

- ✓ Please keep the fire lane clear on both ends of the parking lot.
- ✓ At drop off, make sure the teacher and both parent helpers have arrived before you leave.
- ✓ No child can be left unattended in cars or outside.
- ✓ Keep younger siblings right with you while dropping off or picking up their siblings.
- ✓ Only authorized adults can pick up children -- keep your list current and let teachers know if someone different is coming.
- ✓ Parent helping -- one adult must be present in each room with children.
- ✓ Leave the bathroom door open while assisting children.
- ✓ The storage closet bathroom is for adults only and should remain latched.
- ✓ Keep the cabinet under the sink (with cleaning products) locked.
- ✓ Keep spray bottles with bleach solution out of reach of children.
- ✓ No hot beverages in the preschool.
- ✓ No smoking indoors or out.
- ✓ We are on weapons-free property.

- ✓ Indoors, we use "walking feet." Running is ok outdoors!
- ✓ Build blocks no higher than the shoulder level of the shortest child.
- ✓ Any child on a wheeled item outdoors must wear a helmet.
- ✓ Feet first on the slide.
- ✓ Please stay alert and observant around the swings.
- ✓ Wash hands upon arrival, after toileting, and before eating.
- ✓ When washing hands, wet first, add soap, and scrub (aiming for 20 seconds.)
- ✓ Dispose of tissues after one use and follow with hand washing.
- ✓ Toys that have been in a child's mouth should be washed and sanitized.
- ✓ Keep children at home when they are ill! Before returning, fevers, vomiting, & diarrhea should be absent for 24 hrs without medication.
- ✓ Follow cleaning instructions (above sink) after each class. Last class of the day should clean paintbrushes, empty sensory table, and mop.
- ✓ Wash hands and clean counter tops before preparing food for snack.
- ✓ Be aware of your class's food allergies -- posted on the refrigerator.
- ✓ We are a nut free school -- no nuts please!

- ✓ Our first aid kit is in the bathroom.
- ✓ Parents' phone numbers are posted by the phone; emergency contact numbers are filed in the office.
- ✓ Only teachers can administer medication at school, with an accompanying note from physician.
- ✓ Evacuation procedures are posted on the bulletin board in the office.
- ✓ Upon emergency evacuation, we meet at the light pole in the front of the school.
- ✓ Fire extinguishers are on the wall near the exit door in both rooms.
- ✓ If driving children other than your own for field trips, two adults should be present in the car.