to notify another staff member that your child is leaving..

11. An emergency plan of action is in place that our entire staff is aware of should a situation occur for a lockdown.