

APPENDIX B

White Oak Early Learning Center (WOELC) Safe Conditions Policy

The following steps will be taken to ensure that children are safe while at our early learning center.

- Staff members are required to follow all Avon Community School Corporation Board Policies, which include policies regarding the safety of children in their care.
- Emergency drills are conducted and documented monthly, following the Avon Community School Corporation schedule.
- Children have access to a registered nurse for medical care. When the WOELC nurse is not onsite, the nurses at Maple Elementary and Avon Middle School South are on call.
- Children will be actively supervised with the required number of qualified adults (meeting all requirements).
- Custodial staff, as well as classroom staff, will keep the early learning center in a sanitary condition through daily routine cleaning.
- Toys, furniture, cots, and other equipment used by children will be cleaned and sanitized when soiled or contaminated.
- Children will not be permitted in areas that are being remodeled, repaired, or painted.
- Staff members will follow school district guidelines as it relates to the handling and storage of hazardous materials.
- Vehicular plans (both school bus and car) are developed and followed to ensure the safety of students, staff, and parents visiting WOELC.
 - If at any time it is suspected that a parent/guardian is under the influence at pickup, the child will not be released, and school resource officers will be notified.

As a parent/guardian of a student at White Oak Early Learning Center, I have been provided with and understand the information outlined in his policy. I understand that this is a required enrollment document to meet licensing requirements.

Student Name _____

Parent Name (printed) _____

Parent Signature _____

Date _____