

New Discoveries Preschool

2023-2024

Handbook

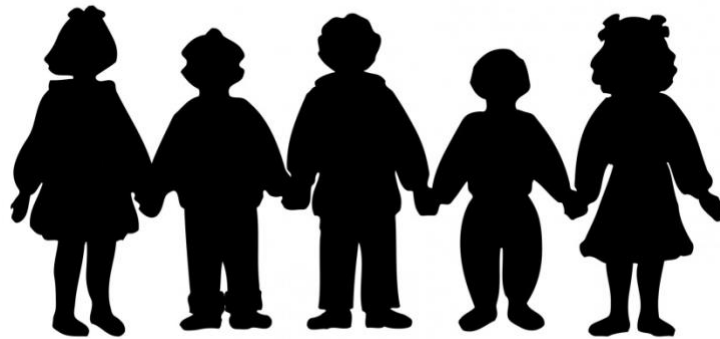


Table of Contents

Welcome!	2
Philosophy	3
Board of Directors	4-10
Board Meetings	10
General Meetings	10
School Calendar	11
Policy Statements	12
Parent-Helper Responsibilities	14
Enrollment Policies	16
Unenrollment	17
Payment Policies	17
Scholarship Policies	18
Curriculum 3/4 Class	18
Curriculum Pre-K Class	19
Methods of Discipline	20
Confidentiality	20
Dispute Resolution Policy	21
Emergency Medical Procedure	22

Welcome!

We are pleased to have you as a member of our teaching team! We want you to feel confident and comfortable working and playing with the children in the classroom. We have included in this handbook some guidelines and responsibilities for parent teaching. Please ask for clarification if you do not understand your responsibilities or have any questions regarding your role in the classroom. There are basic needs to be met when we bring groups of children together.

Children need:

- > To play in a variety of ways
- > To play alone
- > To play in groups
- > Active play
- > Quiet play
- > Individual occupations
- > To observe

They need time to:

- > Discover confidence in themselves
- > Get acquainted with their peers
- > See how things work
- > Experiment and investigate
- > Help themselves
- > Work out problems

Through play, children learn to cooperate, share, and respect the rights of their peers. To learn, children need to practice sharing and taking turns (and sometimes not to have a turn at all), be able to wait a little, to respect the rights of others and to stand up for their own rights. These goals should be achieved through experience rather than verbal instruction.

The children are encouraged to do as much as possible for themselves. They choose their own activities and settle their own difficulties as much as possible – their rights are assured by adults. Knowing this, they play together harmoniously. Since children learn far more through experience (play) than through structured verbal instruction, many free choices, non-instructional activities or learning centers are set up for them to explore. You are a guiding presence, a sustaining influence, a friend.

Philosophy

New Discoveries Cooperative Preschool is a school where children learn through play in a loving and positive environment. Both parent and child benefit from the co-op concept. Parents have an opportunity to share in their children's first school experience and to help them take their first steps toward self-management and independence. Under the direction of an experienced teacher and with the help of caring parents, children explore and learn at their own pace from a variety of materials and activities in a safe, healthful, age-appropriate environment.

Children learn through observation, interaction and most importantly, through experiencing their environment. Because of this, we provide activities that:

- Are rich in hands-on materials
- Will enhance social and emotional abilities
- Give children a choice between child structured and adult structured activities
- Will contain elements of novelty to challenge the child and elements of repetition to give the child a sense of mastery

Our co-op setting is very helpful in developing an interactional experience based on trust. Children learn best when they feel good about themselves, and we strive to make our preschool a place where everyone feels special.

Board of Directors

(2023-2024)

The most important responsibility of each preschool board member is to keep the vision, purpose and mission of our program front and center.

- **President:** **Kathye Knight**
3kathye@gmail.com
503-801-1314

The president serves as the executive officer on the board and shall preside at all meetings of the Board and membership and oversee the financial affairs of the preschool. The President presides over the board meetings and is responsible for keeping the board current about any information regarding the preschool. The President will also serve on the executive board.

Essential Duties and Responsibilities:

- Attend all board meetings or arrange for your committee report to be given by another board member.
- Act as mediator between teacher and parents.
- Preside over all meetings.
- Be an official representative of the school.
- Check the Post Office mailbox regularly.
- Have knowledge of where binding documents are located.
- Oversee teacher and site contract.
- Act as a liaison between the board and preschool parents. This includes ensuring parent help days are filled, emailing parents of upcoming monthly events, ensuring fund-raising committee has support from parents for events, etc.
- Act as liaison between NCRD and the Preschool board.
- Break a tie vote.
- Be responsible for carrying on the progress of preschool.
- Along with the teacher, has the discretion to close the preschool for an emergency.

- Oversee the smooth functioning of standing committees.
- Maintain a resume of duties, which will include a calendar of school activities performed during the year to help the incoming officer assuming the role in the succeeding year.

Treasurer-

- **Contact Information: Jake Bruns**
topgradeexcavation@yahoo.com
503-812-4331

The Treasurer is responsible for keeping the financial records of the preschool program in order. They will look at income and expenses of the program and compare them to projected budgets. He or she is also responsible for approving and/or issuing checks needed for the program. These needs range from supplies and other expenses to payroll and beyond. The Treasurer is then responsible for reporting this information at the board meetings. The Treasurer is responsible for sending out invoices for tuition owed and notices when a family is late paying tuition. In the case where a decision regarding enrollment needed to be made based on lack of payment, the Treasurer will work with the Board to decide whether to extend a hardship scholarship or pend enrollment. The Treasurer also serves on the executive board.

Essential Duties and Responsibilities:

- Attend all board meetings or arrange for a committee report to be given by another board member.
- Print monthly invoices and distribute them in parent boxes on or before the 1st of the month.
- Check the Dues box regularly and receive payments.
- Deposit payments to bank.
- Record deposits in QuickBooks.
- Reconcile QuickBooks with bank statements monthly.
- Attend fundraising events and act as a money handler, with fundraiser(s).
- After fundraising events, and following proper procedures, count monies received with fundraiser(s).
- Deposit funds from fundraisers into bank account and record in QuickBooks.
- Receive grant monies, deposit into the bank, and record in QuickBooks.
- Write checks for direct purchases and to pay invoices/bills for the preschool and record all purchases in QuickBooks.

- Receive reimbursement forms and write checks to reimburse members and teacher for purchases for the preschool and record all reimbursements in QuickBooks.
- Keep track of all income and expenditures in QuickBooks and update budget regularly.
- Present updated budget at board meetings each month.
- Suggest changes to budget when finances change and present to board for discussion/approval.
- With president, complete all necessary PCPO insurance forms in a timely manner and include payment and send.
- Collect registration fees and background check fees from Membership Position and deposit to bank account after July 1 each year.
- Send in Forms 581-2281-N and 581-2282-M for background check completion, along with a check for the appropriate payment amount (\$5/background check), either when registration fees are deposited July 1 or as received.
- Act as accountant liaison for tax purposes; prepare tax documents for accountant and get documents to accountant; send in document accountant prepares before the mailing deadline for taxes (November 15).
- Prepare any and all pertinent documents as requested by Grant Writer(s).

Secretary-

- **Contact Information: TBD**

The Secretary is the person responsible for preparing the agenda and any documents needed for upcoming meetings. He or she will also type up minutes (the discussions and decisions that take place during the meetings) from the meetings. The Secretary also serves on the executive board.

Essential Duties and Responsibilities:

- Attend all board meetings or arrange for a substitute.
- Work with members of the president and other board members to write up an agenda and distribute for monthly meetings.
- Read previous meeting minutes at each board meeting.
- Take accurate minutes at each meeting and distribute to board members in a timely fashion.

Membership-

- **Contact Information: Erin Laskey**
elaskey86@gmail.com
503-809-9434

The Membership Position is often the first point of contact for potential members of the Preschool and is responsible to efficiently and effectively communicate the preschool, mission, requirement and expectations.

Essential Duties and Responsibilities:

- Attend all board meetings or arrange for your committee report to be given by another board member.
- Create, print and distribute registration packets to parents.
- Manage early and open enrollment, filling but not overfilling class numbers for each year.
- Keep a list of interested families and manage a waitlist.
- Distribute, collect, and submit background checks (in conjunction with Treasurer). Check for updated forms yearly.
- Work with the Treasurer to submit payment for background checks, postage and any other payments.
- Communicate with parents to collect and keep child vaccine records current.
- Respond and communicate with the Health Department regarding Vaccine audit.
- Work with the board to decide on upcoming year student numbers and days of class.
- Email, mail and phone potential members in a timely manner throughout the year and relay pertinent information including questions and concerns that might come in.

Grant Writer-

- **Contact Information: TBD**

The Grant writing position is responsible to review and reapply for previously awarded grants and identify new government, foundation and private funding prospects. Grant writers for New Discoveries must research, prepare and submit all grant proposals and familiarize themselves with New Discoveries programs, goals and understand the financial needs of the Preschool.

Essential Duties and Responsibilities:

- Attend all board meetings or arrange for your committee report to be given by another board member.
- Using the binder and USB drive, writers should note which grants New Discoveries have received in the previous year and be sure to re-apply by the appropriate due dates.
- Look into new potential funding sources.
- After compiling all the information needed, grant writers compose and send their proposals (by internet or mail). Note that some grants require a special paper application, which you must request and wait for them to send to us, so factor that into any upcoming application due dates.
- Grant writers must also keep careful records to track their proposals, even proposals they haven't received in the past.
- If a grant-making organization requests additional information, nonprofit grant writers supply the missing items, looking to the board for any additional information we may not have.
- If a grant is received, writers should ask Charlene/current teacher to provide a New Discoveries Thank-You card and send it to the appropriate organization ASAP.

Fundraising Position 1-

- **Contact Information: TBD**

Fundraising Position 2-

- **Contact Information: TBD**

The fundraising positions are responsible to Propose (#) fundraising events to the board. They both organize and run all events. They assist in the successful completion of the events; every family is responsible for helping with every event. It is up to the fundraising board member(s) to create and post sign-up sheets for each event in advance and communicate with the families regarding specific needs and or answer any questions that may arise for each event. The fundraising board member(s) are responsible to collect, report and hand over all financial earnings to the treasurer.

Essential Duties and Responsibilities:

- Attend all board meetings or arrange for your committee report to be given by another board member.
- Create new fundraising events or initiate previous ones by talking to the board and setting dates.
- Book venues when needed/.
- Create sign-up sheets for delegation of tasks or help needed. Also, check it regularly so the fundraiser has the help it needs.
- Complete, send to PCPO and file special event paperwork 6-8 weeks prior to each fundraiser.
- Email all communication to parents, including fundraising dates, sign-up information, reminders, etc.
- Keep a log of parent participation and communicate with parents about the need to participate.
- Ensure events are promoted appropriately. Design, print and distribute flyers and post to social media in a timely manner. Advertise with Tillamook Shopper, BBQ, and local radio as appropriate for larger fundraisers.

- Take in all feedback from parents, venues, and anyone attending event for future planning.
- Maintain and organize supply closet and order supplies when needed.
- Work with Treasurer to secure funds to purchase items for events and report earnings.
- Work within the policy of money handling to collect, handle and exchange earnings from events.

Field Trip Coordinator-

- **Contact Information:**

The Field Trip board position is responsible for presenting ideas of monthly field trips to the board. Once the field trips are approved the Field Trip position will organize each field trip and create flyers and or communicate pertinent information to the preschool families in advance. It is the responsibility of the Field Trip position to work with the Treasurer regarding any monetary exchange for each field trip.

Essential Duties and Responsibilities:

- Attend all board meetings or arrange for your committee report to be given by another board member.
- Manage all logistics for time, place, and date of each field trip.
- Correspond with organizations for potential field trips.
- Make sure all field trips are in accordance with the yearly field trip budget.
- Make and distribute monthly field trip flyers.
- Complete, send to PCPO and file special event paperwork 6-8 weeks prior to each field trip.
- Distribute field trip permission slips to parents before each field trip.
- Keep signed permission slips in first aid/claims backpack during corresponding field trip.
- File permission slips after field trip.
- Let the Treasurer know the final cost so that a check can be issued if needed.
- Make sure first aid/claims backpack is present every field trip.

Board Meetings

Held on the first Monday of the month at 6:00PM, unless otherwise posted. Open to all parents.

General Meetings

These are mandatory meetings, and all preschool parents must attend. They will be held in September, December, and May.

School Calendar

(2023-2024)

September 11th –School Begins

November 10th-Veteran’s Day, No School

November 20th-24th–Thanksgiving Break

December 18th - January 2nd –Winter Break

January 15th-MLK JR day, No School

February 19th-Presidents Day, No School

March 18th-22nd –Spring Break

May 27th- Memorial Day, No School

May 31st –School Ends/Graduation

The school will be closed on days that Neah-Kah-Nie school district is closed due to inclement weather. The board president or teacher will initiate calls through the phone tree. In the event of early dismissal due to weather or other unforeseen problems, the teacher will remain until all the children have been picked up.

2023-2024

MON-TUES 9am-1pm, 3/4Class

WED-THURS-FRI 9am-1pm, PRE-K Class **swim day TBD for PRE-K Class**

Policy Statements

The following are the policy statements set forth by the Board for the 2023-2024 school year at New Discoveries Preschool. These statements are open for debate and for suggestions by the membership. They are not directly related to the school constitution or legal contracts. Comments regarding them should be directed to the President.

1. Fundraising is an essential part of our cooperative preschool. All parents are required to participate in each fundraiser. Fees may be assessed for non-participation at the Board's discretion.
2. The Board will meet monthly year-round (except July). All members are invited to attend and should notify the President if planning to attend.
3. The general meetings will be in September, December, and May. Other meetings will be called at the discretion of the Board and will be posted in the classroom. Attendance of all members is mandatory at general meetings.
4. If the teacher is absent, a substitute may be called in. The substitute will be in addition to the regular parent helper for that day.
5. School doors open at 8:50 a.m. School ends at 1:00 p.m. Parent helpers are to arrive at school by 9:00 a.m. on their scheduled day and leave after the room is cleaned (vacuum, dishes, tables/chairs wiped) and all kids have left.
6. Parents must sign up to volunteer once a month. If two children are enrolled, parents must volunteer two times per month (as open spaces allow).
7. If anyone other than a parent is transporting a student, please inform the teacher of that person in advance –and tell your child.
8. It is required that all children attending New Discoveries Preschool be toilet trained.
9. There will be no smoking during school.
10. Please do not send your child if they are not well enough to participate. If a child shows signs of illness, fever or vomiting in the past 24 hours, green snot or non-stop coughing. Parents will be asked to come pick-up their child at the teacher's discretion. Medications will not be given to children while at school for passing illnesses. A child with a communicable disease should be kept at home. Parents are to notify the teacher if a child contracts any communicable disease away from school. It is recommended that parents

take responsibility for their own health and that of their children, updating immunization records.

11. Please bring nutritious snacks/lunch such as fruit, vegetables, or proteins, and avoid ones with sugar, dyes, or artificial sweeteners. Please bring snacks children can manage themselves. Please send only water for their drink. On swim days, the children are extra hungry, so please plan accordingly.
12. If you are bringing a snack on the school day before a holiday or to celebrate your child's birthday, you may bring a suitable treat for that occasion. No large, decorated cakes, balloons or favors please. Having the kids decorate cookies or cupcakes is fine.
13. All teachers and parent helpers must have a background check before they are allowed to participate in the classroom.

Parent Helper Responsibilities

You are a vital member of our teaching team. On the day you parent teach, we depend on you to have a positive attitude and be focused and attentive to the children. It is important to be cheerful, receptive and understanding while at school. An enthusiastic expression and welcoming eyes will help children develop genuine self-respect.

1. School starts at 9:00 a.m. If you are a parent helper, please arrive by 9:00 a.m. All other parents should arrive at 9:00 a.m. and leave by 9:15 a.m. Please be there to pick up your child promptly at 1:00 p.m.
2. Dress appropriately. Comfortable, washable clothing that will not hamper your interaction with children.
3. In case of illness or conflict on your assigned day, it is **your** responsibility to call another parent to substitute for you and then call the teacher. Please try to give the substitute parent ample notice. If another parent cannot help, call the president. If no parent helper can be found, class may be cancelled.
4. No siblings should accompany you on the parent-teaching day unless no alternatives are available. You should make other arrangements for their care in advance. This excludes non-walking, nursing children.
5. Your primary responsibility is the safety and well-being of the children.
6. If you are assigned an activity, do not leave it unattended.
7. Help children learn classroom rules and routines by following them yourself.

8. Help children in putting their names on their work, but encourage them to start writing (i.e., dot to dot).
9. Confidentiality is mandatory. Avoid discussing a child's behavior or appearance in their presence or within hearing distance of other adults.
10. Guide and assist children at cleanup time.
11. Assist with any necessary cleanup before and after class (i.e., snacks, dishes and artwork supplies).
12. Remove any broken or unsafe equipment and report it to the teacher.
13. Model the attitudes and behaviors we wish to teach children.
14. Consult with the teacher if unable to handle a particular situation.
15. The teacher is the only one to discipline in the class. Refrain from scolding or disciplining a child yourself, talk to the teacher with the child.
16. Kindly redirect constant disruptive behavior.
17. Transition times are the most difficult for preschoolers. Give a five-minute warning and help them focus on cleanup.
18. Encourage respect for the environment, property, equipment, and other people. Redirect excesses energy, frustration or anger.
19. Absolutely no hitting, biting, etc. Encourage children to use their words.
20. When directing children with projects, refrain from doing the task for them. Let the children develop their own ways of creatively expressing themselves.
21. Immediately greet any visitors at the preschool to ascertain their identity and purpose for being there. Answer the phone when it rings.
22. Keep messy materials in designated areas.
23. Never be alone with a child other than your own. Always be visible by other adults.
24. Always leave the bathroom door open a bit when helping children in the bathroom. If possible, have the teacher be the one to help.

Enrollment Policies

Priority enrollment will be available to current students and the siblings of current students starting May 1st through May 15th. A space for a student will only be guaranteed under priority enrollment provisions if a completed registration form and corresponding registration fee is received by the Membership Position.

After May 15th, open enrollment begins and priority will be given on a first come, first served basis established by the date that completed registration paperwork is received by the Membership Position.

Registration fees must be submitted to the Membership Position no later than August 1st to guarantee enrollment. Registration fees are not refundable. A parent enrolling their student under priority enrollment provisions who fails to submit registration fees by August 1st will be considered under open enrollment provisions. The space will be filled by the next prospective student who has submitted their registration fees and completed paperwork.

Parents registering a student after August 1st will submit a completed registration form, the registration fee and a completed Scholarship Request Form (if necessary) to the Membership Position.

In the case of multiple students applying for a limited number of openings on the same date, priority will be given to the parent who first contacted the Membership Position and submitted their completed registration paperwork and fee in a timely manner.

Enrollment in the Pre-K class is limited only to students who turn four before September 1st; they will only be enrolled if there is an opening at the time of their third birthday. Exceptions to this policy may be made upon teacher discretion and Board approval.

Un-enrollment

A student is considered no longer enrolled if he/she is permanently removed from the class. If a student's parent(s) fails to communicate with New Discoveries within two weeks, a student will be un-enrolled.

Un-enrolled students waive their right to priority enrollment for the following year and must register after May 15th. Parents are to give a 30-day notice for enrollment and payment is still required. This allows us to attempt to fill the spot without losing a month of tuition.

Payment Policies

- Registration fees are paid before tuition.
- Registration fees must be received before students may begin school.
- Parents are responsible for receiving a receipt for cash payments. Staff must produce receipts for all cash payments (receipts are located in the teacher's desk and in the classroom file cabinet). New Discoveries Preschool is not responsible for misplaced cash payments in which a receipt was not produced.
- Monthly invoices and any statements will be provided to parents in print, in the student's mailbox in the classroom. It is the parent's responsibility to check their box frequently for invoices, statements, and other preschool correspondence.
- Tuition is due by the 15th day of the month. Invoices/statements will be delivered to parents during the first week of the month.. Tuition will be considered late after the 15th of the month unless otherwise arranged with the preschool.
- A student may not be allowed to attend class if tuition is 30 days past due. It is the responsibility of parents to alert the preschool (preferably the president and Treasurer) of any special payment arrangements.
- A student will be considered un-enrolled if tuition is 60 days past due.

Curriculum ¾ Class

Goals

- Recognize written name
- Identify basic shapes and primary colors
- Differentiate small, medium and large
- Understand positioning; in, on, above, under, between, next to
- Minimal alphabet recognition (25%-50%)
- Count 1-15 by recitation
- Identify numbers 1-5
- Follow 2 step instructions consistently
- Follow 3 step instructions consistently
- Engage emergent math skills, sorting and classifying.

We will start the year by learning or reviewing basic shapes and primary colors. Integrated into our curriculum will be size recognition: small, medium, and large; first, middle and last; as well as socialization skills. We will very slowly work into a more structured learning environment to include name recognition, minimal alphabet recognition (at least 6-7 letters that are not in the child's first name) as well as identify numbers 1-5, and reciting numbers 1-15.

There will be much time working on small motor skills such as cutting, coloring, painting and using manipulatives of all sorts, including play dough and puzzles. Large motor skills will be engaged through group games and semi-structured gym/recess and classroom drama activities.

Through repetition of activities, the children will have some fundamental skills they can utilize when they progress to the next class and beyond.

Curriculum Pre-K Class

Goals

- Recognize and write his/her name
- Successfully complete a 3-4 page picture sequence
- Understand 1:1 ratio from 1-10
- Utilize verbal phrases that improve cooperation and compromise
- Encourage emergent writing skills
- Successfully follow 3 to 4 step instructions
- Recognize, recite and identify numbers 1-30

In order to accomplish these objectives, these, as well as other, methods will be utilized:

Calendar: to teach days of the week, months and progressive time flow; Weather: To demonstrate changes from day to day and season to season; Alphabet; Numbers; Drawing, using a variety of tools: pencils, markers, crayons; Painting: using brushes, fingers, sponges; Playdough; Puzzles; Math manipulatives; and Art, using scissors, glue, colored paper and other art supplies. In the first two to three months, children will engage in basic skills such as tracing letters and numbers, reinforcing size differential, small motor skills (cutting, pasting, drawing, painting, puzzles, manipulatives).

As the children grow more independent and socialized, we will begin to work on skills necessary for kindergarten: basic organization skills, shoe tying, coat zipping, cubby stuffing and sorting and identifying personal belongings. When the school year is drawing to a close, we will prepare the children for kindergarten by practicing the social skills of waiting patiently, raising hands in class, asking questions (instead of telling) and using phrases to make wants and needs communicated.

Methods of Discipline-

Parent helper is to refer all methods of discipline to the teacher

1. Direct, redirect or change the activity..
2. Stop the child (for protection). When you must restrain the child, you must also give them assurance that, “I’m for you and I’ll help you stop.” Then help the child find an acceptable activity.
3. Give the child a choice of two desirable things. Only give choices when you are prepared to accept the child’s answer.
4. Talk to the child –state the alternatives and consequences.
5. Help the child to help himself/herself.
6. Assist the child physically and gently.
7. Control the child until he/she again gains self-control.
8. Give attention to desirable behavior. Ignore questionable or undesirable behavior.
9. Be consistent with all actions.
10. Show the children that you trust them and have faith in them. Keep your expectations high, but do not expect more than their age group can give.
11. Give assurance after an upset that the child is still valued. It is the action, not the child, that you don’t like.
12. Isolate. This is rarely used at preschool and only used by the teacher.
13. Help the child understand his/her role.

Confidentiality

Written records are confidential. All the forms a family turns in to the preschool upon registration go into files that are kept in a file cabinet in the classroom. A parent may look at his/her child's folder at any time, but no one else will be allowed to look at it unless the preschool receives written permission from the parent(s).

Anecdotal records are also maintained, with parent helpers providing input along with the teacher on a regular basis. Parents are also free to look at this information on their own children whenever they wish.

Confidentiality is a further expectation of parent helpers. When we work with young children, they come to us with perfect honesty and trust. We must not violate that trust. What we see a child do; what he/she may tell us; what the teacher may share with us in order to work effectively with a child is confidential. Other parents do not need to hear details of how our parent helping went. If a parent wants to have feedback on his/her child, please let the teacher give it.

Confidentiality also extends to school class rosters. Please do not share that information with non-school members.

Dispute Resolution Policy

In the spirit of the cooperative nature of our organization, we hope that our problems will be dealt with openly and informally between involved parties. All matters of grievance, whether formal or informal, will be handled in the most discretionary manner possible.

For all problems, please go directly to the source to work it out. If this proves unsatisfactory, then an appointment can be made to have an intermediary such as the Teacher or Board President act in a meeting with all parties. We hope that we can model our disagreements as we would want our children to handle their problems.

When dealing with Board members or the Teacher for an informal discussion, please arrange a time to talk ahead of time if at all possible. This will give them a chance to be prepared and give their full attention to the matter.

If all other avenues of resolution have proven unfruitful, then a formal written grievance may be submitted to the Board for consideration. The grievance should be objective, not subjective, in nature, based on the fact rather than personal feelings or emotion. The grievance will be turned over to a grievance committee made up of an appointed member of each class and a few others, designated by the Board.

The grievance committee will have one week to review the issue and decide on a suitable action to resolve the situation. The committee will make a recommendation for appropriate action to the Board. If the grievance committee cannot resolve a problem or dispute with a recommendation, the Board will be advised of such and will determine final action. The party initiating the grievance will be informed of the action taken in writing by the committee.

Emergency Medical Procedures

1. ADMINISTER FIRST AID AS REQUIRED. The First Aid Kit is located on the shelf above the dishes.
2. IF THE INJURY IS LIFE-THREATENING OR REQUIRES EMERGENCY TREATMENT: One adult will stay with the injured child, and one adult will call 911. Then call the parents and/or emergency contact person listed in the child's file. If neither has arrived before the paramedics, the teacher will accompany the child to the hospital with them.
3. FOR NON-EMERGENCY INJURIES: Call the parent and/or emergency contact person listed in the child's file and arrange for the child to be picked up.
4. PCPO will be called immediately after all imminent responsibilities are taken care of in regard to the child and the clear bag of insurance information will be sent to the hospital with any severe injury.