Madison ![C:\Users\Earl\AppData\Local\Microsoft\Windows\INetCache\IE\H4ITDS81\A_Colorful_Cartoon_Children_Playing_with_a_White_Background_Royalty_Free_Clipart_Picture_100512-010838-919053[1].jpg]()![C:\Users\Earl\AppData\Local\Microsoft\Windows\INetCache\IE\88D49P8M\funky-jumping-kids-whimsical-cartoon-illustration-three-happy-lively-playing-together-43710933[1].jpg]()Academy Preschool ![C:\Users\Earl\AppData\Local\Microsoft\Windows\INetCache\IE\UNAOIPMO\counting-kids[1].jpg]()

2023-2024

Handbook

Madison Academy Preschool, LLC is a school for children between the ages of six-weeks and five-years

in Madison, Mississippi. It is licensed.

**MISSION STATEMENT**

Madison Academy Preschool strives to maximize the physical, emotional, intellectual, and spiritual

growth of each child by implementing a Christian based education to live, love, laugh while learning.

**PHILOSOPHY**

Madison Academy Preschool takes a Christian approach to learning with Christ as the foundation. We

offer developmentally appropriate activities that allow children to explore, discover, and learn in

center-based classrooms. We provide environments and experiences that:

• Are interesting, meaningful, and stimulating,

• Provide opportunities for exploration and play,

• Encourage the natural curiosity and enthusiasm of children,

• Allow time for child-initiated learning, and

• Promote knowledge and skill development.

Students receive weekly instruction in vocabulary, early literacy, storytelling, Spanish, sign

language, math, science, music, art, and technology through a combination of teacher-directed and

student-directed activities in a series of Christian units.

**TUITION AND FEES**

Full-Time Tuition: $650/month, or $163/week /$33 day Infants

 $600/month, $150/week/$30 day Toddlers

 $150/ registration for non-enrolled child:

 Saturdays: 1st Session $50/6:30am-12:30pm-2nd Session $50/12:30pm-6:00pm

Annual Supply fee: $100.00 ($50 every six months)

Annual Curriculum fee: $100.00 ($50 every six months)

Summer Activity fee: $150.00 (Registration $50)

Part-Time Tuition: $30/full day or 3 day $100.00 only (Registration $50)

Tuition can be paid in either yearly, monthly, bi-weekly, or weekly installments. If paid by month,

tuition is due on the first day of each month. If paid bi-weekly, tuition is due every other Monday

by 5pm. If paid weekly, tuition is due every Monday by 5pm. Tuition can be paid either by cash,

check, or automatic withdrawal. All checks should be made payable to “Madison Academy Preschool,

LLC.” Cash and check payments should be placed in school’s office. Payments are also accepted by mail.

The school’s mailing address is 2220 Hwy 51 Madison Ms. 39110.

No credit on tuition is given for days missed, inclement weather days, or vacation periods. Full

payment is due whether your child is present or not. During months with holidays, the tuition rate

remains the same. You must pay your tuition regardless.

**OPERATING PROCEDURES**

Age Requirements

Madison Academy Preschool will comply with the age guidelines for enrollment in Madison County

public schools.

Infants: 6 weeks to 12 months

1-year olds: 12 to 24 months

2-year olds: 24 to 36 months

3-year olds: 3 by September 1st

4-year olds: 4 by September 1st

5-year olds: 5 by September 1st

**Staff**

All Madison Academy Preschool teachers are trained professionals committed to providing the best

education to their students. All teachers also receive 15 hours of continuing education throughout

the year including first aid and CPR training.

**Registration and Admission**

Enrollment in Madison Academy Preschool is by written application. Priority is given first to children

presently enrolled and then to children with a sibling enrolled. All other children are enrolled on

a first-come, first-serve basis as vacancies occur.

Once admitted, a down payment equal to at least one week’s worth of tuition must be paid. This

payment is not an additional fee but will be credited to the student’s account and cover their first

week of attendance along with a non- refundable registration fee. Once a child starts attending Madison

Academy Preschool, an immunization history on Form 121 from the Mississippi Health Department must

be provided for each child. Documentation of any additional immunizations received during the year

must also be filed with Madison Academy Preschool. Madison Academy Preschool does not provide

“drop in” care without forms present.

**Payment Due Dates and Delinquent Payments**

Payment by check will be subject to a returned-check policy. A fee of $35 will be charged on all

returned checks. After three returned checks, cash, money order, or cashier’s check will be the

only means of payment accepted.

Payment by automatic withdrawal will be subject to an insufficient-funds policy. A fee of $35 will

be charged if there are insufficient funds to complete a scheduled withdrawal. After three instances

of insufficient funds, cash, money order, or cashier’s check will be the only means of payment

accepted. If you want to discontinue your automatic withdrawal plan or need to change your

account information, you must notify Katresia Sawyer seven days before the next scheduled

withdrawal.

A late pick-up fee of $5.00 for the first 15 minutes and $1.00 per minute thereafter will be charged

beginning at our closing time of 6:00pm and is due at the time of pickup. The director-on-duty will

take any emergency causing you to be late into consideration. We are unable to take your child

home.

A late fee of $10.00 will be charged if payment is not received within five days of its due date. If

your account is ten days past due, your child may not return to the school until all charges are paid

in full. Delinquent balances on accounts will be actively pursued and Madison Academy Preschool

reserves the right to pursue delinquent accounts through legal means. When accounts are not kept

current it hinders the school’s ability to effectively serve its students. If you have a payment

problem, please speak to Katresia Sawyer.

**Waiting List**

Madison Academy Preschool maintains a waiting list by age group and date of application. When your

child’s name comes to the top of the waiting list, you will be notified of an opening. When this

opening is offered, you have 24 hours to accept or reject the spot before the next person on the list

is called. Once a spot is accepted, you must pay a down payment equal to at least one week’s worth

of tuition within 24 hours. If you do not accept the opening, that opening will be offered to someone

else and your name will be removed from the waiting list.

**Arrival and Departure Procedures**

When dropping off and picking up your child please drive no more than 10 miles an hour on the

driveway and in the parking lot. Never leave your child or your keys in the car. Please turn off

your car before you escort your child to their classroom. Please do not send other children (i.e.

older siblings) in to drop off or pick up your child. An adult must accompany your child to and

from school. It is the responsibility of the parent/guardian(s) to protect their child (ren) from traffic

and other hazards during their arrival and departure from Madison Academy Preschool. Madison

Academy Preschool is not responsible for any accidents or mishaps that occur during these times.

Morning drop-off begins at 7:00 am. Students wanting breakfast must arrive before 8:30 am. Upon

arrival, parents/guardians must sign the child in and record the arrival time on the sign in/out form

kept in the school’s lobby.

Upon pickup, parents/guardians must sign their child (ren) out and record the departure time.

Children may be picked up from school only by a custodial parent/guardian or someone listed as

being authorized by a custodial parent/guardian. If someone other than a person authorized on the

enrollment form is to pick up your child, you must provide written permission and this person must

provide us with photo identification when picking up your child. In an extreme emergency, we

will accept an email or text from a custodial parent/guardian to authorize someone else to pick up

their child. The person who picks up your child must sign your child out from school.

A child will not be released to anyone, including a custodial parent/guardian, who appears to be

under the influence of alcohol or any mind-altering substance or exhibits potential danger to the

child. In this circumstance, another custodial parent/guardian or authorized person will be called

to pick up the child. If no one else is available, the Madison County’s Sheriff’s Office will be

contacted.

All students must be picked up before closing time. Students not picked up by closing time will

remain at Madison Academy Preschool until picked up by a custodial parent/guardian or authorized

person. If a child has not been picked up one hour after closing time, and Madison Academy Preschool

has not been able to reach a custodial parent/guardian or authorized person, the Madison County’s

Sheriff’s Office will be notified.

A late pick-up fee of $5.00 for the first 15 minutes and $1.00 per minute thereafter will be charged

beginning at our closing time of 6:00 pm and is due at the time of pickup. The director-on-duty

will take any emergency causing you to be late into consideration.

**Parental Access**

Madison Academy Preschool parents/guardians are always welcome at the school. Parents and

guardians must check in before going to their child(ren)’s classroom and we ask that visitors be a

non-disruptive presence to normal daily activities.

**Health**

We accept children that are able to conform to group care and do not have medical needs that

require individualized care. This includes children with special needs so long as the child’s needs

do not require one-on-one care.

Please do not bring your child to school if he/she has had any colored sinus drainage, a fever of

100.4 or higher, diarrhea, or vomiting within the previous 24 hours.

If your child becomes sick at school, we will contact you immediately. Your child must be picked

up promptly. If we cannot get in contact with you, your child will be isolated and cared for until

you come at the regular time. If there is an emergency situation, we will contact one of the persons

provided on your child’s enrollment form, and if necessary, we will utilize the emergency medical

release you provided. We will make every effort to observe good health practices at school and

need your cooperation to ensure the health of all of our students.

Please notify us in the event your child has a contagious disease. We are required to report certain

illnesses to the Mississippi State Department of Health. Upon your child’s return from certain

illnesses, you must provide a statement from your child’s doctor stating that your child is no longer

contagious and can return to school.

If a student contracts a contagious condition such as head lice, ringworms, impetigo, etc. a notice

will be posted at the school. The identity of the sick student will remain confidential. Madison Academy

Preschool reserves the right to require a doctor’s note before allowing a student to return to school

after being sick or having a contagious condition.

**Medication**

No medicines will be administered to students without express written permission from a

parent/guardian unless it is a life-threatening situation. In all other circumstances, a parent must

complete the medication log kept in the school’s lobby prior to any medicine being administered.

If the medication or dosage is changed, another entry on the medication log will need to be

completed before the medicine will be administered. The medication log includes the medication

name, dosage, and time(s) to be given. The medication will be stored in the office or, if necessary,

in the refrigerator.

**Allergies**

It is your responsibility to inform Madison Academy Preschool of your child’s allergies. Information

about what substances, if any, your child is allergic to must be provided in writing on your

child (ren)’s enrollment application. Any changes or new information must also be provided in

writing.

**Sun Safety**

Madison Academy Preschool practices sun safety by following these procedures:

• Children’s outdoor play time is scheduled to limit sun exposure during the peak UV hours.

• Attention is paid to the UV and Heat indexes for our area. During high UV or heat days,

sun safety will especially be considered by looking at alternate indoor activities so children

can stay cool while playing and exercising.

• Plenty of shade is provided on the playground through the use of shade structures.

• Direct sun exposure is avoided for infants.

• Parents are encouraged to dress children in cool, lightweight clothing, loose-fitting shirts

with sleeves, and capris or long pants that provide more sun protection than tank tops and

shorts.

• Parents should provide their child with sunglasses labeled 100% UV protection.

Polycarbonate or impact-resistant lenses are safest. Parents should teach their child to wear

sunglasses when they are outdoors, and to store their sunglasses properly after play time.

• Children will be provided plenty of water and be encouraged to drink it.

Madison Academy Preschool staff will put sunscreen on your child in accordance with the instructions

provided on your child’s enrollment application. If your child requires a special type of sunscreen,

you must provide a bottle of it labeled with your child’s name.

**Injuries**

We will administer first aid for minor injuries. Treatment is limited to cleaning and bandaging. All

teachers are trained in first aid. An accident form will be completed for each injury. For serious

injuries, you will be notified immediately while your child is taken to an emergency facility. We

must have the most current telephone numbers where you can be reached in case of emergency.

We also need at least two alternate numbers in case you cannot be reached.

Smoke and Drug Free Campus

The use of tobacco products in any form, alcohol or illegal drugs is prohibited on the grounds of

Madison Academy Preschool. Any fee incurred by Madison Academy Preschool as a result of a parent’s

impermissible conduct will be charged to the parent.

**Photographs and Videos**

A child will not be photographed or videotaped at Madison Academy Preschool without parental

consent. Parents/guardians indicate on their child (ren)’s enrollment form whether or not their

child(ren) may be photographed or videotaped while at Madison Academy Preschool.

**Accident Insurance**

Parents are responsible for providing primary insurance coverage on all accidents involving their

children while attending the school. Madison Academy Preschool does not provide insurance coverage

for its students.

**Liability Insurance**

Madison Academy Preschool carries liability insurance.

**Maximum Hours of Care**

A child will be able to stay at Madison Academy Preschool for a maximum of 11 hours a day or 55

hours a week.

**Removal Procedures**

Program’s Request:

Madison Academy Preschool reserves the right to remove a child from its school. Notice will be given to

the child’s parent or guardian. Please see Tuition and Fees and Behavior Management for more

detailed information about removal of a child from the school.

Parent’s Request:

A one-month written notice (with payment) must be given to Katresia Sawyer when a child is to be

withdrawn from the school. There will be no credit given for the month the child does not attend.

**Parent Conduct**

Madison Academy Preschool expects parents/guardians to observe a certain standard of conduct at the

school and on its grounds. The following behaviors are not acceptable:

• Physical or verbal punishment of their children

• Physical or verbal punishment of other children

• Threats, profane language, or obscene gestures

• Arguments with other parents or teachers

• Violation of safety and security procedures

Any fee incurred by Madison Academy Preschool as a result of a parent/guardian’s impermissible conduct will be charged to the parent/guardian.

**Child Abuse Reporting Procedure**

If a teacher witnesses or is made aware of allegations of child abuse or neglect, or has reason to

suspect child abuse or neglect of any student of Madison Academy Preschool, the teacher is required to

immediately report it to Katresia Sawyer or Administrative Staff. This obligation is in addition to the

obligation, by law, to report the suspected abuse to the Mississippi Department of Human Services

(1.800.222.8000 or 601.432.4570) and follow the Madison Academy Preschool Emergency Action Plan

(EAP).

As required by section 43-21-353 of the Mississippi Code, Katresia Sawyer or Administrative Staff will

report any incident of child abuse or neglect involving staff, parents, foster parents, adoptive

parents or volunteers to the Mississippi Department of Human Services.

**Parent Communication**

Madison Academy Preschool feels it is of great importance that lines of communication are kept open

between teachers and parents. We want you to know how your child spends each day, and we

would like to be informed of any important events regarding your child. Conferences with the

teachers may be scheduled at any time. We ask that no child be present for a conference. This is

to ensure the emotional well-being of the child. Also, if you have a complaint, please report it in a

private setting so we can keep issues concerning your child confidential.

**Holidays**

Madison Academy Preschool will be closed on the following holidays. There is no discount for the

holidays we are closed.

• New Year’s Day

• Martin Luther King Jr. Day

• President’s Day (Teacher Development)

• Good Friday

• Memorial Day

• July 4th

* 2020: July 3rd
* 2021: July 5th
	+ Labor Day
	+ Columbus Day

• Thanksgiving day before and the Friday afterwards

• Christmas : Break

* 2020: December 23rd, 24th, and 25th til January 1st
* 2021: December 23rd, 24th, and 25th til January1st
* 2022: December 22nd, 23rd, and 24th til January 1st
* 2023: December 23rd, 26th, and 27th til January 1st

If a holiday falls on a Saturday, we will be closed the preceding Friday. If a holiday falls on a

Sunday, we will closed the following Monday.

Inclement Weather and Emergencies

Madison Academy Preschool closes during inclement weather when the Madison County Public

Schools suspend classes. Parents will be notified of such closures as soon as possible. Teachers

have been trained to evacuate children in the most efficient manner should there be an emergency.

Drills will be conducted on a monthly basis to familiarize students with the procedures. Please see

Madison Academy Preschool’s Emergency Action Plan below for information.

**Transportation Policy**

Except in the case of emergency as detailed below and for the purposes of after-school care,

Madison Academy Preschool will not transport its students.

**PROGRAM AND ACTIVITY INFORMATION**

**Child’s Clothing and Belongings**

Each student will be assigned a hook with their name on it. This space is provided for all personal

items that may be brought into the school. Please check your child’s hook often. Madison Academy

Preschool will not be responsible for any items that are found to be missing or broken.

Our curriculum includes activities that may allow your child to be messy, so they need to wear

suitable clothing. It should be comfortable, weather-appropriate, easy to clean, and easy to change.

We move around a lot, work with paste, paint, water, mud, dirt, sand, etc. Children should wear

shoes that tie or buckle (no flip flops, crocs, etc.) so they can play safely. Please also provide a

complete change of clothing in a labeled Ziploc bag in case your child has an accident. Your child’s

change of clothes will be stored in their bag on their hook.

**Behavior Management**

Madison Academy Preschool students are expected to maintain self-control. They are expected to listen

to their teachers, to be respectful of others and their property, to not intentionally injure themselves

or others, and most importantly, to have fun learning. Spitting, hitting, punching, pushing, biting,

inappropriate language, defiant behavior, and disrespect are not allowed. If a student under three

losses self-control, they will be redirected to an appropriate activity. If a student three or older

losses self-control, they will have a time-out, and after two time-outs in a day, they will be denied

a special privilege. Any incident(s) requiring discipline will be communicated with a child’s

parent/guardian. As changes at home do affect a student’s behavior at school, please share with us

any information that will make us more sensitive to your child’s needs.

Each student is unique and this is true with what behavior management techniques are effective

for each student. What might work well for one student might not work at all for another. There

are many techniques to teach acceptable behavior and teachers will use some or all of these

techniques to teach your child appropriate behavior:

• Behavior redirection: “Let’s play blocks while you wait your turn with the cars.”

• Acceptable choices: “Do you want to wear the blue smock or the red smock?”

• Positive language: “Use your inside voice” instead of “Quit screaming!”

• Logical consequences: “Eating play dough might make your tummy hurt.”

• Repetition: “Please put up the toys. Please put up the toys.”

All behavior management efforts will be: 1) directed towards teaching the student appropriate

behavior and self-control, 2) consistent and individualized for each child, and 3) not humiliating,

frightening or physically harmful to the child.

The following punishments are not allowed at Madison Academy Preschool:

• Corporal punishment

• Withdrawal or threat of withdrawal of food, rest, or bathroom access

• Abusive or profane language

• Any form of public or private humiliation, including threats of physical punishment

• Any form of emotional abuse including rejection, terrorizing, or corrupting a child

• Isolation out of the view of a teacher or inappropriate use of time-out

• Using any food product or medication in any manner or for any purpose other than that

for which it was intended

• Forcing children to sit at a table or in high chairs for long periods of time

All teachers go through an orientation at the time of hiring where they are made aware of all of

Madison Academy Preschool’s policies and procedures, including its behavioral management

procedures. If a student’s misbehavior becomes an ongoing problem, a conference with the

parents/guardians, teacher and director will be scheduled. Madison Academy Preschool reserves the

right to discontinue services to any student whose misbehavior is unable to be resolved despite

teachers’ efforts to intervene and parent conferences.

**Biting**

Biting is a normal part of being a cruiser/toddler but it can be very disturbing to those around

them. When one student bites another student the following will occur:

• The teacher’s focus will be on the victim rather than the child who bit

• The bite will be cleaned and bandaged, if necessary

• An ice pack will be applied

• The biter will be allowed to gently pat the victim so both children learn about appropriate

ways to touch and relate to each other

• Parents of the biter and the victim will be notified of the incident

• A record will be kept of biting incidents

**Meals and Nutrition**

Infants: Parents are required to provide all food while their child is in the infant room except for

solid food selected from the school menu. Food containers must be unopened and formula must

be pre-made. Due to the Mississippi Department of Health Regulations, we are not allowed to mix

bottles. There is a refrigerator available for breast milk, as well as a space for a mother to breast

feed her child or express breast milk. Please write your child’s name on everything brought.

1- to 5-year-olds: Students are provided breakfast, lunch and two snacks each day. Madison Academy

Preschool abides by the Mississippi Department of Health Nutritional Standards. Weekly menus

are posted in the school’s lobby.

**Playground**

Outdoor play is essential to the healthy development of children and we are required by the

Mississippi State Department of Health to have outside play each day weather permitting. Outside

play will be cancelled due to temperature only if the heat index is in triple digits or if the wind

chill is below freezing. Madison Academy Preschool has a fenced-in playground with age appropriate

activities and equipment. Please make sure that your child is dressed appropriately for each season.

**Potty Training**

Students may go to the bathroom anytime at their request and are prompted to go after meals and

snacks and before and after nap. It is the responsibility of the parent/guardian to “potty train.” Our

teachers will be happy to help with the process. Depending on the child, potty training will be

formally dealt with in the toddler or preschool classrooms. We ask if you send your child in pull-ups,

they are the type with the Velcro-type sides to make changing accidents easier. Our teachers

will assist the parents with training by reinforcing skills used at home.

**Spiritual Observations**

A prayer will be given before each meals and snacks and Bible stories will be used as part of our

Christian Curriculum. As a Christian organization and as part of our commitment to the spiritual growth

Of our students, we will celebrate all Christian holidays with an emphasis on their Christian meanings.

**Birthdays**

Your child’s birthday is a very special day and you are welcome to send a special snack. Please

notify your child’s teacher in advance if you are sending refreshments. No gifts should be

exchanged or given.

**Daily Schedules**

**Infant Schedule**

7:00 am - 8:00 am: Arrival

8:00 am - 10:00 am: Morning feeding, diaper change, and free-play

10:00 am - 12:00 pm: Tummy time and floor-play

12:00 pm - 2:00 pm: Lunch and diaper change

2:00 pm - 4:00 pm: Free-play and story time

4:00 pm – 5:30 pm: Afternoon feeding, diaper change, and dismissal

\***Infants are on individual schedules and are fed on demand**

**Cruiser Schedule**

7:00 am - 8:00 am: Arrival

8:00 am - 8:30 am: Free-play, clean-up, hand washing

8:30 am - 9:00 am: Breakfast, diaper change, and hand-washing

9:00 am – 10:00 am: Circle time, enrichment, free-play

10:00 am – 11:00 am: Outside

11:00 am – 11:30 am: Free-play, diapers, hand-washing

11:30 am – 12:00 pm: Lunch

12:00 pm – 2:00 pm: Nap

2:00 pm – 2:30 pm: Diaper change, hand-washing, snack

2:30 pm – 4:00 pm: Circle time, enrichment, free-play

4:00 pm – 4:30 pm: Clean-up, diaper change, hand-washing, and snack

4:30 pm – 5:30 pm: Outside

5:30 pm – 5:30 pm: Dismissal

**Toddler schedule**

7:00 am – 8:00 am: Arrival

8:00 am – 8:30 am: Free-play, clean-up, hand-washing

8:30 am – 9:00 am: Breakfast, potty/diapers, hand-washing

9:00 am – 10:00 am: Circle time, enrichment, clean-up

10:00 am – 11:00 am: Outside

11:00 am – 11:30 am: Free play, potty/diapers, hand-washing

11:30 am – 12:00 pm: Lunch

12:00 pm – 2:00 pm: Nap

2:00 pm – 2:30 pm: Potty/diapers, hand-washing, snack

2:30 pm – 3:00 pm: Circle time, enrichment, clean-up

3:00 pm – 4:00 pm: Outside

4:00 pm – 4:30 pm: Potty/diapers, hand-washing, snack

4:30 pm – 5:30 pm: Free-play, game time, dismissal

**Preschool Schedule**

7:00 am – 8:00 am: Arrival

8:00 am – 8:30 am: Clean-up, circle time, hand-washing

8:30 am – 9:00 am: Breakfast, diapers/potty, hand-washing

9:00 am – 10:00 am: Outside

10:00 am – 11:30 am: Centers

11:30 am – 12:30 pm: Clean-up, diapers/potty, hand-washing, lunch

12:30 pm – 2:00 pm: Nap

2:00 pm – 3:00 pm: Diapers/potty, hand-washing, snack, outside

3:00 pm – 4:00 pm: Centers, game time

4:00 pm – 4:30 pm: Free-play, hand-washing, snack

4:30 pm – 5:30 pm: Diapers/potty, hand-washing, free-play, dismissal

**Saturdays**

**1st Session**

7:00 am – 8:00 am: Arrival

8:00 am – 8:30 am: Clean-up, circle time, hand-washing

8:30 am – 9:00 am: Breakfast, diapers/potty, hand-washing

9:00 am – 10:00 am: Outside

10:00 am – 11:30 am: Centers

11:30 am – 12:30 pm: Clean-up, diapers/potty, hand-washing, lunch

**2nd Session**

12:30 pm – 2:00 pm: Nap

2:00 pm – 3:00 pm: Diapers/potty, hand-washing, snack, outside

3:00 pm – 4:00 pm: Centers, game time

4:00 pm – 4:30 pm: Free-play, hand-washing, snack

4:30 pm – 5:30 pm: Diapers/potty, hand-washing, free-play, dismissal

**EMERGENCY ACTION PLAN**

Madison Academy Preschool’s Emergency Action Plan (“EAP”) outlines a strategy to mitigate, prepare

for, respond to, and recover from an emergency that affects the Madison Academy Preschool

community. The plan:

• Establishes official policies for responding to emergencies

• Identifies and assigns responsibilities for planning and response activities

• Outlines pre-planned response and evacuation actions

• Establishes responsibilities for maintenance and review of the EAP

• Provides the basis for training and retraining of staff

• Establishes drills

**Preventative Measures**

All teachers will have possession of a copy of this EAP and are encouraged to review it regularly.

New teachers will review this plan as part of their orientation.

Inspections of safety equipment will be conducted monthly by Katresia Sawyer, or

a licensed contractor.

There are two types of emergencies. Stage one emergencies require the students to evacuate the

building while state two emergencies do not require the students to evacuate the building. Drill for

both types of emergencies will take place twice a year unless otherwise required by the Mississippi

Department of Health. Evacuation plans for the building will be posted and remain posted in every

classroom, the food preparation area, and the office.

**General Procedures**

In any situation, all persons should remain calm. Our primary purpose is to ensure the safety and

security of all persons at the school at the time of any emergency. All persons will cooperate at all

times with law enforcement and medical personnel. The director-on-duty will appoint persons to

direct emergency personnel to the location of the emergency if the director-on-duty must stay at

the site of the emergency. **The director-on-duty has the authority to follow policy and procedures to**

**handle any emergency even if such action does not specifically follow the action procedures**

**detailed below.**

In the event of an emergency, everyone at the school will evacuate to the grass area in the back of the

school,or if necessary, to one of Madison Academy Preschool’s two emergency relocation sites:

 **Vertical Church 300 Yandell Road Canton, MS 39046 (1 MILE)**

**D 1 Jackson Sports Training & Therapy Madison, 2 14 Parkway E. MS 39110 (5 MILES)**

If transportation to one of the emergency relocation sites is necessary, students will be transported by

contacted parents or guardians from the evacuation areas, if parent’ s or guardians cannot be contacted

students will be transported by emergency vehicles only to evacuation site . Parents will be notified

immediately of the situation either in person or by phone call followed by an official letter detailing the

incident. In the event of any emergency that has a physical effect upon the school building, Katresia

Sawyer and Angel Sawyer will have the authority to initiate response and recovery actions.

**Fire Protocol**

The individual discovering the fire should immediately notify the director-on-duty. If possible, the

person discovering the fire should attempt to extinguish it only under the following conditions:

• They are not in immediate care of children or responsible for evacuating people to safety.

• They are not alone.

• The fire appears to be easily controlled or extinguished.

• Smoke from the fire will not cause a serious health issue.

• It is safe to do so.

• There is no danger of the fire becoming larger.

The director-on-duty will call the 911 dispatcher or direct another person to do so.

As soon as they are aware of the fire, teachers should begin immediate evacuation of their

classrooms.

The director-on-duty will, if possible, ensure that all classrooms are being evacuated.

Each teacher is responsible for ensuring that all those within their classrooms are evacuated

according to the emergency exist floor plan and assemble at the onsite evacuation area behind the

building in the large grass area as indicated on the school’s evacuation plans.

Each teacher should ensure that once evacuation from a particular area is complete, all doors in

that area are closed.

If any person is missing, the director-on-duty will notify the fire officials upon their arrival on the

scene.

Upon arrival at the evacuation site, each teacher should do a head count to determine if everyone

has exited the building.

The director-on-duty will assist the fire officials once they arrive.

**Tornado Protocol**

Upon the issuance of a tornado warning, evacuation should commence to the bathrooms and

corridors of the school.

The director-on-duty will secure and monitor a weather radio.

The director-on duty will, if possible, ensure that each classroom has evacuated to the designated

area.

Each teacher will evacuate their classroom to the appropriate location.

Each teacher should ensure that all interior doors leading to the school’s corridors and bathrooms

are closed.

All persons should remain in the corridors and bathrooms until the director-on-duty gives the “all

clear.”

If a tornado touches down and damages any part of the school, all persons will be evacuated to the

area behind the garden once it is safe to leave the building.

The director-on-duty will call the 911 dispatcher or designate another person to do so.

The director-on-duty will evaluate the situation to determine who, in addition to the authorities,

needs to be contacted about the situation.

**Medical Emergency Protocol**

The director-on-duty should be notified immediately about the situation.

The director-on-duty will call the 911 dispatcher and give them all relevant information.

The director-on-duty will appoint someone to stand outside and watch for the arrival of medical

personnel so as to be able to direct them to the location of the emergency.

The director-on-duty will be certified in CPR and first aid so as to be able to assist the injured

person until medical personnel arrive. The director-on-duty should appoint a second person

certified in CP and first aid to assist them in providing medical care.

Only someone certified in CPR and first aid should provide any medical assistance to the injured

person before medical personnel arrive.

Once medical personnel arrive, all those around should return to their designated areas.

The director-on-duty and anyone with first-hand knowledge of the medical incident will remain

on the scene to interact with the medical personnel as necessary.

If a child is exempt from medical care for religious reasons, the name of a certified practitioner

will be obtained through the application process. If the child in question is in need of medical care,

the parent will first be notified, followed by the certified practitioner provided on the child’s

application form.

**Hostage Protocol**

The director-on-duty will be notified immediately of any hostage situation at the school.

The director-on-duty will immediately call the 911 dispatcher to inform the authorities of the

situation.

If the hostage situation occurs outside the school building, the building will be immediately locked.

The director-on-duty will notify all other teachers and all persons inside the building will be

evacuated to individual classrooms and the doors to those classrooms will be locked. The director on-

duty will coordinate with law enforcement personnel when they arrive as necessary.

If the hostage situation occurs inside the school building, all persons within the building will be

immediately evacuated to unaffected classrooms in the building and the doors to those classrooms

will be locked.

**Evacuation will be done only if it will not further exacerbate or inflame the situation.**

If no evacuation is able to occur from the area, all those within the area will remain calm and

cooperate with the hostage taker.

At no time should the hostage taker be accosted or confronted by anyone but trained law

enforcement personnel.

Once law enforcement personnel arrive on the scene, all persons should cooperate with any

evacuation of the building under their supervision.

**Bomb Threat Protocol**

The person receiving the bomb threat will immediately notify the director-on-duty and give

him/her any specifics related to the bomb and its potential detonation and any information about

the threat maker.

The director-on-duty will immediately notify all teachers of the threat and all persons in the school

will be evacuated to the area behind the garden until the threat is alleviated or transportation to one

of the two emergency relocation sites can be arranged.

The director-on-duty will call the 911 dispatcher to inform the authorities of the situation.