

Toddle Town Children's Academy, LLC

Owners: Anette and Michael Childers

2211 Lewis Avenue
Billings, Montana 59102

Phone Number: (406) 656 - 8042

Fax: Call First (406) 656 - 8042

Days and Hours of Operation:

Monday thru Friday 6:30am - 5:30pm

Closed for the Following Holidays:

New Year's Day (Provider reserves the right to close early New Year's Eve)

Good Friday (the Friday before Easter)

Memorial Day

July 4th

Labor Day

Thanksgiving and the Friday following

Christmas Day (Provider reserves the right to close early Christmas Eve)

In the event that New Year's Day and/or Christmas Day falls on a weekend, Toddle Town Children's Academy, LLC, reserves the right to close either the preceding Friday or the Monday following. We also hold the option of closing for New Year's Eve and/or Christmas Eve.

Toddle Town Children's Academy, LLC

Our Philosophy

We, at Toddle Town Children's Academy, LLC, strive to offer a safe, fun, and educational experience away from home, along with providing a social environment in which your child can explore and grow independently. At Toddle Town Children's Academy, LLC, we also want to be a supportive part in assisting you in preparing your child for the transition into school.

A Little About Us

History:

Toddle Town Children's Academy was founded by Mildred and Gene Wehrman in 1967, and moved to its current location in 1977. The longevity of staff, and the fact that 2nd generation children are enrolled, shows the pride and commitment that the previous owners had to this business. December 31, 2012, this chapter in Toddle Town Children's Academy closed.

Today:

As of January 1, 2013, a new chapter began. Owners, Anette and Michael, have joined with Toddle Town Children's Academy, now Toddle Town Children's Academy, LLC. Anette and Michael are bio-parents, adoptive parents, grandparents, and foster parents. Michael has retired and Anette looks forward to her ever-evolving career with Toddle Town Children's Academy, LLC.

Toddle Town Children's Academy, LLC, continues to take pride in the longevity of our staff members. We strive to maintain consistent staff, important to building trust with the children and parents. We, at Toddle Town Children's Academy, LLC, understand the importance of making secure attachments in early childhood development.

Toddle Town Children's Academy, LLC, staff members must be CPR and First Aid Certified. Each employee must undergo Federal and State required background checks. Each Toddle Town Children's Academy, LLC, employee is also mandated to obtain a minimum of 16 hours of training each year. This training includes but is not limited to: child development, infant safe sleep policy and procedures, nutrition, preschool skills, literature, and discipline. Staff strives to provide the best care possible for your child(ren).

ENROLLMENT PROCEDURES/ADMISSION REQUIREMENTS

The following are required for enrollment and admission to Toddle Town Children's Academy, LLC:

1. Completed enrollment packet.
2. Completed and signed contract.
3. Proof of current immunizations.
4. First month's payment in advance as per signed contract.

Daily Schedule (approximate timeline)

- 6:30 AM Toddle Town Children's Academy, LLC opens for business. Children have free play choices that eases the transition into the center. Activities such as blocks, Duplos, puzzles, art, reading, the cabin, or loft and dolls are explored. A staff person is designated to greet families and assess children to be sure they are healthy enough to be in attendance. Clients are also reminded that all children must be signed-in on the state mandated sign-in forms. Any changes in persons assigned to pick-up the child(ren) or changes to pick-up times must be noted in writing from the Clients at check in.
- 8:00 AM School age children begin to clean up their areas. A staff person is designated to assist the school age children that will be walking to Burlington School. These children are asked to prepare for school by gathering their coats, backpacks, etc. The preschool children continue their free play.
- 8:10 AM School age children leave for Burlington School. A staff member escorts the children to the school each morning.
- 8:30 AM Children begin to clean up their play area. Our routine exercise time begins. We encourage all the children to partake in a few exercises to stretch and flex muscles. Exercise helps to develop healthy bodies and healthy minds. We explore exercise in a variety ways, counting out the exercises, with DVD music, or rhythm activities. At this time, we transition through potty time. Children in diapers are checked and changed, if needed. Children that are not yet potty trained are introduced to the bathroom routine. Older children are encouraged to take bathroom breaks. All children review hand-washing skills as they wash their hands after diapering or bathroom breaks and before eating.
- 9:00 AM Morning Snack is offered to all of the children. Children have washed their hands before coming to the snack table. We again wash hands and faces after the children finish with snack. All children should have had breakfast before arriving for care.

- 9:15 AM The children begin to gather into the morning meeting room for circle time. We sing our way through our gathering and welcome.
- 9:20 AM Preschool activities begin with the morning meeting and duties are assigned. Some of the children check on and report the daily weather, while others help review the Month, Day and Date. Circle time continues with daily music selected and led by the children as they sing a few songs and do a few finger plays that reflect the theme of the day or week. A storybook focused on the theme of the week is read daily. Morning circle time is also a great time to review healthy health tips like proper hand washing, cover your cough, keeping fingers away from our nose and mouth. These are just a sampling of simple skills we help teach to keep your child safe and healthy. We review safety rules of the center with the children. We also review concepts of sharing and being a good friend. The children learn nutrition skills such as making healthy choices.
- 9:45 AM The children begin to be separated into age appropriate groups. These groups then begin to filter out for preschool activities. Each group reflects on the theme for the day or week. These activities may include but are not limited to, crafts, cooking, games, reading stories, counting, writing, coloring, and painting. The youngest group ends class as attention drifts from the projects. The second group winds ups their class about 10:30am. Class concepts are designed to prepare your child for kindergarten.
- 10:30 AM Our preschool activities have concluded for all ages. Children are encouraged to clean their areas as they finish. Free time activities again begin for the children. Weather permitting; the children play in the back yard at this time. During inclement weather, the children use the play areas inside, such as the loft and cabin areas, the activity room, and puzzle or block area.
- If the children are going outside, sunscreen should have been applied before arriving into care (May – August/September). Parent(s)/Guardian(s) provide sunscreen labeled with your child’s name for use at the center. We request a personal water bottle and you may also want to send a hat for your child to wear in the yard as well. Water bottles and hats are sent home at the end of each week to be washed and brought back on Monday. In the winter weather appropriate outer clothing is required, because we still go outside.
 - Note that during the summer months (May – August) the activities may vary. Preschool activities are often done outdoors and include activities that explore the environment. These may include but are not limited to building a dinosaur habitat, treasure hunts, sidewalk chalk, obstacle course, etc.

- 11:00 AM The children clean up their play areas and transition to our second routine exercise time. Then we prepare for lunch. Children in diapers are checked and changed, if needed. Children that are not yet potty trained are introduced to the bathroom routine. Older children are encouraged to take bathroom breaks. Hands, as well as faces, are washed. Children transition directly from hand and face washing to the lunch table.
- 11:30 AM At Toddle Town Children’s Academy, LLC, we serve the children’s plates for them and encourage the children to try a polite bite. They can have additional servings when requested. We also have some choices available family style on the table, usually fresh fruit and/or vegetables.
- If your child has any special dietary requirements, Parent/Guardian must provide a Special Needs Medical Form filled out by a doctor. The Parent/Guardian must supply any special food or beverages that your child may require. (i.e., soy or lactose free milk)
- 12:00 PM As children finish eating, they are expected to clear their own lunch spot. We encourage the children to try to use the restroom at this time. Children are assisted with hand and face washing. After lunch, the children transition into rest time. 30 minutes of an age appropriate movie is shown at this time to help with a quiet transition.
- 12:30 PM At Toddle Town Children’s Academy, LLC, all of our children nap/rest after lunch. The movie is turned off and soothing music is played. The only exceptions made are for the school aged children. If your child has a preferred blanket, please send it with them. Blankets go home each Friday to be laundered and returned the next Monday. We have staff persons in our nap room throughout the naptime to comfort your child and tend to your child’s needs and safety.
- 2:30 PM Naptime is concluded. The children place their blanket into their cubby. Children in diapers are checked and changed, if needed. Children that are not yet potty trained are introduced to the bathroom routine. Older children are encouraged to take bathroom breaks, as they wake up. A staff member disinfects nap pads. Soiled clothing and/or blankets are bagged and sent home for laundering.
- 2:30 PM A staff member walks to Burlington School to meet the school age children that will need after school care. School age children must wash upon arrival at Toddle Town Children’s Academy, LLC. We do offer the opportunity for help with homework. A parent of a school age child that will not be utilizing after school care on a specific day must notify Toddle Town Children’s Academy, LLC, in advance of 2:15pm.

- 2:30 PM Children prepare for snack. If they have not already done so, hands and faces are washed before coming to the snack table. As snack time concludes, the children again wash their hands and faces. As the children finish snack, we enter into free playtime. If we are going outside, sunscreen is reapplied at this time. In inclement weather, the children have play activities inside during this time.
- 3:45 PM Diapers are checked again. Bathroom breaks are encouraged for the older children.
- 4:00 PM At this time, we close the children's bathroom for about 30 minutes to clean.
- 5:00 PM We transition into quiet activities to prepare children for going home. These may include, but are not limited to: stories, blocks, dollhouses, and puzzles. Parents are greeted as they arrive to pick up the children. Any messages pertaining to your child(ren) will either be on their sunshine report or relayed to you by the supervising staff member. If you have any questions, please do not hesitate to ask the supervising staff member either in the evening or in the morning. You are also welcome to call the Owner or Director at home, at any time, to address any questions or concerns.
- 5:30 PM Toddle Town Children's Academy, LLC closes. Please be sure to have your children picked up on time as children picked up late put our staff members into overtime hours. Late fees apply when any child is left after 5:30pm. All children must be signed out on the state mandated forms upon leaving.

While this schedule is rather detailed, please keep in mind that we are flexible with the children. For example, if we begin a project the children are engaged in, we may extend it for a longer period of time. On the other hand, if for some reason the children need more physical activity before preschool, we may take a half hour and run off some energy in the yard. We want your child to enjoy his or her day at Toddle Town Children's Academy, LLC.

DEPARTMENT DAYCARE LICENSING REQUIREMENTS

Toddle Town Children's Academy, LLC, meets all Montana State Daycare Licensing Requirements. A copy of the DPHHS Licensing Requirements for a Childcare Center is kept on site for available review or may be accessed on-line through the DPHHS website.

SIGN IN/OUT SHEETS

State licensing requires ALL children attending a State Licensed Childcare Facility to be signed in and out. Times are not to be rounded off, use exact times. Initials may be used during sign-in, but a full signature is required at sign-out. If someone other than you

picks up your child, they are to use their name. We ask that you please let us know ahead of time if someone other than you will be picking up your child. They should bring a picture ID. We may ask to make a copy of their ID for your child's file.

ATTENDANCE

Toddle Town Children's Academy, LLC, only offers Full-Time Care. We do not offer Part-Time or Drop-In Care (unless willing to pay Full-Time Care rate).

We request that you stay within the hours you committed to in your contract when you enrolled your child at Toddle Town Children's Academy, LLC. We staff according to your agreed commitment and we may not always be able to accommodate extended hours without putting Staff on overtime. Our State License does not allow overlap hours for Centers. Extended hours will lead to overtime fees.

All of our payment plans require pre-payment. Toddle Town Children's Academy, LLC, charges for all days including holidays and vacations. Understand that your child(ren)'s spot is reserved only through payment.

If you are on a Scholarship Program, you are asked to also sign in and out on your family's individual forms. You are required to stay within your authorized hours. You will be billed for all hours exceeding your authorized hours. Your Scholarship Program will only pay for authorized activities, such as school and work. Your Scholarship Program only covers up to 2 sick days a month. If you exceed these 2 days, the missed days will be billed and are your responsibility. The Scholarship Program will not pick up hours for doctor's appointments, personal errands, or time off without prior approval. Provider reserves the right to charge Scholarship Clients up to the Plan One rates as stated in the Childcare Service Contract. After the Scholarship Program has issued payment, Provider will bill Clients for any unpaid amount. All childcare costs not covered by the Scholarship Program are the responsibility of the Client. Scholarship Clients are responsible for payment in advance for child(ren) during unapproved times. All of our clients are billed for holidays. The Scholarship Program no longer pays for these days. Holidays will be Scholarship Clients' responsibility. If you have any questions, please visit with the owner during business hours at Toddle Town Children's Academy, LLC.

CLOTHING

All children are asked to bring a change of clothing to be kept in his or her cubby. Potty or other accidents can occur at any age. We recommend keeping a sweater or sweatshirt in your child's drawer for chilly mornings. During the winter months, we also ask that you have a pair of hard sole slippers or shoes that your child can put on when they remove their snow boots. Children must keep shoes or hard sole slippers on at all times in case of an emergency evacuation. You may also keep a hat and gloves in his or her box for chilly outdoor time. There's no such thing as bad weather just inappropriate clothing. Fees for Provider provided items not provided by Client and needed by child while in

care are as follows: clothing - \$5/per clothing piece until returned. No refund for clothing charge if not returned within 30 days.

DIAPERING

Children who are not “fully” potty trained must be in disposable pants such as diapers or re-attachable pull-ups until they are fully trained. Please keep an adequate supply of diapers or pull-ups on hand at Toddle Town Children’s Academy, LLC, for your child(ren). You must also supply diaper wipes for all children that are not potty trained. If your child needs diaper ointment or cream, it must be labeled with your child’s name, as well as a signed authorization for use on an over-the-counter non-ingestible medication form. Fees for Provider provided items not provided by Client and needed by child while in care are as follows: Diapers - \$1/diaper or pull up, wipes - \$1/per diaper change.

FOOD

Toddle Town Children’s Academy, LLC, uses a 9-week rotating menu for all meals and snacks. Copies of this menu may be requested from our office.

Please let us know if your child has any known food allergies or requires a special diet. A Special Needs Medical Form signed by a doctor must be in the child’s file.

Parent(s)/Guardian(s) are responsible for providing the child’s special drinks, lunch and both snacks. Please do not send items that need to be prepared or cooked. We will provide refrigeration and/or warming. We encourage you to have your child assist you in packing his or her lunch. The children learn to identify which food items are healthy choices and which food group it comes from. The children get excited when they can share what they know with you and their peers. Sack lunches are allowed and encourage independence. The children learn how to open their sandwiches, put together meat and crackers, and peel a banana. This makes learning fun!

Children are welcome to bring in treats for special events such as a birthday or holidays. Please make arrangements with the owner or director if you would like to provide treats, and because of potential food allergies please let us know in advance what type of treat you’d like to provide.

Parents of infants must supply their own formula and baby food. Please keep your infants feeding schedule current. If you have any questions concerning the infant feeding schedule, please see a staff member for assistance. At 1 year of age, we are required to offer infants whole milk, unless there is a medical note on file. We will also work with the Parent(s)/Guardian(s) to introduce age appropriate table food.

HEALTH POLICY

If your child develops, or shows signs of, illness while in care at Toddle Town Children’s Academy, LLC, you will be called and asked to have your child picked up immediately (within 20 – 30 minutes of the call). If a child cannot function within the structure of the

Center, the child cannot be in care. If they have had any of the following symptoms within the previous 24 hours they cannot be in care:

An (*) asterisk indicates MT DPHHS Child Care Licensing Requirements.

- *** Temperature of 101°F or higher**

Children with a fever of 101°F or higher cannot be in care. You may not administer “fever reducing” medication and send your child into care; your child may still be contagious. Children must be 24 hours fever free, without fever reducing medication, before returning to care. Low-grade teething temps do not apply. Temps claimed to be associated with teething will be evaluated on a case-by-case basis.

- *** Diarrhea**

Children must be 24 hours diarrhea free, without medication, before returning to care. Diarrhea caused by medications or teething diarrhea that cannot be contained also applies.

- *** Vomiting**

Children must be 24 hours without an episode of vomiting, without medication, before returning to care.

- *** Contagious Illness** (examples: but limited to; strep throat, chicken pox, flu, etc....)

Children must be 24 hours clear, without medication, before returning to care. You are also expected to keep siblings/other children from within the home of an ill child out of care, as they may be carriers of a contagious illness.

- *** Head Lice**

Children must be 24 hours clear of signs of lice, without medication, before returning to care.

- *** Ringworm**

Children must show signs of the ringworm drying/improving to return to care.

- *** Pink Eye**

Children must be on the medication for a full 24 hours before returning to care. The eyes must be clear, with no weeping, before returning to care.

Toddle Town Children’s Academy, LLC, reserves the right to request a note, from a medical professional that has recently physically examined the child, stating the child may return to care. Toddle Town Children’s Academy, LLC, reserves the right to evaluate a child and make a good judgment call, in the best interest of the Daycare Facility, before allowing a child back into care with or without a note from a Nurse, Physician’s Assistant or Doctor.

These are just a few of the illnesses (or symptoms of illnesses) that are highly contagious. Without notice, the Department of Public Health and Human Services (DPHHS) may require further health care precautions.

Toddle Town Children’s Academy, LLC, will only agree to administer medication if the medication **must** be administered during the contracted hours of care. We request that parents/guardians administer medications around contracted hours of care if at all

possible. If medication **must** be administered during contracted hours of care, the following procedure **must** be followed:

1. A staff person must complete a Medication Administration Form and it **must** be signed by a parent/guardian.
2. A staff person must complete a Medication Administration Log and the first dosage of medication administered by the parent/guardian for that day **must** be logged and initialed by a parent/guardian.

All Prescription (topical or ingestible) and any Over-the-Counter ingestible medication must be given directly to a staff person and will only be administered by staff trained in Medication Administration, a course required by the State of Montana's Quality Assurance Division of Child Care Licensing. Examples of Over-the-Counter ingestible medication include, but are not limited to, Motrin, Tylenol, Cough and Cold type medications, etc....

Medications brought into Toddle Town Children's Academy, LLC, must be in its original container and labeled with the child's name. We are required to administer medication using the recommended dosage for your child's age and/or weight as indicated on the original package; or by written order of a medical professional.

A Non-Ingestible Over-the-Counter Medication Authorization Form is included in the enrollment packet. This form **must** be completed to allow for over-the-counter items such as, but not limited to, diaper creams, sunscreen, anti-itch cream, antibiotic ointment, even lip balms. Toddle Town Children's Academy, LLC, does not supply these type over-the-counter items; they are to be supplied by the parent/guardian if/when needed.

Toddle Town Children's Academy, LLC's staff may opt to use a good judgment practice to call a parent/guardian before administering some over-the-counter oral medication such as Tylenol, and some non-ingestible medications such as anti-sting/itch ointments, even with consent on file. We may want to insure the parent/guardian is an active part of the thought process and decision-making behind the need to administer a particular medication.

TOYS FROM HOME

Please do not allow children to bring in toys from home. We have a wide variety of toys for your child(ren) to explore. Toys from home often cause a conflict. We do encourage children to bring a book or movie to share occasionally. Any books or movies that are brought to share should be labeled with your child's name. We ask that all books or movies brought from home be non-violent.

BIRTHDAY PARTY INVITATIONS

Birthday invitations are not the responsibility of Toddle Town Children's Academy, LLC staff. If you choose to invite your child's friends/classmates to a birthday party, please get with the Owner/Director to obtain the proper names and spelling, if necessary. After

addressing the invitations, you may discreetly place them in each child's cubby. Please discourage your child from commenting on who is/is not invited so as not to cause a disturbance.

DISCIPLINE

Our simple rules at the facility are:

- Be Safe
- Be Kind
- Be Neat

All other rules generally fall into these basic categories. We ask that the children treat others and themselves with respect.

We have a non-violent, non-aggressive play policy. Behavior is contagious. A behavior that may be acceptable at home can easily get out of control in a childcare setting. If you have any concerns, please bring them to our attention. If we have any questions or concerns, we will make a note on your child(ren)'s sunshine report and try to take a moment to visit with you in person. When we work together, we can keep our learning environment safe and fun for everyone.

When a child is choosing to not engage in safe play, we will first try to redirect their play. If this does not work, we may ask them to have some time away from the group activity to calm down. This is to help your child refocus and gain control before they re-engage with their peers.

If a child continues to exhibit behaviors that are endangering to themselves or others, or disruptive to the facility, we will request a conference with you. We will work together to set up a time-line and behavior modification agreement for your child. If, after the time-line and behavior modification agreement has expired, and there are still concerns, we reserve the right to request a child care setting change that may better meet the child's needs.

TRANSPORTATION

Toddle Town Children's Academy, LLC, does not transport children to and/or from school or your home. Transportation is the sole responsibility of the Parent/Guardian. We do walk children to the neighboring school (Burlington). We may occasionally walk the children to the park or take a nature walk around the neighborhood.

We do not schedule traditional field trips. We do occasionally bring in guests for our children. We try to utilize parents, older siblings, and other influential members of our community. Guests may include Zoo Montana, Police, Firemen, Paramedics, Musicians, Santa, a Photographer, Dentist, guest readers from local bookstores, etc. If you have a skill or hobby that might interest the children, please let us know.

EMERGENCIES

Toddle Town Children's Academy, LLC, does have an emergency plan posted on-site. There is an on-site, a shelter-in-place, and an off-property plan. The fire drills, or one of the other drills, are practiced/rehearsed with the children monthly.

MEDICAL EMERGENCY / FIRST AID PROCEDURE

A. MINOR ACCIDENT/INJURY

1. REMAIN CALM - THE STAFF PERSON THAT ASSESSES THE INJURY MUST STAY WITH THE INJURED CHILD
2. REQUEST ASSISTANCE IF NEEDED
3. ASSESS INJURY AND TREAT AS NEEDED
4. NOTIFY LEAD STAFF PERSON
5. COMPLETE ANY REQUIRED PAPERWORK - 2 COPIES (1 FOR FILE & PARENT)
6. WRITTEN NOTICE ON SUNSHINE REPORT

B. SEVERE ACCIDENT/INJURY

1. REMAIN CALM - THE STAFF PERSON THAT ASSESSES THE INJURY MUST STAY WITH THE INJURED CHILD
2. REQUEST ASSISTANCE AS NEEDED
3. ASSESS INJURY AND TREAT AS NEEDED
4. NOTIFY LEAD STAFF PERSON
5. CONTACT PARENT OR EMERGENCY CONTACT PERSON
6. COMPLETE REQUIRED PAPERWORK - 2 COPIES (1 FOR FILE & PARENT)
7. IMMEDIATELY NOTIFY DIRECTOR AND OWNER
8. DIRECTOR OR OWNER WILL NOTIFY STATE LICENSORS IF SITUATION WARRENTS

C. EMERGENCY

- TO NAME A FEW, BUT NOT LIMITED TO -

FOR EXAMPLE: HEAD OR BACK INJURY, BROKEN BONES, SEVERE ALLERGIC REACTIONS

1. REMAIN CALM - THE STAFF PERSON THAT ASSESSES THE INJURY MUST STAY WITH THE INJURED CHILD
2. REQUEST ASSISTANCE - BY NAME DIRECT ONE STAFF PERSON TO **CALL 911**
3. BY NAME DIRECT ONE STAFF PERSON TO NOTIFY LEAD STAFF PERSON
4. CONTACT PARENT OR EMERGENCY CONTACT
5. IMMEDIATELY NOTIFY DIRECTOR AND OWNER
6. COMPLETE REQUIRED PAPERWORK - 3 COPIES (1 FOR STATE, OUR FILE & PARENT)
7. DIRECTOR OR OWNER WILL NOTIFY STATE LICENSORS

*** OTHER ***

IF YOU SUSPECT INGESTION OF CHEMICAL OR OTHER TOXIN

REQUEST ASSISTANCE - BY NAME DIRECT ONE STAFF PERSON TO **CONTACT THE POISON CONTROL CENTER @ 1-800-222-1222**

FOLLOW THE RECOMMENDATIONS OF THE POISON CONTROL CENTER.

1. BY NAME DIRECT ONE STAFF PERSON TO NOTIFY LEAD STAFF PERSON
2. CONTACT PARENT OR EMERGENCY CONTACT
3. IMMEDIATELY NOTIFY DIRECTOR AND OWNER
4. COMPLETE REQUIRED PAPERWORK - 3 COPIES (1 FOR STATE, OUR FILE & PARENT)
5. DIRECTOR OR OWNER WILL NOTIFY STATE LICENSORS

LICENSING MUST BE NOTIFIED WITHIN 24 HRS OF THE EVENT OR SEVERE INJURY

Emergency Shelter Procedure

Shelter in Place

In an event where we must shelter in place the following procedure should be followed:

1. All children need to be brought to the Activity Room.
2. First person in room assumes the responsibility of the Head Count.
3. Preschool/School age children will huddle along west wall.
4. Two (2) evacuation beds should come into Activity Room with infants.
5. Senior Staff will monitor the situation. Aides will assist as requested.

Shelter off Property (close)

In an event where we must leave the facility to shelter at a close location:

- A. All children are escorted to the Burlington Elementary School cafeteria. 2135 Lewis, 281-6208.

(Alternate sites are at the corner of 24th and Lewis. 1. The Pentecostals of Billings Church at 2335 Lewis. (652-2443). 2. Lutheran Church of the Good Sheppard (a branch of St. John's) at 1108 24th Street. (656-1080)

Shelter off Property (5+ miles out)

In an event where we must leave the facility to shelter at a distant location:

- I. Transportation is to be arranged through Billings School District # 2 by calling 281-5595, or the City of Billings MET 657-8218 or 248-8805; personal vehicles will only be used as a last emergency resort. Destination to be determined by transporter.

Procedures for any off-site location:

- A. The Clipboard Roster, Emergency Contact and Parental Consent Form, along with a First Aid Kit are to be taken by senior staff person. Only "must have" medication is taken along.
- B. Preschool To-Go Pack is to be taken along, by senior preschool staff person.
- C. Infant To-Go Pack is to be taken along, by senior infant staff person.
- D. First staff person on site with children assumes the responsibility of the Head Count.
- E. Senior Staff will monitor the situation. Aides will assist as requested.
- F. Parents are to be contacted ASAP.

Infant To-Go Pack must contain, but is not limited to the following items: Diapers, wipes, formula, bottled water, bottles, boxed baby cereal, hand snacks, a couple of blankets, and a few small hand toys and books. Preschool To-Go Pack contains diapers, wipes, water and hand snacks.