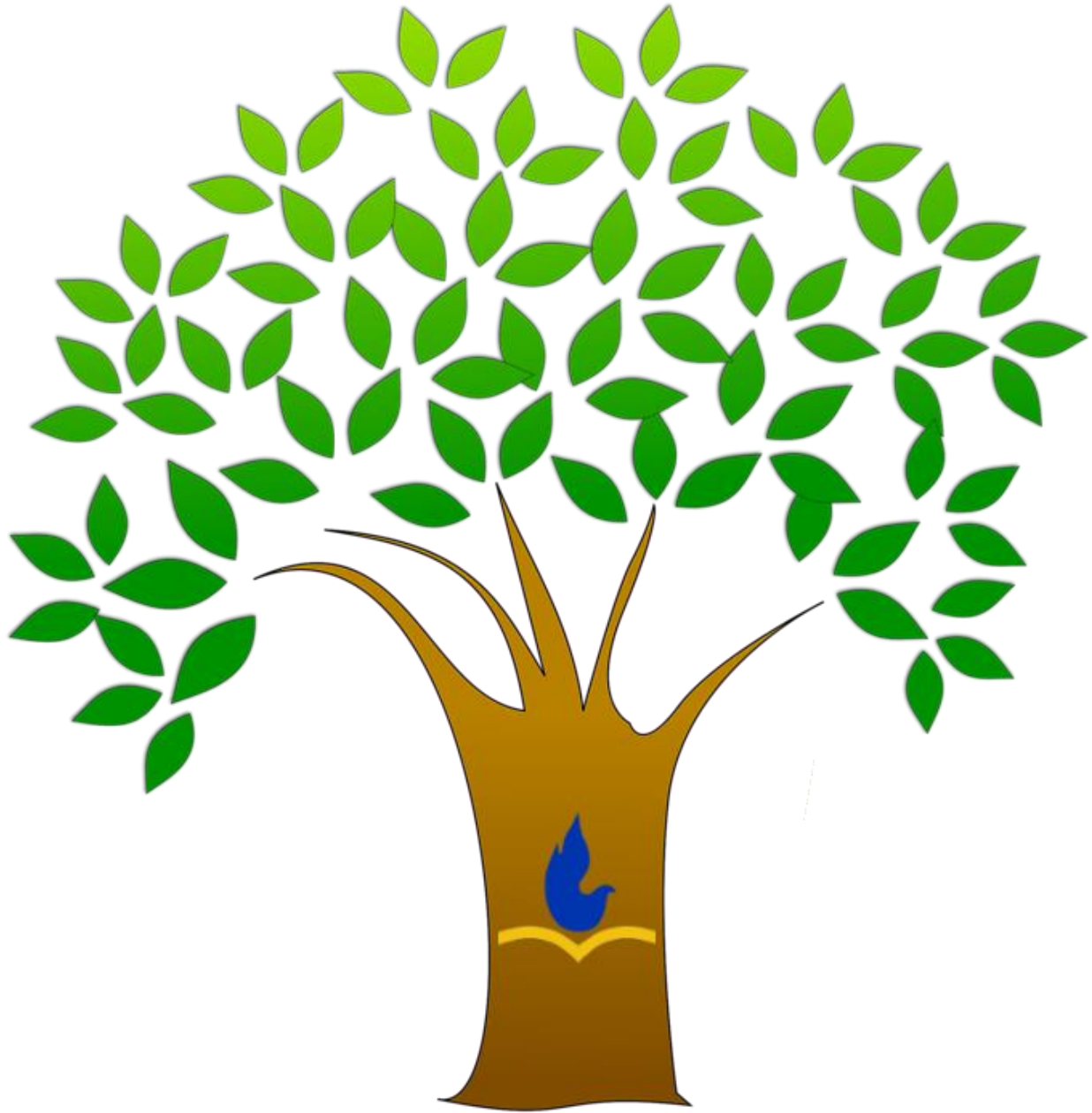


# St. Gabriel Natural Playpark



Policy & Procedure Handbook  
2018

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## **Playpark Mission, Vision, & Philosophy**

### **MISSION STATEMENT**

We educate through the Catholic values of faith, family, tradition, and innovation empowering everyone to soar with possibilities.

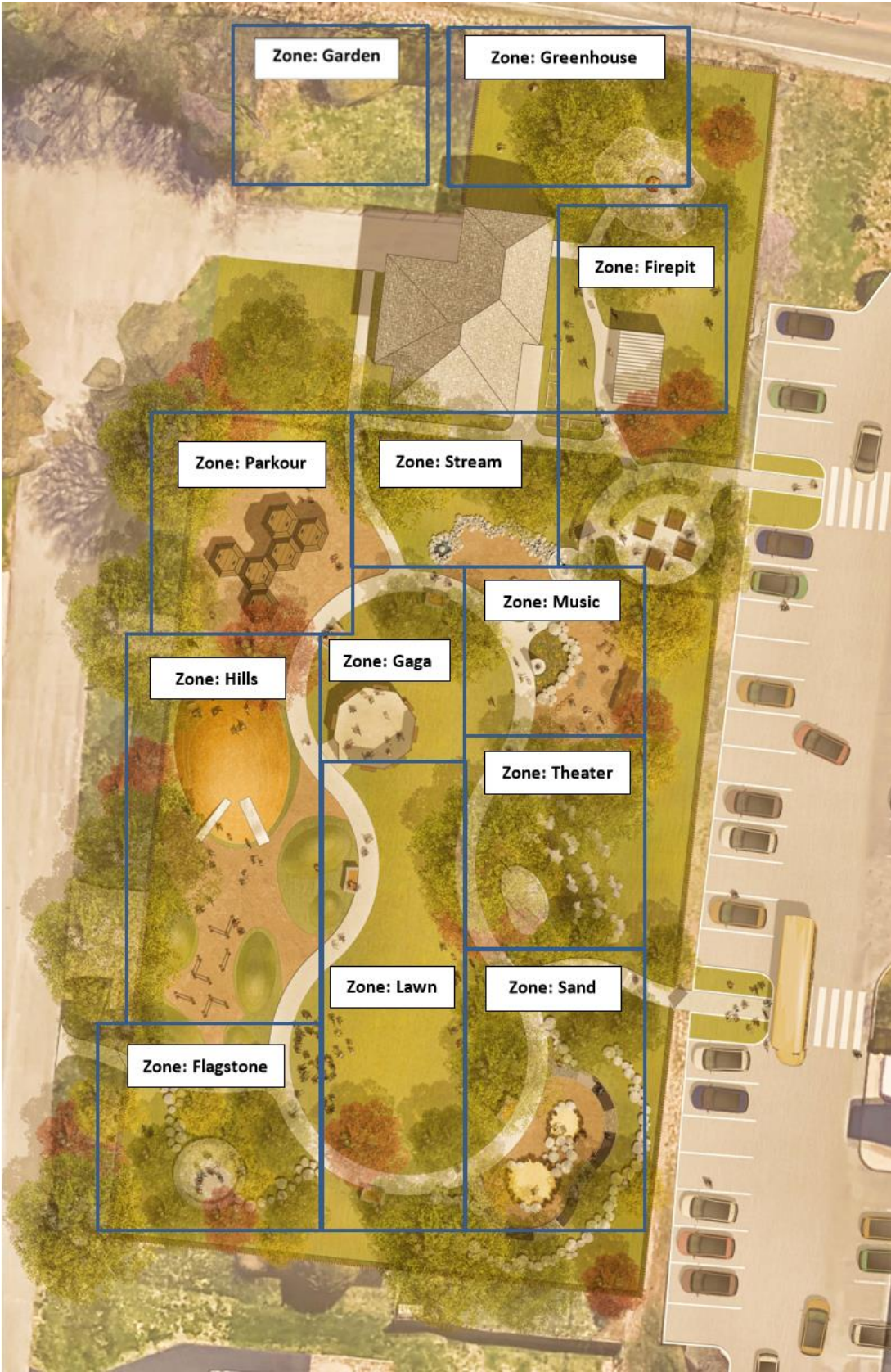
### **VISION STATEMENT**

To achieve sustainable growth, we have established a vision for our preschool and school with clear goals: \*Faith – We will strengthen our Catholic identity through prayer, Mass, sacramental programs and service while continuing our tradition of Catholic education with its rich history and heritage. \*Students – We will educate our students spiritually, academically, socially, and emotionally while recognizing uniqueness. \*Family - We support our families by providing an atmosphere of mutual respect and accountability while striving for the ongoing success of our students and encouraging well rounded, motivated individuals.

### **PHILOSOPHY STATEMENT**

Saint Gabriel Preschool and School is a vital ministry of our parish community. We provide high quality academics with a rich tradition in technology in a caring, family-oriented environment. The curriculum from preschool to 8th grade embraces Catholic traditions and wraps this around an excellence in academics and recognition of the uniqueness of each student. Our staff will create a fluid pathway for students to become driven independent learners and future leaders. We are committed to preparing students in an innovative way to the challenges of the global society by creating critical thinkers and problem solvers. We believe in educating the whole child while motivating them to become positive contributors to society. The values of our Catholic faith, family, tradition, and innovation allow us to soar with possibilities.

# Playpark Zones Illustration



## Zone Descriptions

### Zone: Flagstone (All Ages)

This is a perfect spot for a small quiet reading group, class discussion or experiment, or an individual space for sketching, writing, or studying. The possibilities are endless.

### Zone: Sand (Recommended for Preschool-2nd Grade)

This area was donated in memory of Jeannie Cockerel, our former Childcare Director who passed away. Her dream was for a playground for our St. Gabriel youth. A fundraiser was held posthumously in her honor and the funds raised as seed money for the playpark. We have dedicated this area in her memory.

Let your creativity flow as you create and build sand objects. Bring your bucket and tools to dig in the sand. Children will be able to work on their fine and gross motor skills while exploring nature.

### Zone: Amphitheater (All Ages)

See creativity come forth in the theater. Sing alongs, small plays, readings are all available with a comfortable sitting area for all to enjoy. This space is perfect for an outdoor classroom.

### Zone: Music (All Ages)

Show your musical skills with our instruments. Learn music with anyone.

### Zone: Garden (All Ages)

This small Prayer Garden was designed and constructed by a St. Gabriel Alumni for his Eagle Scout project. This is a perfect spot for quiet reading, meditation, or prayer.

### Zone: Stream (All Ages)

Get your hands wet and learn the properties of water. See how the water flows over the objects in the stream. Create dams with sticks, rocks, leaves, and other materials provided by mother nature. This area is wonderful to work on both gross and fine motor skills.

### Zone: Gaga Pit (Recommended for Kindergarten and older)

Our St. Gabriel Men's Club donated the proceeds from their Annual Codfather Cafe Lenten Fish Fry to build our Gaga Ball Pit.

Gaga is a fast paced, high energy sport played in an octagonal pit. The more players the better! Dubbed a kinder gentler version of dodgeball, the game is played with a soft foam ball, and combines the skills of dodging, striking, running, and jumping, while trying to hit opponents with a ball below the knees. What a fun way to work on teamwork and friendly competition.

### Zone: Parkour (Recommended for Kindergarten and older)

Gross motor skills will be put to the test in this area while students/children figure out how to cross suspended stumps, core cord webbing, hanging bars, and other obstacles.

### Zone: Hills (All Ages)

Climb your way to the top of the hill and then take the easy way down and slide to the bottom. Use those gross motor skills to roll down the small hills, crawl through the tunnel, and climb up the mountaineering ropes.

### Zone: Lawn (All Ages)

Bring a blanket and a book and lay amid the lawn and read, take in the scenery. Great place to have an outdoor class. Run

through the grass or just sit under a tree and listen to nature and the kids playing in the park. Wonderful spot for a game of frisbee or to toss a ball.

Zone: Greenhouse & Raised Garden Beds  
\_\_\_\_\_ (All Ages)

Fully operational greenhouse donated by the Peet, Spurlock and Fox families. St. Gabriel will be piloting a Farm-to-fork curriculum in the summer of 2018 and expand into the school curriculum moving forward. See plants grow from seeds. Great

for science projects and learning a little botany.

Zone: Community Picnic Area (All Ages)

A great example of reusing and recycling to leave a smaller carbon footprint. Our outdoor picnic tables and trash receptacles are made from recycled bottle caps that the St. Gabriel community collected for over one year. Each table weighs 450 pounds.

## Playpark Rules

### General Rules

- The playpark is open from dawn to dusk.
- Use of the playpark is at your own risk
- While school/preschool is in session, the playpark becomes an extension of their facilities and have exclusive rights to the area.
- Playpark zones may be reserved for any class or group. Reservations can be made by contacting the playpark scheduler in the preschool office.
- No smoking or alcoholic beverages are allowed
- No pets or comfort animals are allowed. Licensed service animals are allowed, but must remain with their owners at all times.
- Trash cans are placed around the park for your convenience. It is everyone's responsibility to clean up after themselves. Please help us keep the park clean by picking up any stray garbage.
- Individual zone rules must be followed at all times.
- If there is an incident that needs to be reported, please contact St. Gabriel
- St. Gabriel reserve the rights to ask anyone to leave the playpark for any reason.

### Gaga Pit Rules

#### Safety Rules

- Shoes should be worn at all times.
- No one should be sitting on the top ledge of the Gaga Pit at any time.
- Balls are to be hit with open or closed hand only. Balls are to NEVER be thrown.
- Balls are not to be hit towards persons above their waist.

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#### Game Rules

- All players start with one hand touching a wall of the pit.
- The game begins with a referee throwing the ball into the center of the pit.
- When the ball enters the pit, the players scream 'GA' for the first two bounces, and 'GO' on the third bounce, after which the ball is in action.
- Once the ball is in play, any player can hit the ball with an open or closed hand.
- If a ball touches a player below the knee (even if the player hits himself or herself) he or she is out and leaves the pit. If a player is hit above the knees, the play continues.
- If a ball is caught on a fly, the player who hit the ball is out.
- Using the walls of the octagon to aid in jumping is legal as long as the player does not permanently sit on the ledge of the octagon.
- Players cannot hold the ball.
- If needed, a second ball can be thrown in the pit to expedite the end of the game. The last player standing is the winner of that round.

### Sand Pit Zone Rules

- All sand needs to remain in the sand pit.

- No throwing or kicking of sand.
- Sand pit needs to be covered at the end of use.
- No standing on the cover.

#### Parkour Rules

- No pushing or shoving on the equipment.
- All equipment should be used as intended.
- No rough play is allowed at any time.

#### Stream Rules

- Stream area should be used with adult supervision only.
- When finished in the area water should be turned off and locked out.
- No climbing or jumping allowed in area.

#### Hills/Slide Rules

- Do not wear any loose strings or clothing on the slide.
- Be patient and wait your turn in line before getting on the slide.
- Never climb or run up the slide surface or the frame.
- Slide down feet first and sitting up, never head first or on your back, knees or stomach.
- Go down one at a time with no fancy tricks.
- Check the bottom of the slide to see if it is clear before sliding down. When you reach the bottom, get off and move away from the end of the slide.
- On hot days, feel the slide with your hand before getting on slide, if the side is too warm, do NOT play on it.

#### Greenhouse Rules

- Greenhouse is not open to the general public. Special permission must be obtained from the Playpark scheduler.



## **Playpark Access**

### For School & Preschool Activities

Hours of Accessibility - The playpark is an extension of the school/preschool Monday-Friday from 8:00a-6:00p when school/preschool is in session.

School Recess - The playpark will be used exclusively for recess from 11:00-1:00. Recess monitors will determine which zones will be available for use due to playpark conditions.

Scheduling Zones for Preschool & School Use - To reserve a zone(s) for a class, please contact the playpark scheduler located in the preschool office. Zone(s) are reserved on a first-come, first-served basis.

To reserve a zone during school hours email [preschool@stgabriel.net](mailto:preschool@stgabriel.net) or call 502-239-1298.

### For General Use

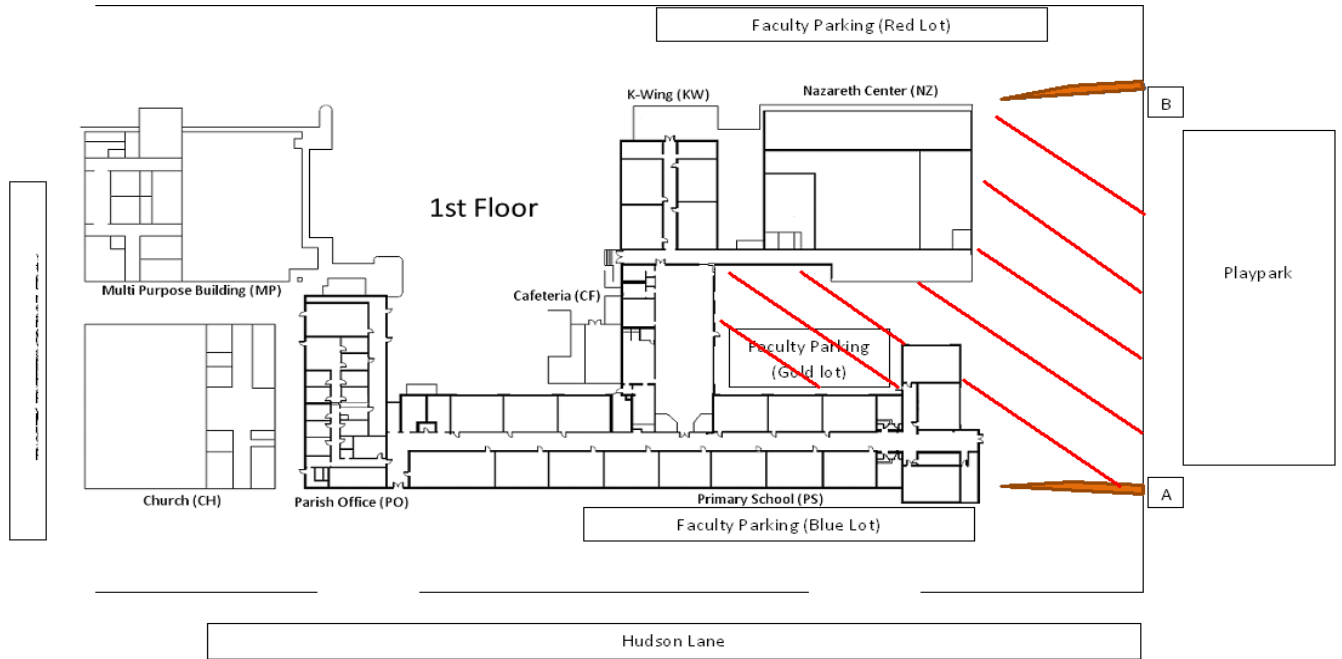
The general public may use the playpark outside of school/preschool hours of operation, which is generally from 6:00pm-dusk Monday-Friday and dawn-dusk on the weekends.

### For Outside Parties

The playpark will eventually be available to be reserved by outside parties interested in using the space for various activities. Interested parties must contact the playpark scheduler located in the preschool office. Hours of availability, reservation forms, rental agreements, and responsibilities for outside parties will be made available upon request.

### Parking Lot Closure and Procedures During Weekdays:

The Playpark parking lot will be closed using our locked gates located at each curve by the park from 8:30am-1:30pm Monday through Friday. There will be no parking in this lot during these hours.



**EMERGENCY PROCEDURE PLAN  
SAINT GABRIEL NATURAL PLAYPARK**

It is important to stay calm and think before you act in an emergency situation. All personnel are expected to stay until the emergency situation has ended. There will obviously be a great deal of sharing the responsibility of getting whatever needs to be done started and working. It is almost impossible to fully assign tasks until the emergency presents itself. This information is intended as a guideline to be used in the event of an emergency. Some changes may be necessary as the situation evolves. Teachers/staff should keep their cell phones available in the case of an emergency. While classroom doors do not have to be closed, they must be locked at all times. The doors can then be closed quickly in the event of an emergency. Outside gym and school doors must be kept closed and locked at all times. Teachers/staff must carry school keys with them at all times.

### **GENERAL SAFETY:**

Teachers/staff need to be aware of the location of all students at all times. No child should be out of site or ear shot when on the playpark. Staff must place themselves strategically around the playpark to ensure site lines are withheld and students are supervised. All staff are to be aware of the closest First Aid Kit. All staff will have the following phone numbers programmed into their cell phones in case of an emergency: St. Gabriel School 502-239-5535, St. Gabriel Preschool 502-239-1298, and St. Gabriel Parish 502-239-5481.

Life threatening emergency are to be handled as follows: Assess the situation, designate someone specifically to call 911 and ask for an ambulance, follow the instructions from the 911 operator. Designate a different staff or older students if needed to notify the appropriate office. St. Gabriel safety follow-up procedures and paperwork are to be followed after the incident has been resolved and all are safe.

Always utilize the buddy system. Never send a student anywhere alone.

### **MAJOR/MINOR INJURY:**

Teacher/staff should assess the situation. First aid for minor injuries may be administered *at the playpark*. Student should be directed to wash and self administer first aid, *when age appropriate. Preschool student First Aid is to be administered by First Aid Certified staff only. Gloves must be used if staff is needed/required to assist.* Any bandage or tissue that contains blood should be placed in a plastic bag and taken to a special container in the office before the end of the day. Major injuries may consist of (but are not limited to) large or serious cuts, gashes, **any** head injury, broken bones, eye injury, etc. Don't move the student until you check student's movement, eyes, color. If the student can move under their own power, bring the student to the office. Place your hand under the student's arm for support. If the student is unable to move or you are not sure about the seriousness of the injury, send two students for help. The teacher/staff member should stay with the injured student. Stay calm. Your tone of voice is important. Use gloves if possible.

An accident report should be filled out after each injury even if you did not see what happened. The forms are available in the school office. The form should be turned in to the school office by the end of the day.

### **TORNADO and SEVERE WEATHER:**

The playpark should not be used if there is a risk of severe weather approaching. The playpark is to close and be evacuated immediately at the first sound of thunder or at the moment that lightning is spotted. If unexpected severe weather/tornado occurs, students are to evacuate the playpark and enter the closest entrance to the building and take cover. Staff are to ensure that all students have evacuated the playpark and that the area is clear. Staff will follow Severe Weather procedures. Staff must notify the appropriate office of the Severe Weather to ensure no other classes attempt to use the playpark at that time. Office staff will then notify other offices and classes.

### **EARTHQUAKE:**

All students and teachers are to get to the most open areas of the playpark until the earthquake stops. All students and teachers will remain in the open areas of the playpark until instructed by the Facilities Manager, Administrative Staff, or Emergency Personnel. Do not enter the buildings until an "All Clear" has been issued.

Check for injuries. If injuries are present, teacher should evacuate his/her classroom and return to assist the injured student. If another adult is present, the teacher should remain with the injured student and the other adult should evacuate the students. Make sure the principal, or someone responsible knows you are in the building.

If no injury is present, calmly, quietly, safely take the students to the earthquake zone. If you need to use exits that were not practiced, be alert for fallen electrical wires and other obstacles. The teacher should lead the class out.

Teacher should have a grade book containing a class list with them. Take roll as soon as everyone is out of the building. If someone is missing, let the principal or assistant principal know immediately.

### **FIRE:**

If there is a fire on campus or the Fire Alarms are sounding, all students are to gather in their designated playpark area. All Staff will listen for further instructions from the Facilities Manager, Administrative Staff, or Emergency Personnel. No one shall enter the buildings until the "All Clear" has been issued.

Normal play can resume only when given the all clear.

### **EVACUATION OF PROPERTY:**

Students/staff will be moved to Fern Bowl on Bardstown Road in the event that staff and students must be evacuated from Saint Gabriel property. The management of Fern Bowl has agreed to be a shelter for us if necessary. The manager's name and phone number are in the red emergency response procedure binder in the principal's office.

**SHELTER IN PLACE:**

A Shelter in Place may occur if something unusual is happening in the surrounding area. Teachers should return to their classroom and follow Shelter in Place protocol.

**Incident Reporting****Documentation**

It is very important that you document the notes, phone calls, and meetings you have with parents and other adults regarding playpark issues. Please report all incidents needing attention to the appropriate parties.

**Incident/Accident Report Forms**

Available on the St. Gabriel Website or through your department.

**Contact Information to Report Incidents**

[preschool@stgabriel.net](mailto:preschool@stgabriel.net)

502-239-1298

Accident Reports involving equipment should be reported to maintenance as well as the Preschool office.